

Simple Digital Signature Instructions

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Note to User

The following instructions are for devices using Windows 7, 8, or 10 and Internet Explorer.

Currently, iOS devices do not support signing with digital certificates. Instructions will be provided when the option becomes available. Since the chosen FDOT Construction platforms are Windows and iOS, guidance for MAC and Android devices is not yet provided.

Acquiring a Digital Signature

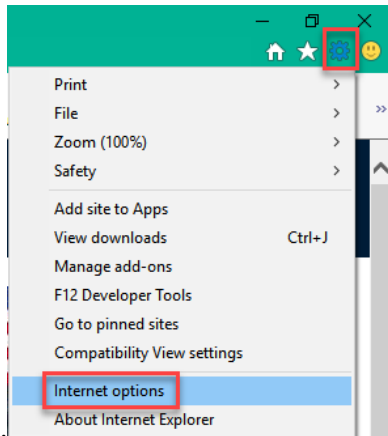
1. Navigate to: <http://www.fdot.gov/it/ApprovedDigitalCertificateAuthorities.shtm>
2. Select an approved digital certificate provider from the list and acquire a certificate through their application process.

Exporting a Digital Certificate

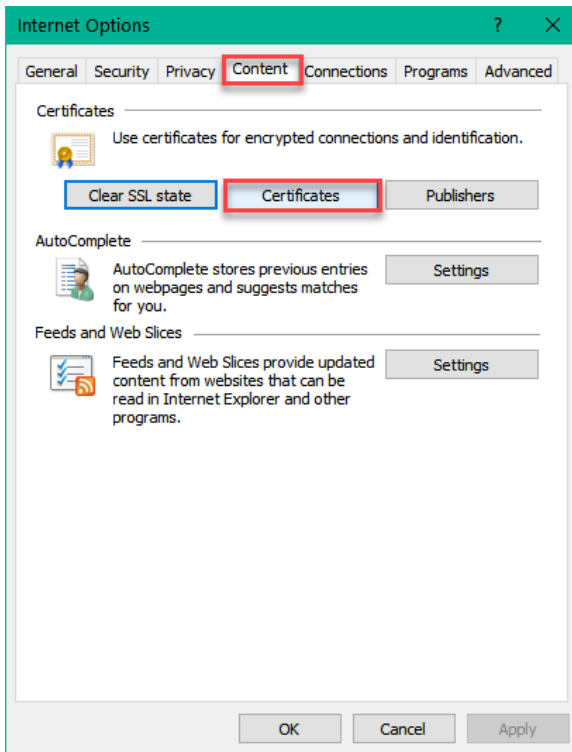
After you have installed your digital certificate, you can export it for use on other devices and/or for safe keeping in case your installed certificate is lost. It is recommended to save your certificate in 2 locations. These could include your local computer (e.g. My Documents) and an external drive (e.g. thumb drive or hard drive).

1. Open Internet Explorer.

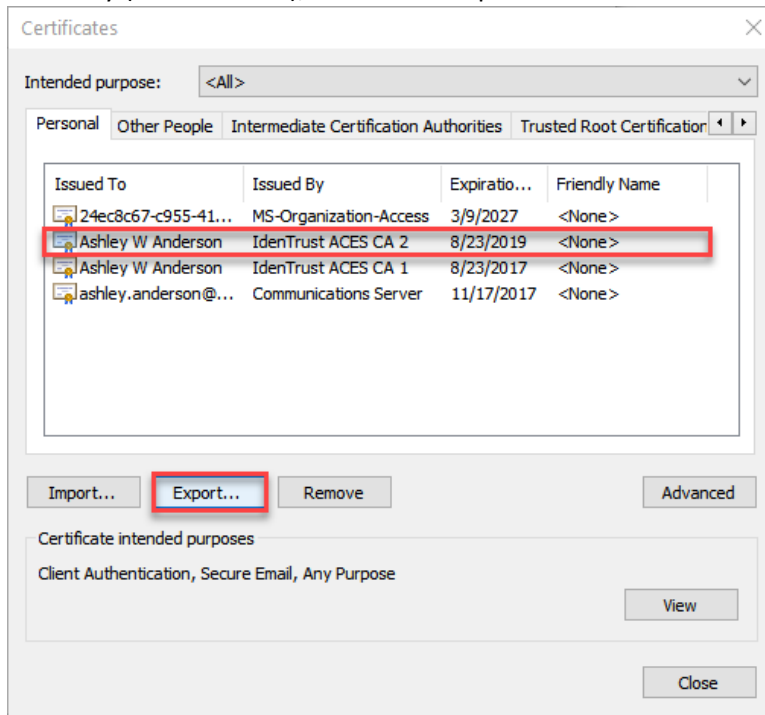
2. Select the “Gear” icon, then select Internet Options.



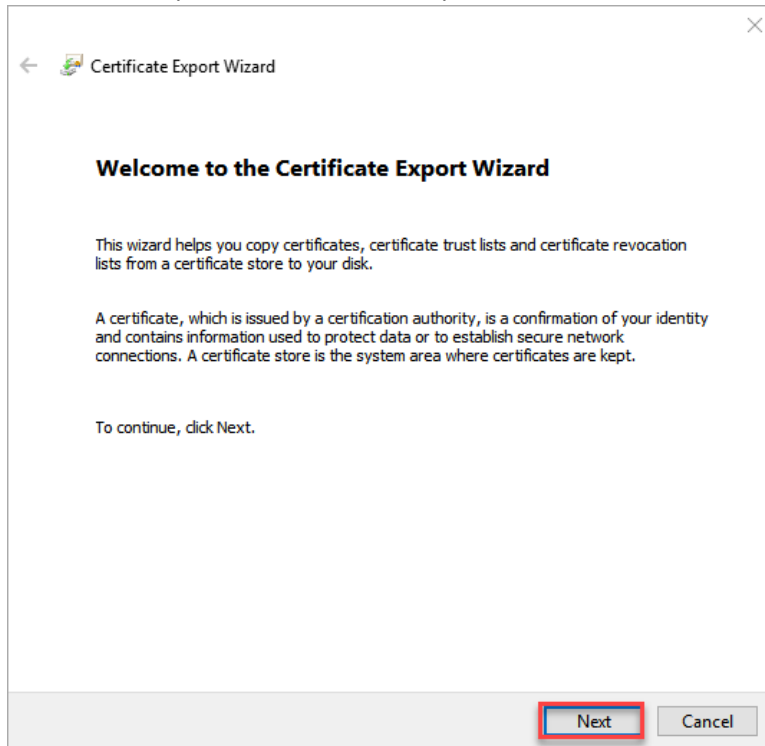
3. On the Content tab, select Certificates.



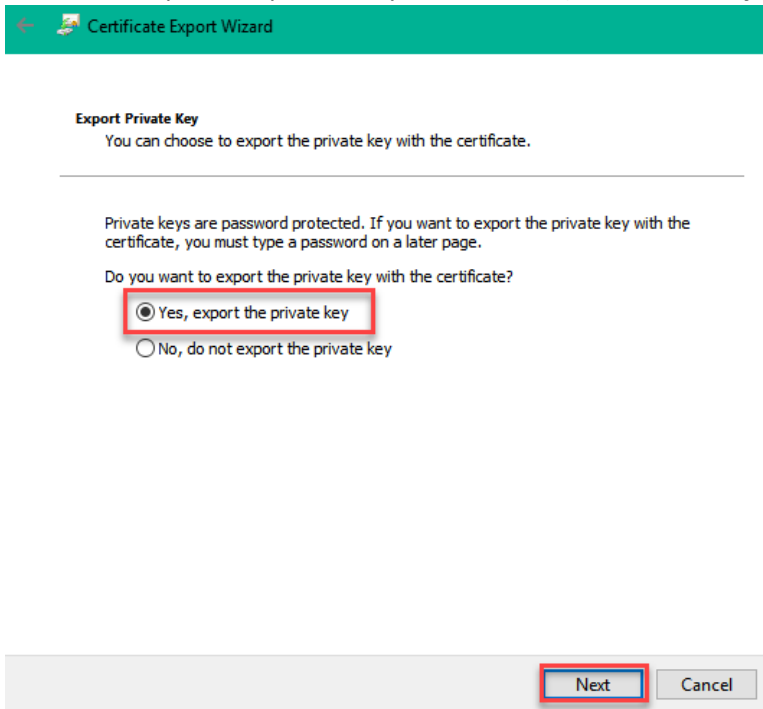
- Select your most current certificate (i.e. look at expiration date) issued by your certificate authority (i.e. IdenTrust), then select export



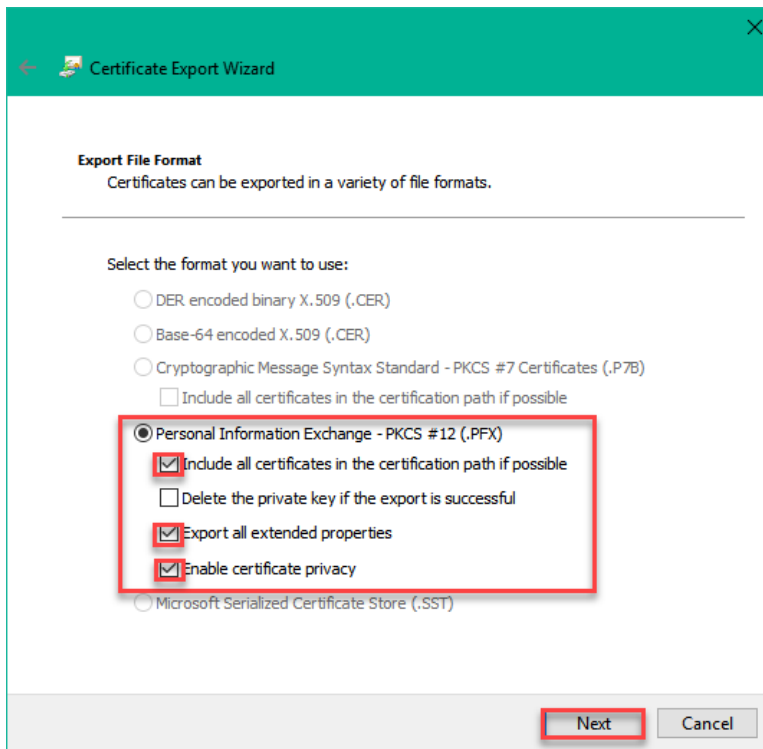
- Follow the steps in the Certificate Export Wizard, select Next.



6. Select Yes, export the private key, select Next. (You will need your digital certificate password.)



7. Select Personal Information Exchange and Include all certificates in the certificate path if possible, select Next.



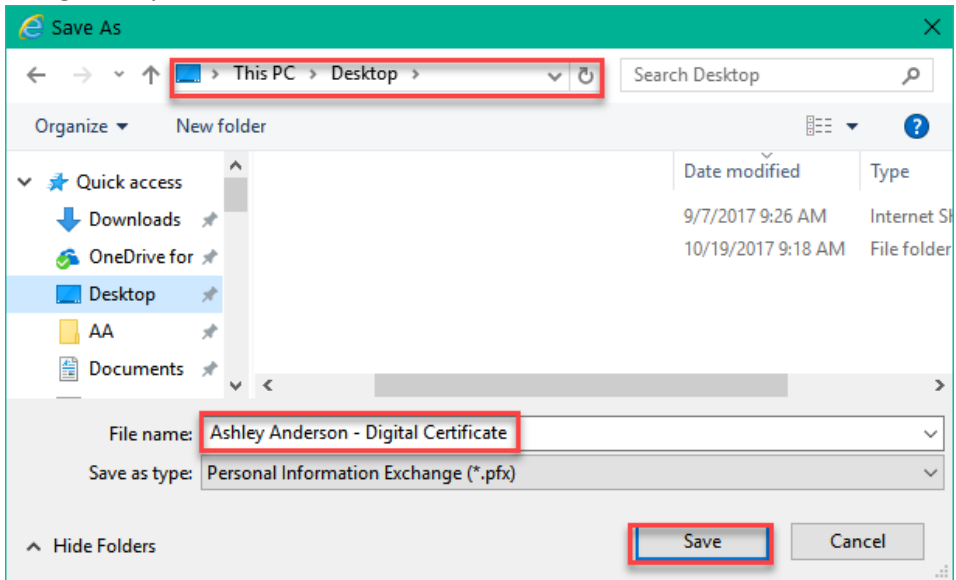
8. Select the Password box and enter your password twice, select next.

The screenshot shows the 'Certificate Export Wizard' dialog box. At the top, there is a green header bar with a back arrow and the text 'Certificate Export Wizard'. Below this, the section is titled 'Security' with the instruction: 'To maintain security, you must protect the private key to a security principal or by using a password.' There are two options: 'Group or user names (recommended)' which is unchecked, and 'Password:' which is checked. The 'Password:' option includes two text boxes for entering and confirming the password, both filled with dots. To the right of the 'Group or user names' list is an empty box with 'Add' and 'Remove' buttons. At the bottom right, there are 'Next' and 'Cancel' buttons. A red box highlights the 'Password:' section, and another red box highlights the 'Next' button.

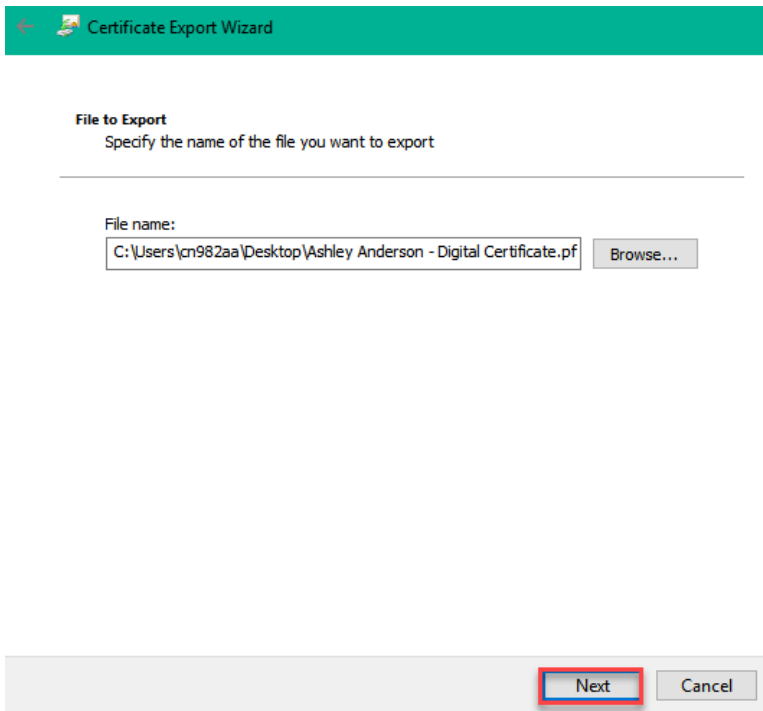
9. Select Browse.

The screenshot shows the 'Certificate Export Wizard' dialog box. At the top, there is a header bar with a back arrow and the text 'Certificate Export Wizard'. Below this, the section is titled 'File to Export' with the instruction: 'Specify the name of the file you want to export'. There is a 'File name:' label followed by an empty text box. To the right of the text box is a 'Browse...' button. At the bottom right, there are 'Next' and 'Cancel' buttons. A red box highlights the 'Browse...' button.

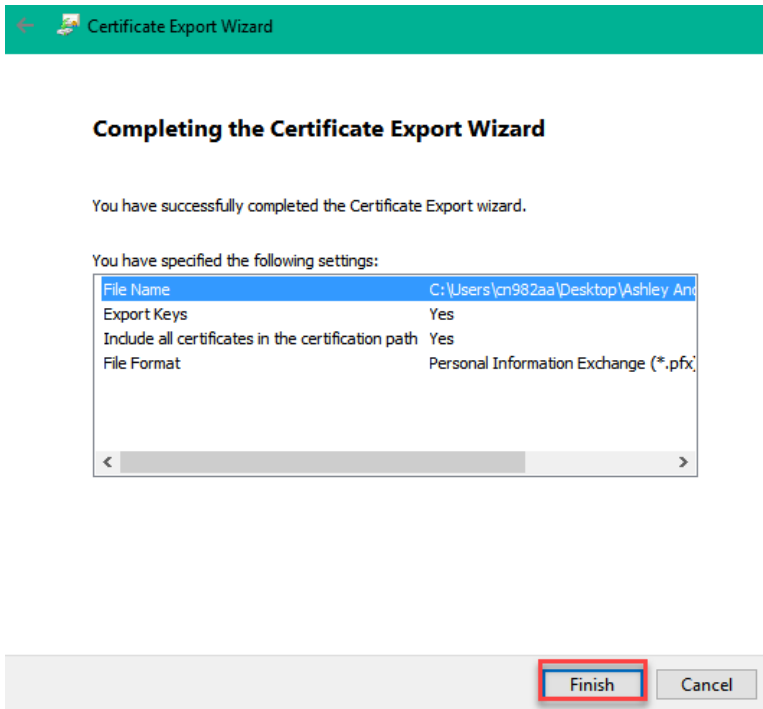
10. Navigate to your chosen file location and enter a file name, select Save.



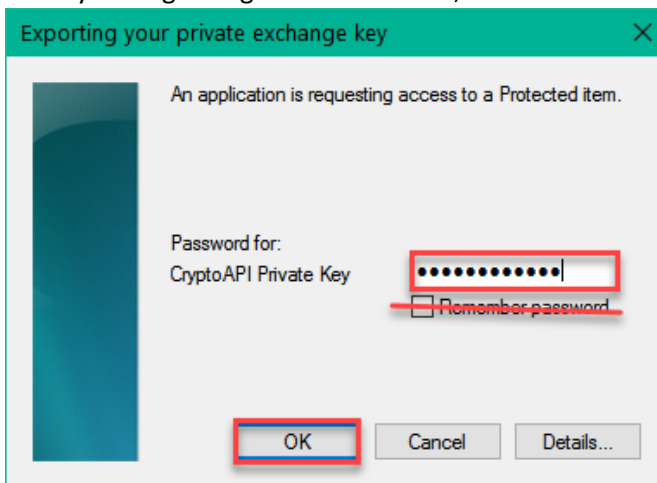
11. Select Next.



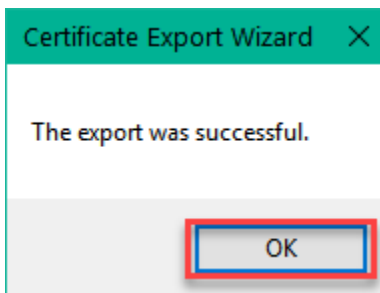
12. Select Finish.



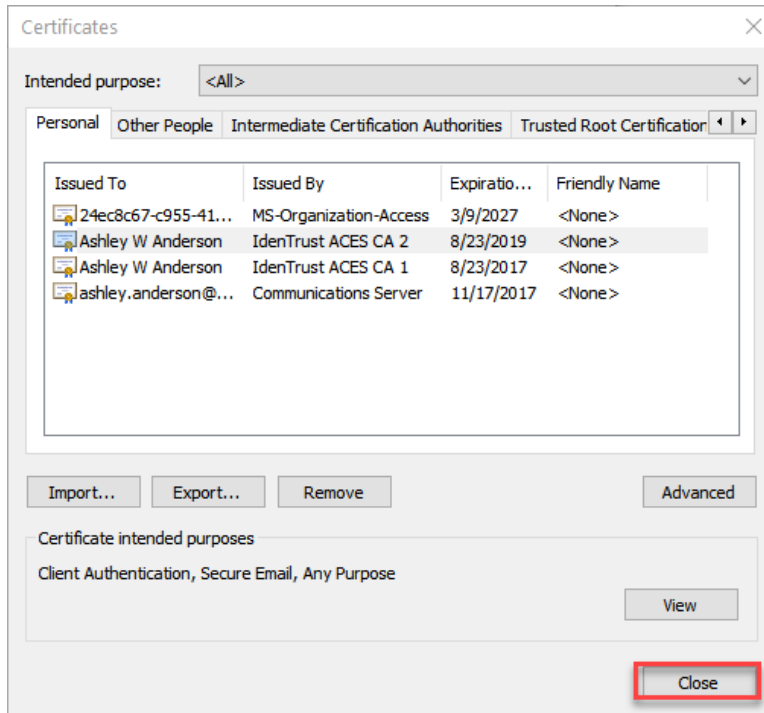
13. Enter your Digital Signature Password, select OK. **DO NOT SELECT REMEMBER PASSWORD.**



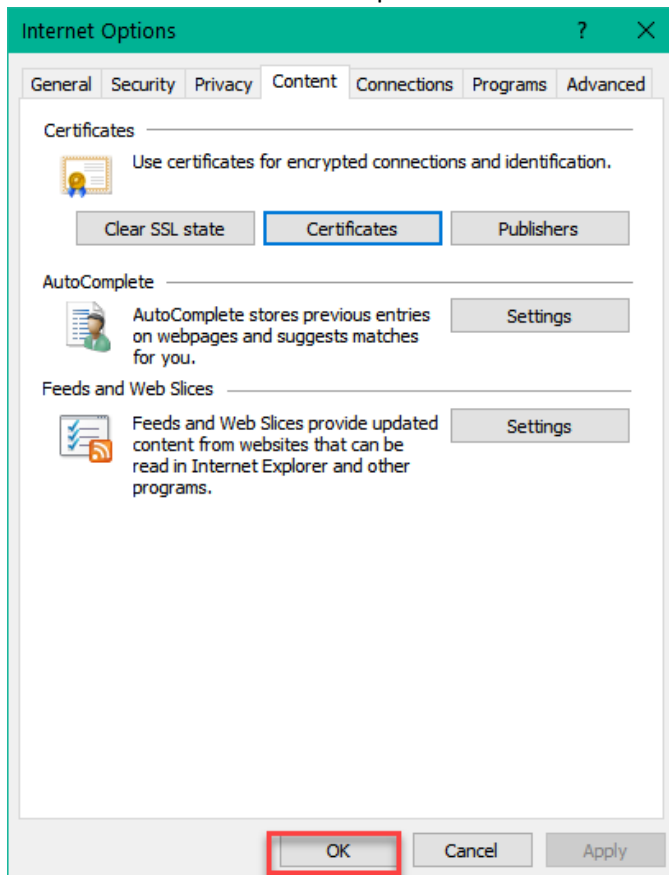
14. Select OK.



15. Select Close.



16. Select OK and close Internet Explorer.



Installing and Configuring Adobe

1. Navigate to <https://get.adobe.com/reader>
2. Download and install Adobe Acrobat Reader DC. If you prefer, uncheck the boxes for optional offers.

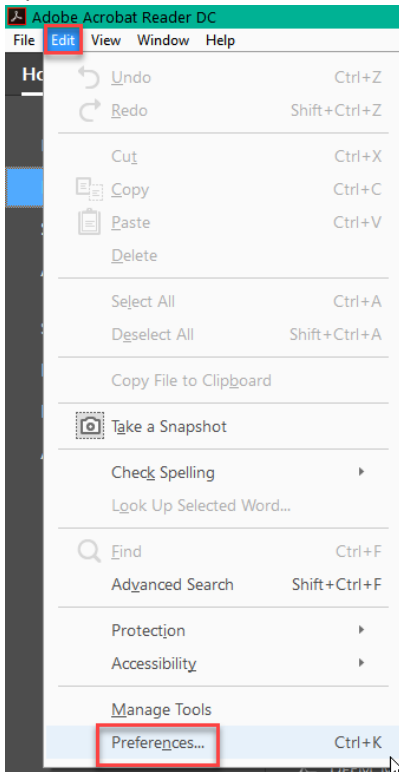
The screenshot shows the Adobe Acrobat Reader DC installation page, labeled "Step: 1 of 3". The page is divided into three main sections:

- Adobe Acrobat Reader DC:** Features the Adobe logo, a grid of application icons, and the Adobe logo itself. Below this, it lists "Version 2017.012.20093" and "System requirements". Under "Your system:", it specifies "Windows 10, English" and asks "Do you have a different language or operating system?". It also asks "Are you an IT manager or OEM?". At the bottom of this section, there is a checkbox for "Install the Acrobat Reader Chrome Extension" with a "Learn more" link.
- Optional offers:** Contains two checkboxes: "Yes, install Google Chrome." and "Yes, install Google Toolbar for Internet Explorer.", each with a "Learn more" link. Below the text is a small image of a Google search page.
- Terms & conditions:** Explains that clicking "Install now" implies agreement to updates and extensions. It includes a note: "Note: Your antivirus software must allow you to install software." and a prominent yellow "Install now" button. Below the button, it states "Total size: 112 MB".

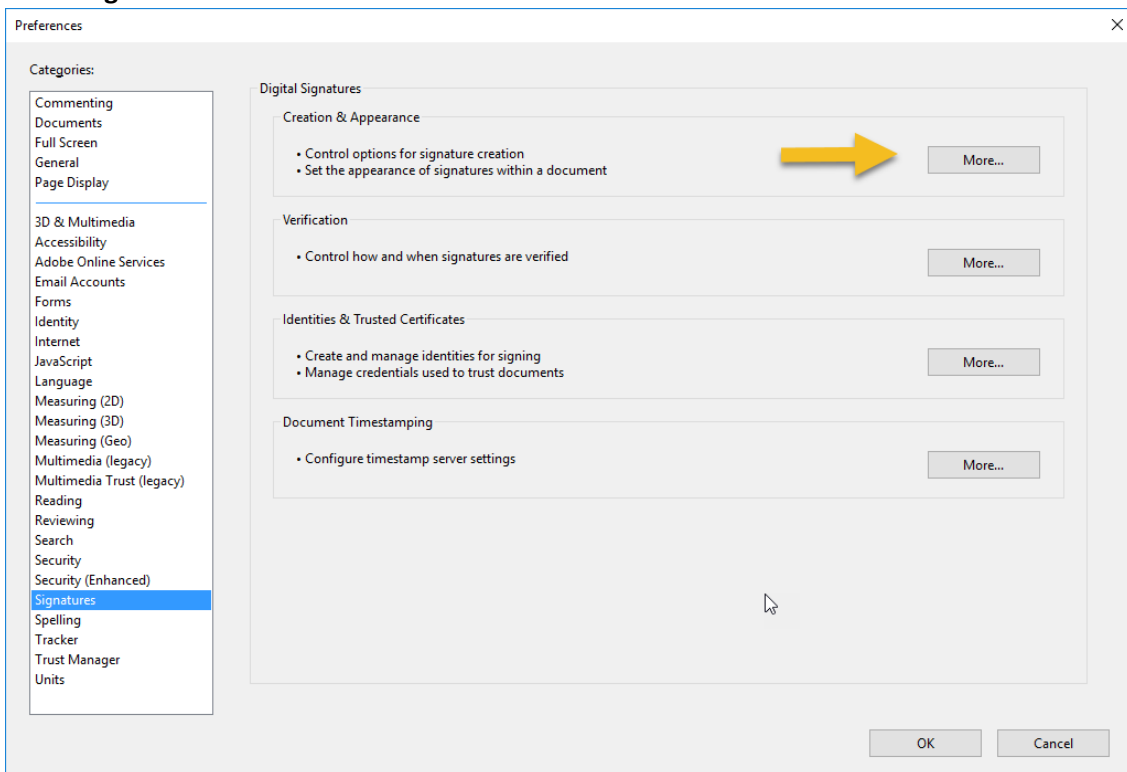
At the bottom of the page, there is a footer with a globe icon and the text "Choose your region", followed by "Copyright © 2017 Adobe Systems Incorporated. All rights reserved." and links for "Terms of use | Privacy | Cookies".

Signature Appearance

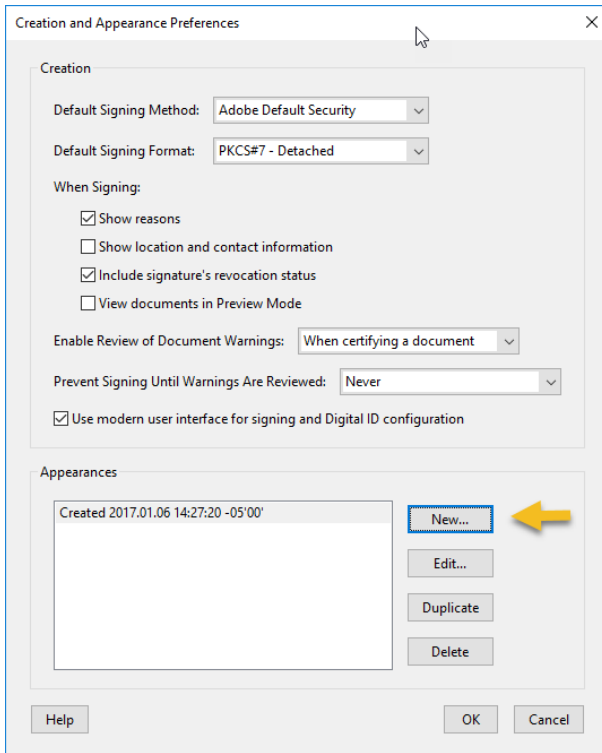
1. Open Adobe Acrobat Reader DC and select **Edit >> Preferences**.



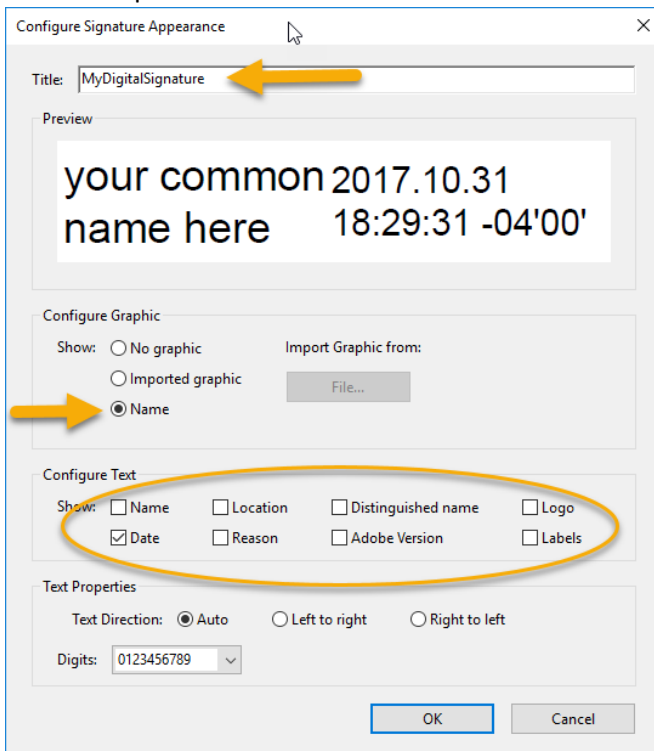
2. Select **Signatures >> More...**



3. Select **New**.

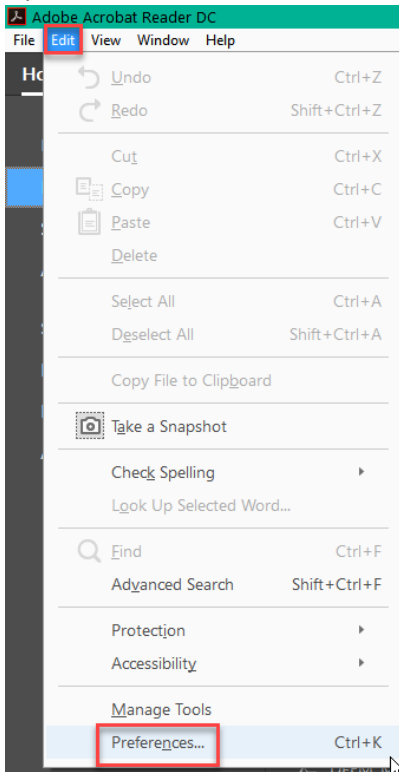


4. Select your signature appearance options. The options shown below will create a very simplistic signature appearance. Give your appearance a unique title. Click OK. Then select OK twice more to exit the preference menus.

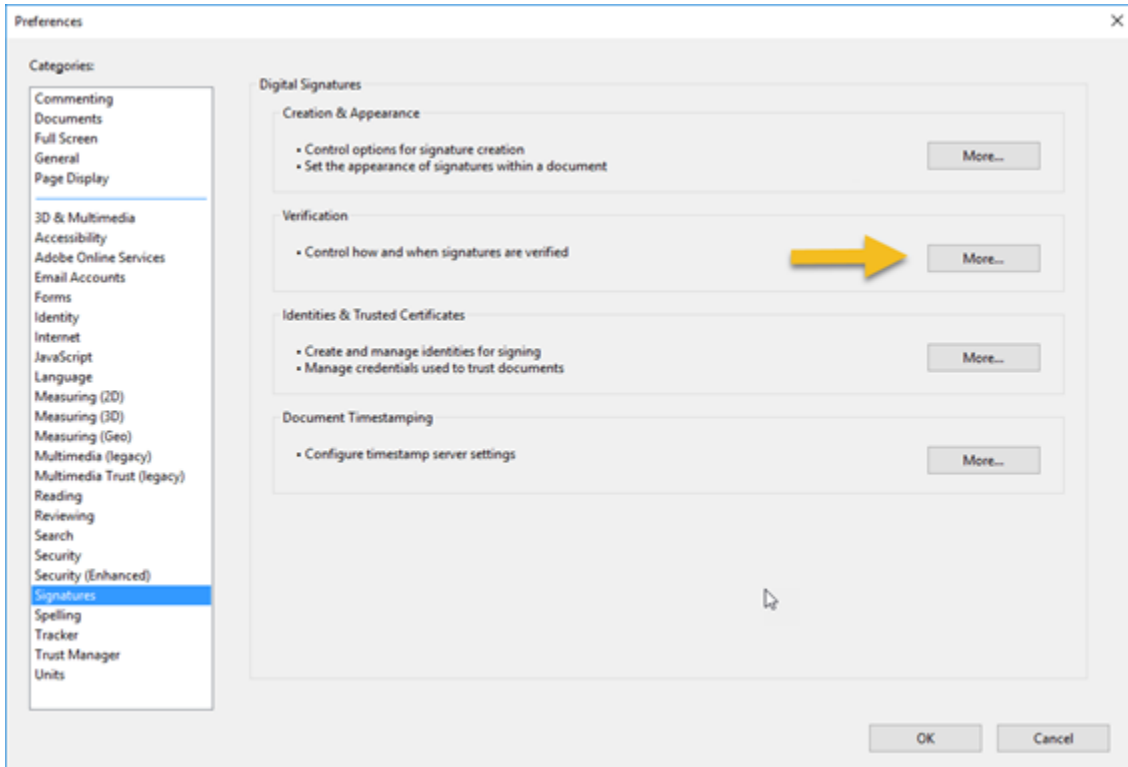


Verification Preferences

1. Open Adobe Acrobat Reader DC and select **Edit >> Preferences**.



2. Select **Signatures >> More...**



3. On the “Signature Verification Preferences” screen, select both boxes under “Windows Integration, Trust ALL root certificates in the Windows Certificate Store for:”

Signature Verification Preferences

Verify signatures when the document is opened
 When document has valid but untrusted signatures, prompt to review and trust signers

Verification Behavior
When Verifying:

- Use the document-specified method; prompt if unavailable
- Use the document-specified method; if unavailable, use default method
- Always use the default method:

Require certificate revocation checking to succeed whenever possible during signature verification
 Use expired timestamps
 Ignore document validation information

Verification Time
Verify Signatures Using:

- Time at which the signature was created
- Secure time (timestamp) embedded in the signature
- Current time

Verification Information
Automatically add verification information when saving signed PDF:

- Ask when verification information is too big
- Always
- Never

Windows Integration
Trust ALL root certificates in the Windows Certificate Store for:

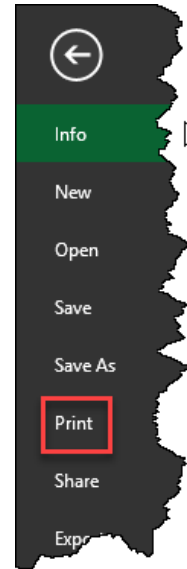
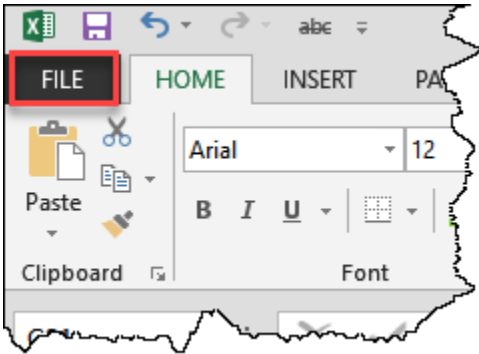
- Validating Signatures
- Validating Certified Documents

Selecting either of these options may result in arbitrary material being treated as trusted content. Take care before enabling these features.

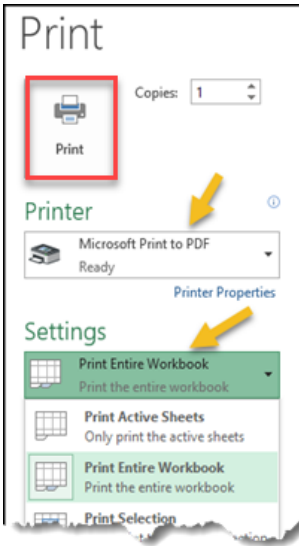
Help OK Cancel

Creating a PDF Document from an Excel File

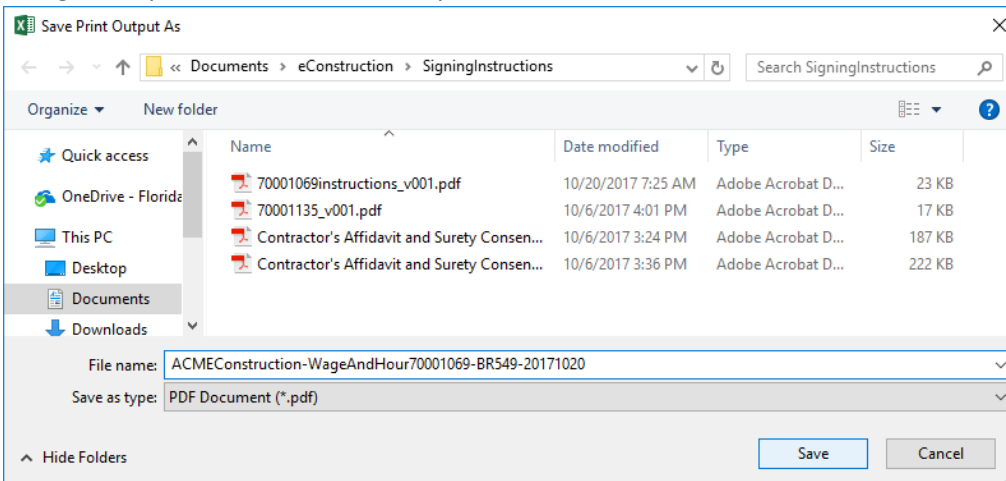
1. Select **File**, then **Print**.



2. Select your PDF Printer and print settings, then select **Print**.

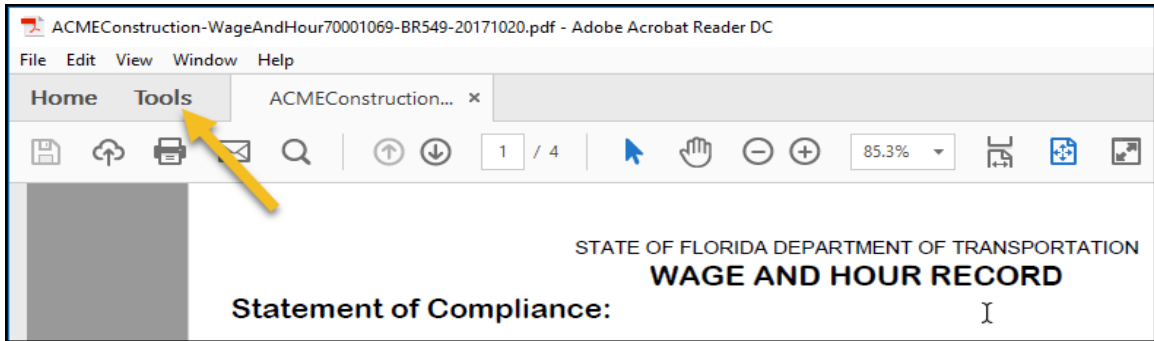


3. Navigate to your file location, name your file, and select **Save**.

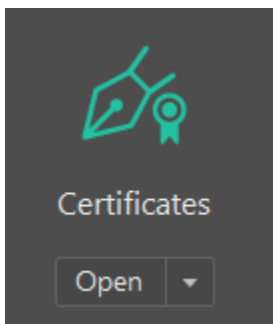


Signing a PDF Document

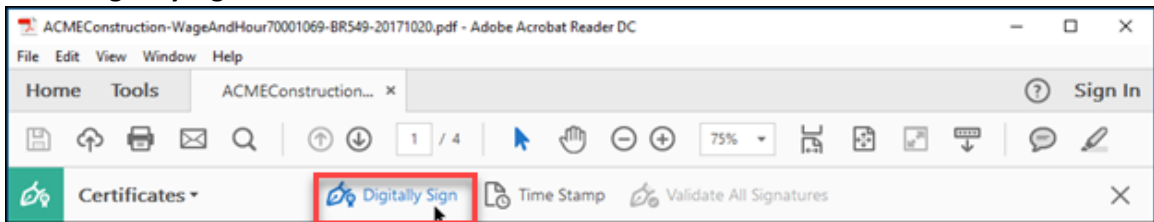
1. Open the PDF document in Adobe and select **Tools**.



2. Select the **Certificates**.



3. Select **Digitally Sign**.



- If a instructions box pops up, Click **OK**. Then click and drag to place the signature block to the desired location.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
WAGE AND HOUR RECORD

700-010-89
Construction
02/11

Statement of Compliance:

DATE 10/20/2017

I, Jane Doe Accountant
(Name of signatory party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by
ACME Construction on the Contract BR549
(Contractor or Subcontractor) (Building or work)
that during the payroll period commencing on the 18th day of Oct-17
and ending the 20th day of Oct-17 all persons employed
on said project have been paid the full weekly wages earned, that no rebates have been or will
be made either directly or indirectly to or on behalf of said
ACME Construction from the full weekly
(Contractor or Subcontractor)
wages earned by any person and that no deductions have been made either directly or indirectly from the
full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3
(29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended
(48 Stat. 948, 63 Stat. 106, 72 Stat. 967, 76 Stat. 357, 40 U.S.C. 3145), and described below:

(c) EXCEPTIONS	
EXCEPTION (CRAFT)	EXPLANATION

REMARKS:
ACME Construction is a fictitious name used for the purpose of demonstrating this form. This form and the following pages are for the sole purpose of demonstrating the Digital Signature process. These pages are not to be construed as an actual WAGE AND HOUR RECORD.

NAME AND TITLE	SIGNATURE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract, that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS
 In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH
 Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

- The “Sign with a Digital ID” box will appear after you draw the signature block. Select the certificate from your approved signature provider (IdenTrust in the example below) and ensure your certificate is not expired. Select **Continue**.

Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

Steve Q Tillman (Windows Digital ID)

Issued by: IdenTrust ACES CA 2, Expires: 2019.10.09

View Details

Steve Quinton Tillman (Digital ID file)

Issued by: Steve Quinton Tillman, Expires: 2022.01.06

View Details

?

Configure New Digital ID

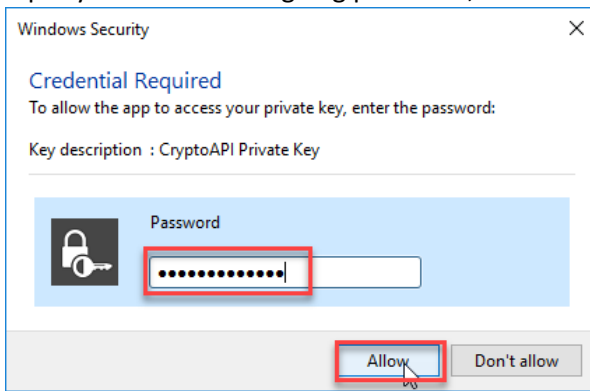
Cancel

Continue

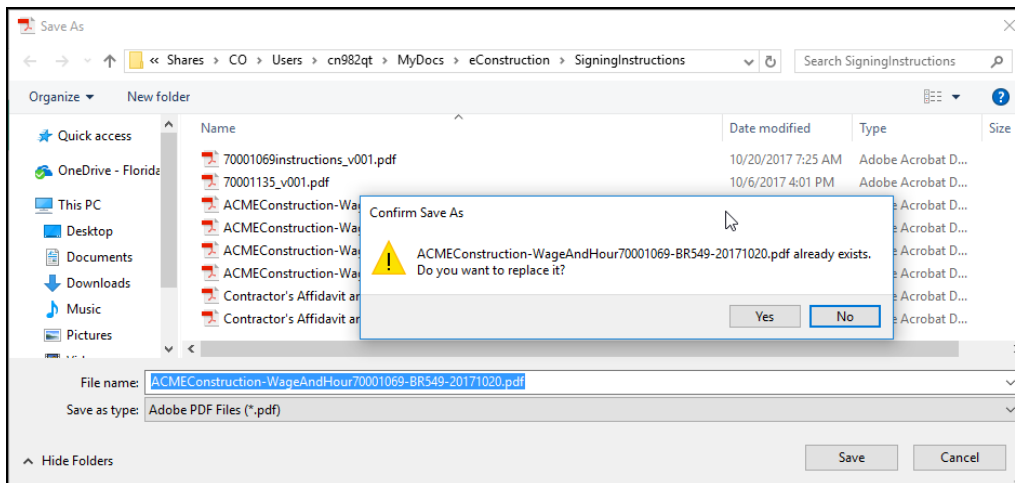
6. Select the signature appearance created earlier. Click **Sign**.



7. Input your certificate signing password, then select **Allow**.



8. Navigate to your file location, name your file, and select **Save**.

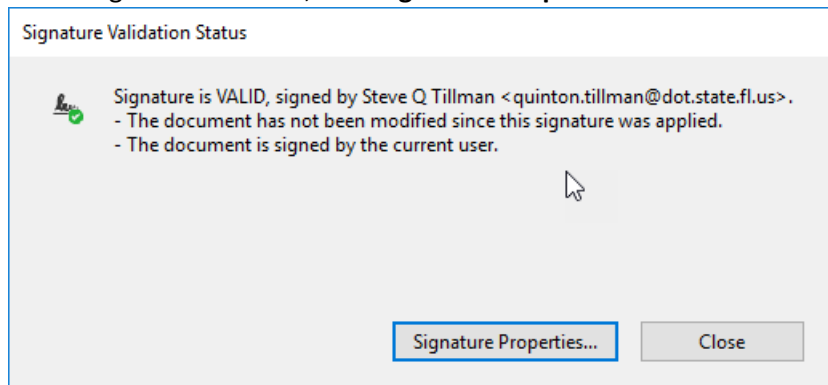


Validating a Signature

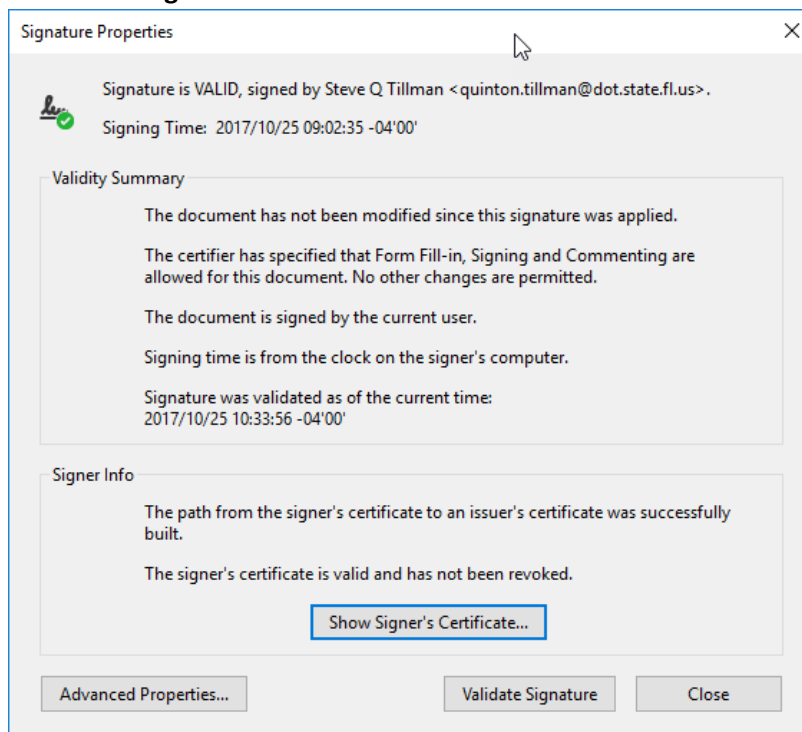
1. Right-click the signature block and select **Validate Signature**.



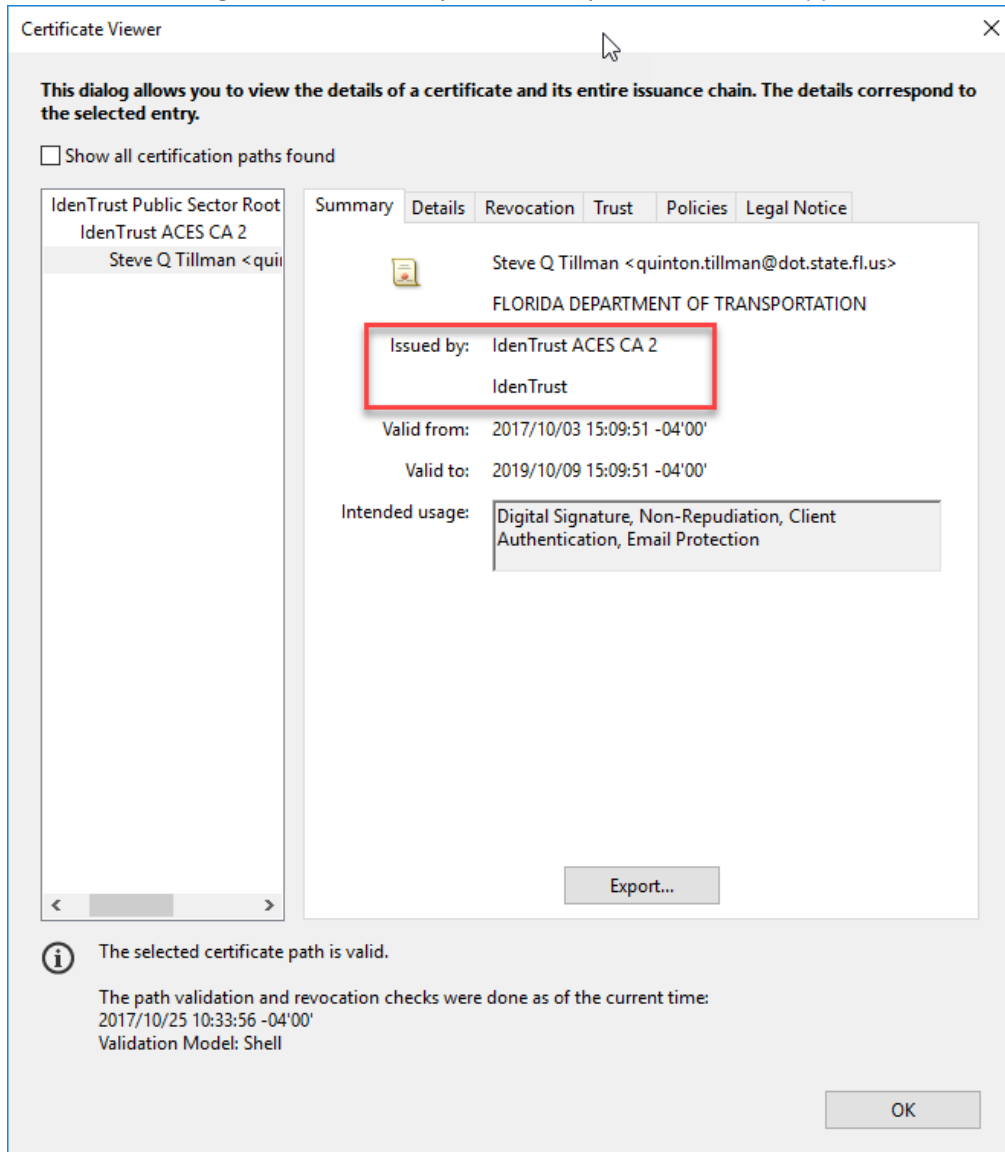
1. If the signature is VALID, click **Signature Properties**.



2. Click **Show Signer's Certificate...**



3. Ensure that the signature is issued by one of the providers on the [approved list](#).



4. If the signature is INVALID, the signature could be expired or revoked or the document could have been modified after it was originally signed.
5. If the signature is UNKNOWN, follow the steps [here](#) to direct Adobe Reader to use the Windows Certificate Store to validate signatures in addition to the Adobe Reader or Acrobat Certificate Store.
6. If you continue to have issues, contact your IT department or the [SCO System Section](#) for assistance.