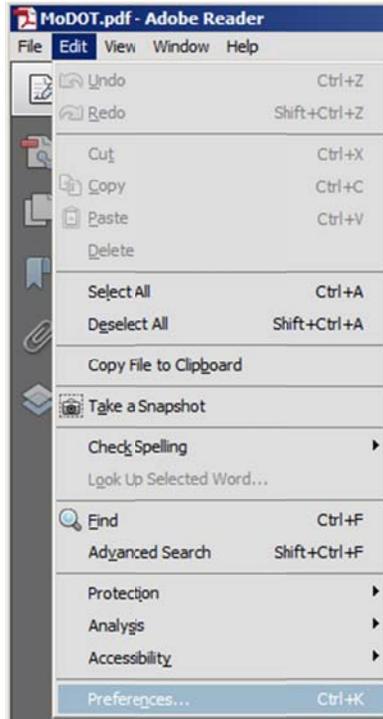
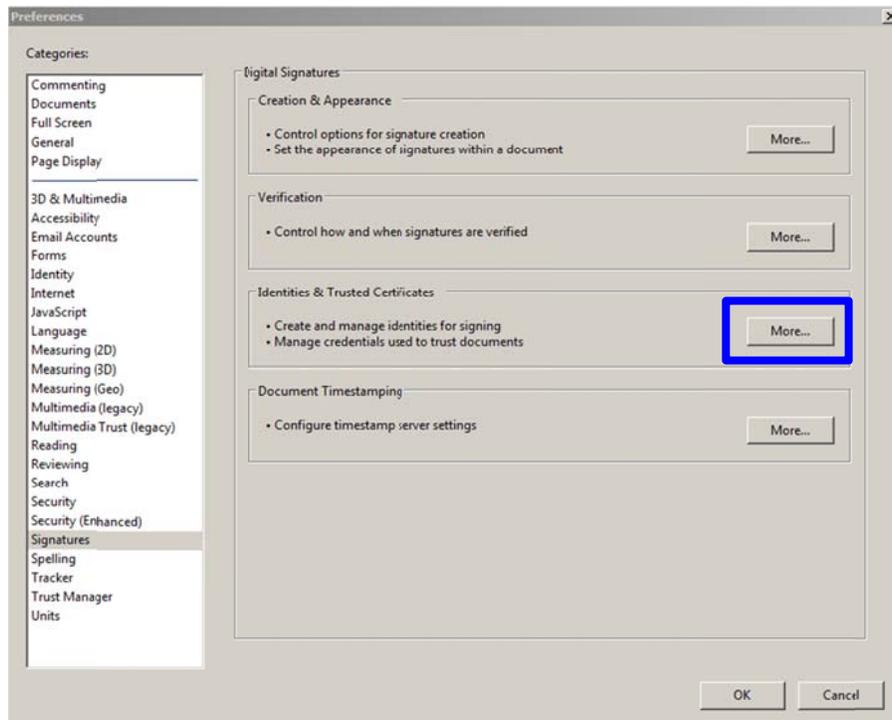


Creating a Digital ID Signature in Adobe Reader 11

1. Open Adobe Reader.
2. Under the **Edit** pull down menu select **Preferences**



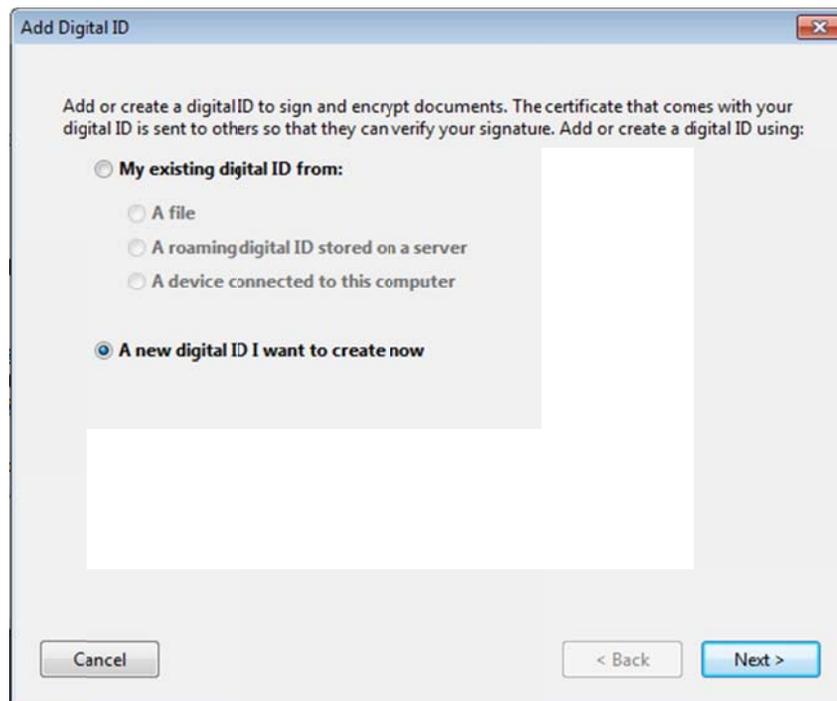
3. Select the **Signatures** category. Then select the **More...** option within the Identities & Trusted Certificates area of the dialog.



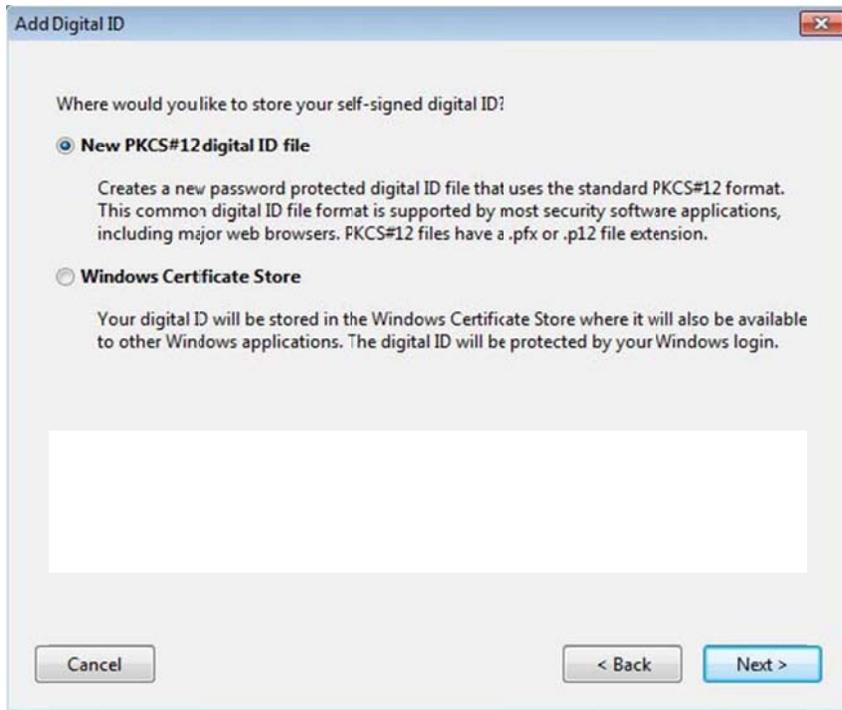
4. Select the **Add ID** to create a Digital ID.



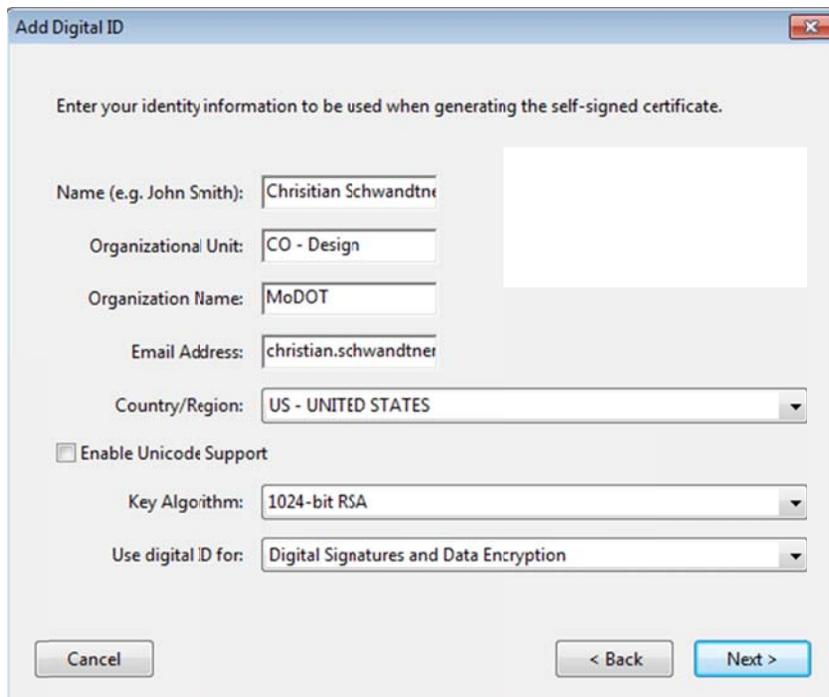
5. Select **A new digital ID I want to create now** and then select the Next button.



6. Select the **New PKCS#12 digital ID file** and then select the **Next** button



7. Fill out the dialog box with the appropriate information. The Organization Unit should be your District and Division. (i.e....CO – Design, CO – Bridge, D6 – Design). Then select the **Next** button.



8. Now you will have to save the Digital Id. Browse to your C: drive and go to the **Digital Id** folder that we created earlier. This will be the location for your Digital Id and Exported Certificate file. When saving the PFX file (Digital Id), make sure you use the following file naming convention. Date is necessary just in case another seal is created in the future. Be sure to include the Adobe version that was used to create the digital id.

userid_YYYYMMDD_v11.pfx [*schwac_20110901_v11.pfx*] You will need to create a password that you will use every time you apply your Digital Id. Don't forget your password or else you will need to create a new Digital Id. The password has to be a minimum of 6 characters and it is also case sensitive.

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

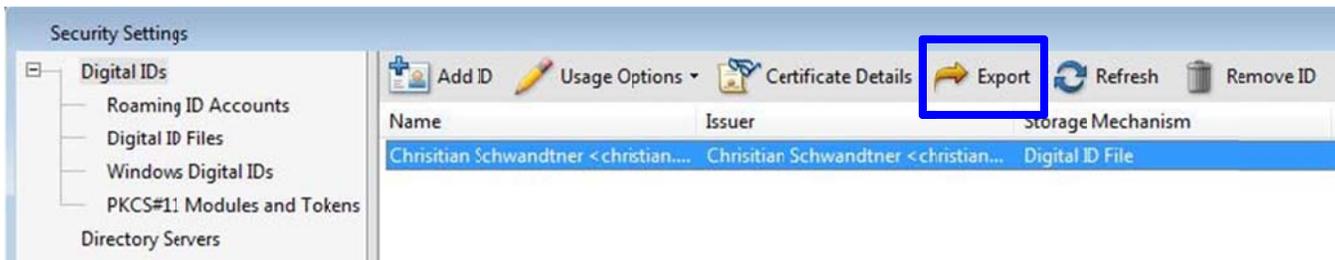
C:\Users\schwac\Digital Id\schwac_20131105_v11.pfx

Password:

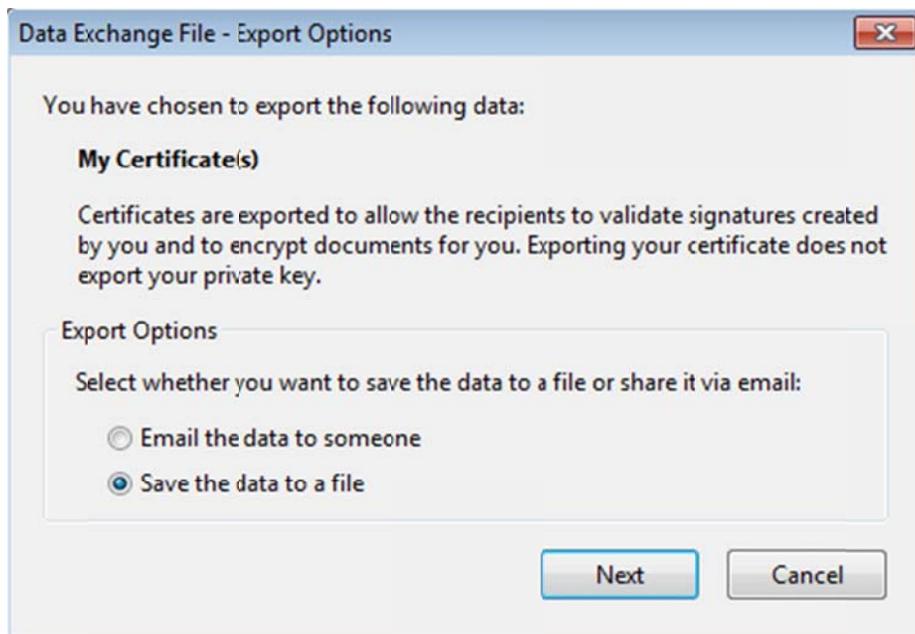
Best

Confirm Password:

9. Now highlight your name and select the Export option. The file created in this step can be used to validate your Digital Id.

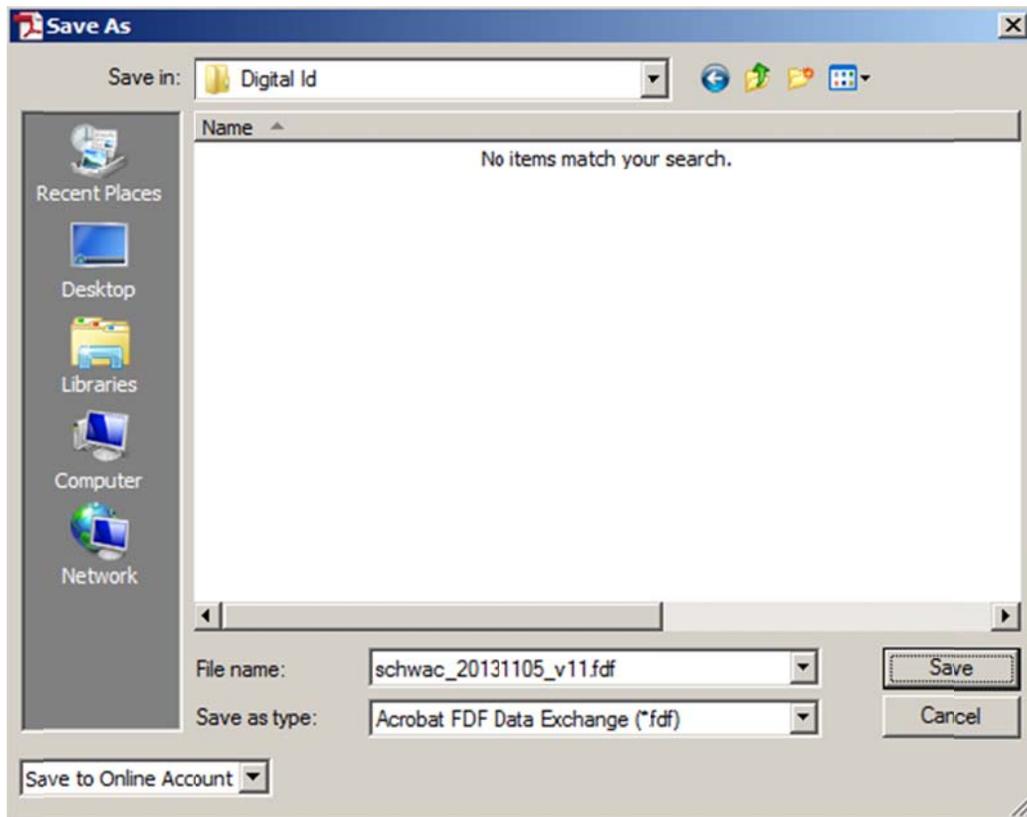


10. Select the **Save the data to a file** option and select **Next**.

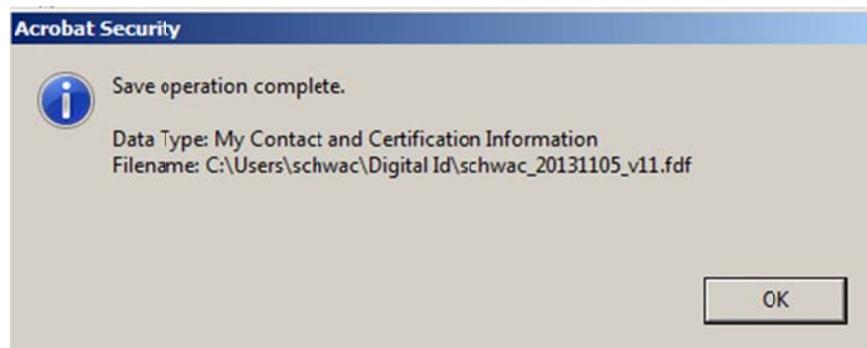


11. Make sure the path is to the same location as your Digital Id, C:\Users\userid\Digital ID. The Save as type should be set to **Acrobat FDF Data Exchange**. Be sure to use the same naming convention that was used for the Digital Id.

UserId_YYYYMMDD_v11.fdf [*schwac_20131105_v11.fdf*]



12. Now you have created a certification file to validate your Digital Id you will need to email that FDF file to Christian Schwandtner (schwac). MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.



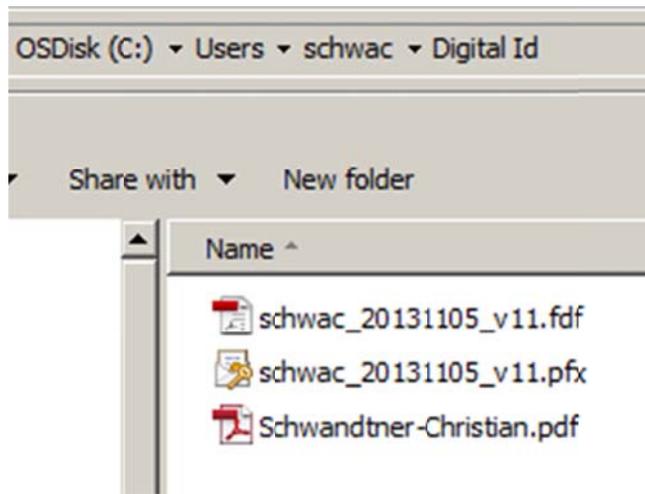
If a new Digital Id is created you will have to repeat the steps above and send me a new version of your Acrobat **FDF** Data Exchange file.

13. You should have three files within the **C:\Users\userid\Digital Id** folder.

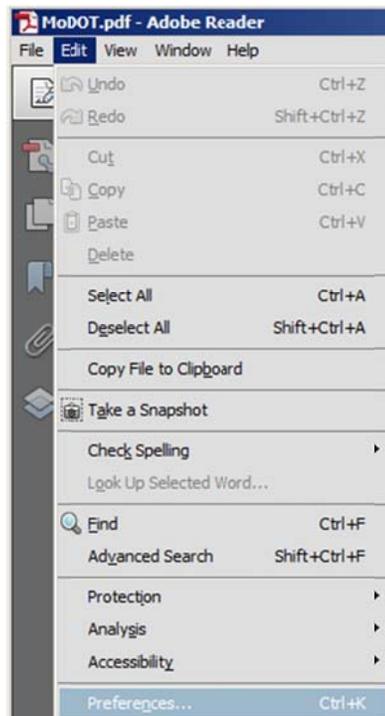
FDF – certificate file to validate Digital Id

PFX – Digital Id file

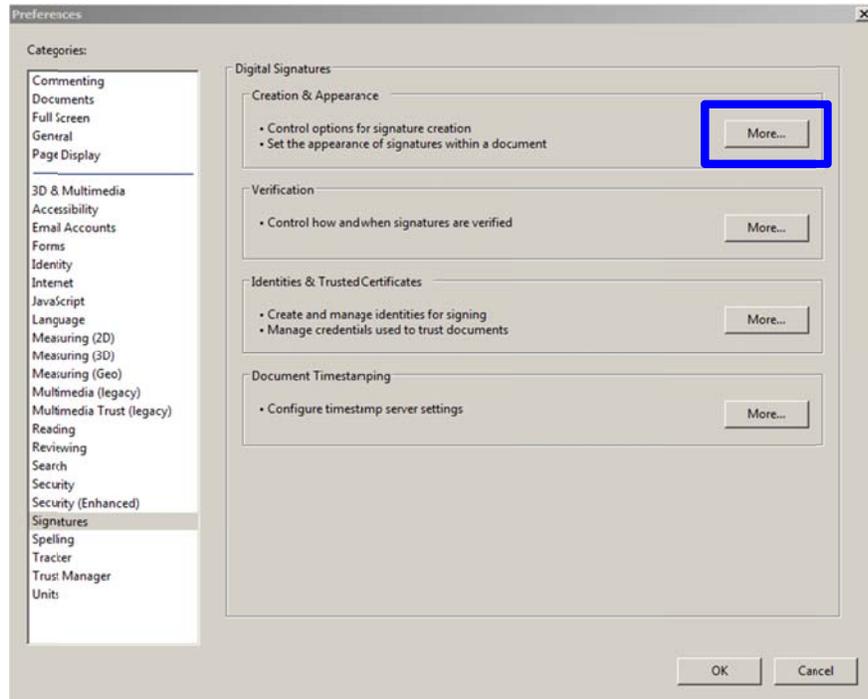
PDF – Image of your Seal



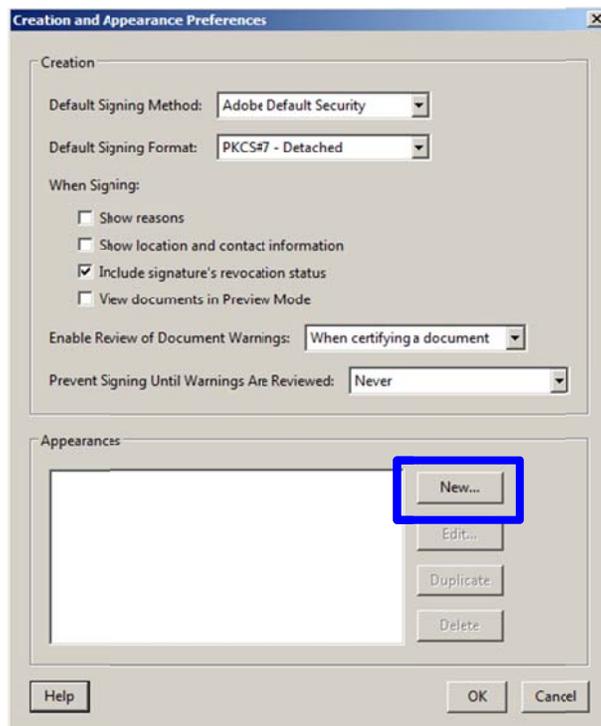
14. Now within Acrobat Reader, we will need to combine your Seal and Digital Id so it looks correct on the contract plans. Open up the **Preferences** option under the **Edit** pull down menu.



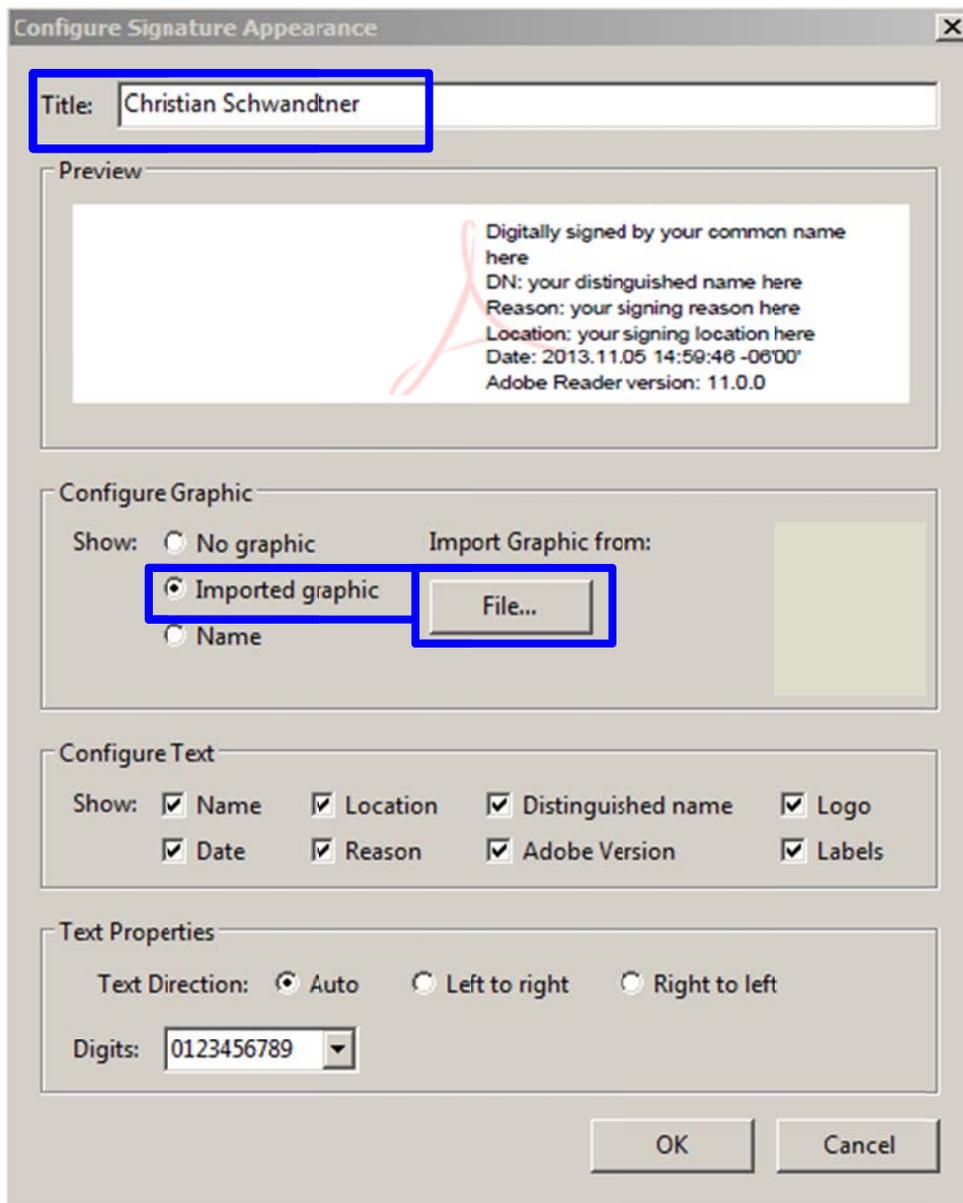
15. Select the category of **Signatures**. Select the **More...** option within the Creation and Appearance area.



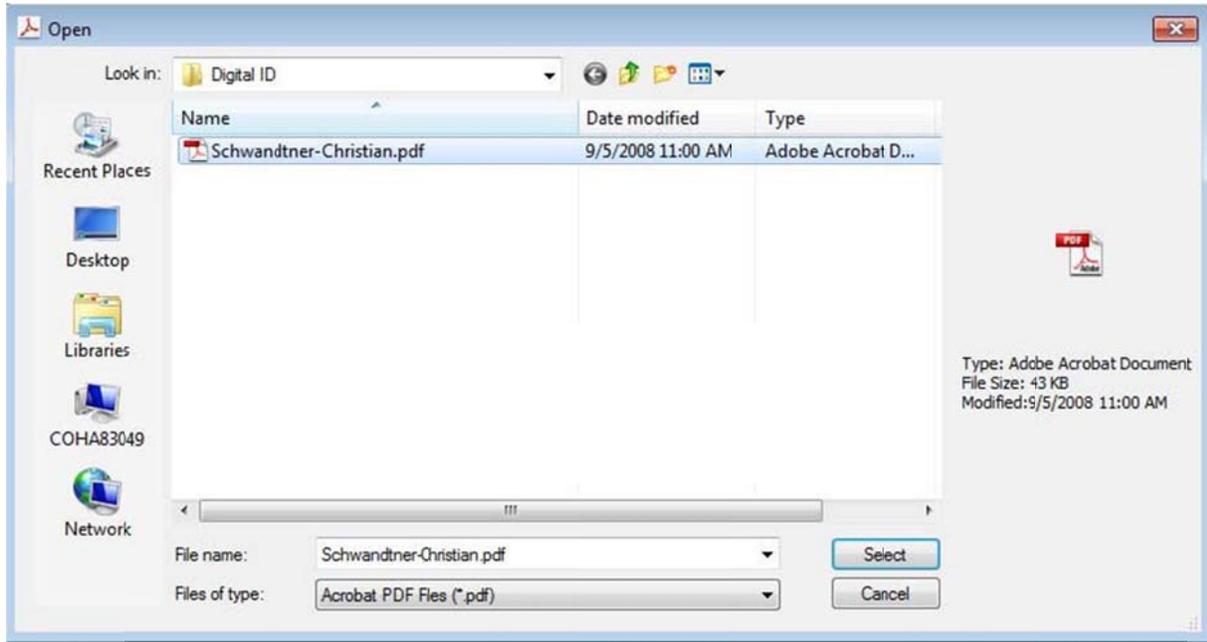
16. Select **New** in the Appearance area of the dialog.



17. Use your full name for the Signature Appearance. Now toggle on the **Imported graphic** for the Configure Graphic area of the dialog. Select the **File** button.



18. Browse to the folder where you exported out the PDF file from ProjectWise (C:\Users\userid\Digital Id). Now select your PDF seal.



19. Now you will see your seal in the dialog below.



20. Now you will need to modify the Configure Text area and make sure all options are turned off. Then click the **OK** button.

Configure Signature Appearance

Title:

Preview



Configure Graphic

Show: No graphic Imported graphic Name

Import Graphic from:

Configure Text

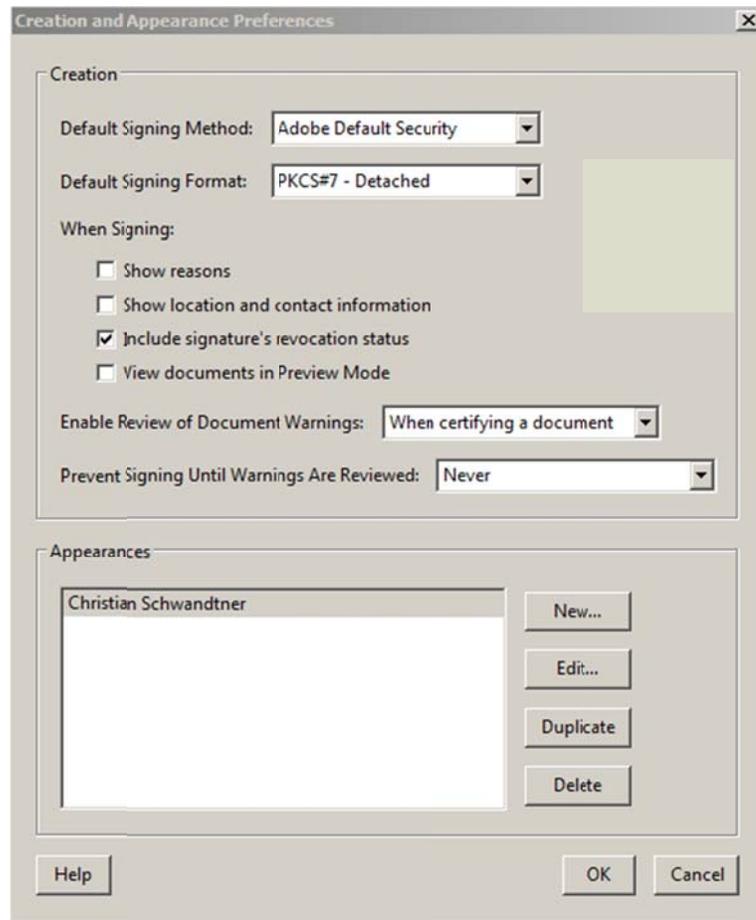
Show: Name Location Distinguished name Logo
 Date Reason Labels

Text Properties

Text Direction: Auto Left to right Right to left

Digits:

21. Now you have created a signature block to be used with your Digital Id. Click the **OK** button and now you have just finished creating your seal for signing and sealing documents.



Remember to send Christian Schwandtner a copy of the Acrobat FDF Data Exchange file (FDF) from the Digital ID folder. MoDOT will be the holder of this file to validate any sealed contract plans that you have sealed. The FDF file will be kept in a secure location and cannot be altered in any way within ProjectWise.