

How to create a Digital ID for the first time in Adobe Reader.

This example uses Adobe Reader X, and the Design Professional Digital Signature Affidavit to create a new digital signature, you will not be signing the form at this time, you must create the digital signature before you will have all the information required to complete the form.

Anyone can create a digital signature on one of Lee County's fillable forms using the free Adobe Reader software, however in order to add a digital signature to a document you created yourself (i.e. Engineered Plans) you must have Acrobat Adobe Professional software.

Double click the Digital Signature Field then follow the prompts (make selections as pictured in screen shots below.)



| LEE CO SOUTHWEST F | UNTY LORIDA Yan System Rec | Design Professional Digital Signa (i.e. – engineers, architects, land archi uirements: Windows Operating System 7, Xi | P ture Affidavit itects, surveyors) P, or Vista and Internet Expl | ernitting and Plan Review P.O. Box 396 Fort Myers, FL 33902 Phone (29) 533-6329 ePlan@leezov.com lorer 8 or 9 |
|---|---|---|--|--|
| Applicant Name: Company Name: Design Profession Email Address: | Add Digita | ID ould you like to store your self-signed di | igital ID? | × |
| Authorization. T County through and signature a ePlan user, whi documents wer a secure enviro Undersigned. Terminate the us P.O. Box 398, For | Cre cor we Wind You Win | PRCS#12 digital ID nie ates a new password protected digital II nom digital ID file format is supported b o browsers. PKCS#12 files have a .pfx o lows Certificate Store r digital ID will be stored in the Windows dows applications. The digital ID will be j |) file that uses the stand y most security software r .p12 file extension. Certificate Store where protected by your Windo | lard PKCS#12 format. This applications, including major it will also be available to other ws login. |
| With good cause electronically sut Governing Law by Florida law, I Chapter 471.02 Florida Adminis Administrative (| | | | |
| By signing this o of any informat DIGITAL SIGNATURE | Cancel | ATTON NUMBER VSABLE (PE, AA, ETC.) | | < Back Next > |

YOU MUST Enter your license number as part of your name in the Name field (i.e. John Smith P.E. 01564)

Caution, do not use special characters as part of the Organization Unit or Organization Name. Example of special characters: #\$%^&*()!_+. Be sure to leave the Enable Unicode Support box unchecked

| LEE | EST FLORIDA (i.e e | gn Professional Digital Signature Affidavit ngineers, architects, Iand architects, surveyors) | Permitting and Plan Review P.O. Box 398 Fort Myers, FL. 33902 Phone (239) 533-8329 ePlan@leegov.com |
|--|----------------------------|--|---|
| | ePlan System Requirement | s: Windows Operating System 7, XP, or Vista and Interne | t Explorer 8 or 9 |
| Applicant | Mame | | |
| Company | Add Digital ID | | |
| Design Pr | | | |
| Email Ad | Enter your identity inform | ation to be used when generating the self-signed c | ertificate. |
| Authoriz County t | Name (e.g. John Smith): | John Smith P.E. 01564 | |
| and sign ePlan us | Organizational Unit: | Johns Organization | |
| a secure | Organization Name: | John Smith Engineering | |
| Terminat | Email Address: | johnsmith@fakeemail.co | |
| terminat P.O. Box | Country/Region: | US - UNITED STATES | * |
| With goo electroni | Erable Unicode Suppo | rt | |
| Govern | Unchecked Key Algorithm: | 1024-bit RSA | * |
| by Floric Chapter Florida A Adminis | Use digital ID for: | Digital Signatures and Data Encryption | ~ |
| By signir of any ir | | | |
| | Cancel | | < Back Next > |

to know where it is in order to use it in the future. If you need to be able to use it from more than one computer, you might consider saving it to a flashdrive. Create a password (memorize your password - do not share your password) and enter it into the necessary fields.

| SOUTHWEST FLOR | Design Professional Digital Signature / (i.e engineers, architects, land architects, tam Benuirament: Windows Onerating System 7, YP, or V | Permitting and Plan Review P(). Box 390 Affidavit Fort Myers, FL 3900 Surveyors) Phoce (29) 533-6329 ePlan@legov.com |
|-------------------------|--|--|
| er fall by: | ten nequirements, windows operating system 7, Xr, or v | sta and internet explorer o or 5 |
| Applicant Name | | |
| | dd Digital ID | |
| Company Name: | | |
| Design Professional's | | |
| Email Address: Th | Enter a file location and password for your new di the digital ID to sign or decrypt documents. You sh copy this file for backup or other purposes. You ca | gital ID file. You will need the password when you use hould make a note of the file location so that you can an later change options for this file using the Security |
| Authorization The U | Settings dialog. | |
| County through its I | | |
| and signature appea | File Name: | |
| ePlan user, which h | | |
| documents were au | p://wRTERS/Guernerc/ProjectDox/JohnSmithP_E | Browse |
| a secure environme | | 下 |
| Undersigned. | Paceword | Remember where you save it!!! |
| Termination If the U | | |
| terminate the use of s | | |
| P.O. Box 398, Fort My | | ĸ |
| With good course and | Not Rated | |
| electronically submit | | Remember your password!!! |
| creed officany subfille | Confirm Password: | |
| Governing Law. Th | | |
| by Florida law, Elect | 1 | |
| Chapter 471.025, 48 | | |
| Florida Administrati | | |
| Administrative Code | | |
| By signing this docu | | \frown |
| of any information o | | |
| | Capcel | < Back Finish |
| | Cancor | C Dack I THISIT |
| | | |

Enter the password you created and press Sign.

| Applicant Name: Company Name: Design Professional's License #: Phone: De neul address listed above will be your 'Authorized Email Address'. Authorization. In the Undersign Sign Document Sign Occument After Signing Designing this document, after Signing Decigning this documen | SOUTHWEST FLORIDA | Design Professional Digital Signature Affidavit (i.e. – engineers, architects, land architects, surveyors) equirements: Windows Operating System 7, XP, or Vista and Interne | Permitting and Plan Review P.O. Box 398 Fort Myers, FL 33902 Phone (239) 533 6329 ePlan@leegov.com | |
|---|---|---|---|---|
| | Applicant Name: Company Name: Design Professional's License # Email Address: The email Authorization. The Undersig County through its Permit and signature appearing b ePlan user, which have be documents were authorize a secure environment to e Undersigned. Termination. If the Undersig terminate the use of such sig P.O. Box 398, Fort Myers, FL With good cause and withou electronically submit docume Governing Law. The Unde by Florida law, Electronic s Chapter 471.025, 481.221, Florida Administrative Rule Administrative Code Rule of By signing this document, of any information contain | *: Phone: address listed above will be your 'Authorized Email Add Sign Document Sign As: John Smith D = 01564 <johnsmith@fakeemail.co< td=""> Pacsword: </johnsmith@fakeemail.co<> | ress'. The seal d by any at the formation in y the seal d by any at the formation in go of the formation in go of the formation in go of the formation is the formation in go of the formation is go of the formation in go of the formation is go of the formation in go of the formation is go of the formation in go of the formation is go of the formation in go of the formation is go of | You can change how your Digital ID appears by using the pull down menu and selecting an image file. We have several Engineers and Architects that have an image of their seal in their Digital ID. |

To find your unique Digital ID Serial Number and to find the Expiration Date of the Digital ID, double click the Digital ID

| LEE COUN | Design Professional Digital Signature Affi (i.e. – engineers, architects, land architects, su | Permitting and Plan Review P.O. Box 398 idavit Fort Myers, FL 33902 riveyors) Phone (239) (333-8329 ePlan@leezov.com |
|---|---|--|
| ePlan Sy | stem Requirements: Windows Operating System 7, XP, or Vista | a and Internet Explorer 8 or 9 |
| Applicant Name: | | |
| Company Name: | | |
| Design Professional's Li | ense # : Phone | |
| Email Address: | | |
| The | email address listed above will be your 'Authorized | Email Address'. |
| County through its Pe and signature appear ePlan user, which hav documents were auth a secure environment Undersigned. | mitting and Plan Review Departments to accept doo ng below. Upon receiving any documents through Le e been authorized by the seal and signature below, I orized by the Undersigned. It is the Undersigned's ol to ensure that all documents electronically submitte | cuments electronically using the seal ee County en an, uploaded by any Lee Coupy will assume that the bligation to maintain its information in educe in fact authorized by the |
| Termination. If the Uno terminate the use of su P.O. Box 398, Fort Myer | ersigned believes the security of the digital signature has h signature, (s)he must file a written notice termination w s, FL. 33902, OR <u>eplan@leegov.com</u> . | been compromised or simply wishes to with the Lee County Permitting Office, |
| With good cause and w electronically submit do | thout notice, Lee County at its discretion may terminate t cuments to Lee County ePlan. | the Undersigned's authorization to |
| Governing Law. The by Florida law, Electro Chapter 471.025, 481 Florida Administrative Administrative Code I | Indersigned understands the rhe electronic signing nic submissions must me us tate law requirements a 221, and 668.001-005, specifically, with reference to Rule 6161-16.005 or Architects, or Florida Statutes wile 61615-23, 013 for Engineers. | and sealing of documents is governed as described in the Florida Statutes o Florida Statutes Chapter 481 and s Chapter 471 and Florida |
| By signing this docum of any information co | ent, you are not only agreeing to the foregoing but c stained herein is grounds for disqualification. | ertifying that: Any willful falsification |
| John Smith P F | J1564 | |
| oonn onnurr .E. | | |
| DIGITAL SIGNATURE WITH | CERTIFICATION NUMBER VISABLE (PE.AA. ETC.) | |
| DIGITAL SIGNATURE WITH | CERTIFICATION NUMBER VISABLE (PE. AA. ETC.) | PRIJCANTS |
| DIGITAL SIGNATURE WITH | CERTIFICATION NUMBER VISABLE (PE. AA. ETC.) TIONNUMBER VISABLE (PE. AA. ETC.) DIGITALSIGNATURE WITH CERTIFICATIONNUMB .NUMBER_AA.ETC. (Vidi signature) | PPLICANTS |

Choose Signature Properties on the Signature Validation Status menu.

| Company Name Design Professional Digital Si Company Name Design Professional Digital Si Company Name Design Professional's License # : | gnature Affidavit Fort Myrs, FL 33002 prohitects, surveyors) Phone (239) 533-8329 eFlamilleerov.com 7, XP, or Vista and Internet Explorer 8 or 9 |
|--|--|
| Email Address: The email address listed above will be your ' Authorization. The Undersigned architect or engineer ("Unders County through its Permitting and Plan Review Departments t and signature appearing below. Upon receiving any document ePlan user, which have been authorized by the seal and signat | Authorized Email Address". igned") understands that (s)he is authorizing Lee a accept documents electronically using the seal s through Lee County ePlan, uploaded by any ure below, Lee County will assume that the |
| documents were authorized by the Und a secure environment to ensure that all Signature Validation | n Status |
| Termination. If the Undersigned believes th terminate the use of such signature, (s)her P.O. Box 398, Fort Myers, FL 33902, OR ep | ALID, signed by John Smith P.E. 01564 ≺johnsmith@fakeemail.com>. nt has not been modified since this signature was applied. nt is signed by the current user. |
| With good cause and without notice, Lee C electronically submit documents to Lee Cou | |
| Governing Law. The Undersigned unde by Florida law, Electronic submissions n Chapter 471.025, 481.221, and 668.001 Florida Administrative Rule 6161-16.00 Administrative Code Rule 61615-32 00 | Legal Notice Signature Properties Close |
| By signing this document, you are not only agreeing to the for of any information contained herein is grounds for disqualifica | going but certifying that: Any willful falsification tion. |
| | |
| CANADES AND | PLACE ADDI ICANTS |
| DIGITAL SIGNATURE SERIAL NUMBER | RAISED, WET OR ELECTRONIC SEAL IN |
| VALIDITY END DATE OF DIGITAL SIGNATURE | THIS AREA |

Select "Show Certificate"

| Design Professional Digital Signature Affidavit Permitting and Plan Review SOUTHWEST FLORIDA Design Professional Digital Signature Affidavit Fort Myers, FL 33902 ePlandieeov.com Phome (239) 533-8329 Phome (239) 533-8329 |
|---|
| Signature Properties |
| Api Cor Signature is VALID, signed by John Smith P.E. 01564 < johnsmith@fakeemail.com>. |
| De: Summary Document Signer Date/Time Legal |
| Signed by: John Smith P.E. 01564 <johnsmith@fakeemail.com> Show Certificate)</johnsmith@fakeemail.com> |
| Au Co Reason: Not available |
| an Date: 2013/04/10 11:31:12 -04'00' Location: Not available |
| do Validity Summary |
| a s Un 🍄 The Document has not been modified since this signature was applied. |
| Ter 🚱 The document is signed by the current user. |
| P.C |
| Win Signature date/time are from the clock on the signer's computer. |
| Go |
| Chi Flo Signature was created using Adobe Reader 10.0.1. Ad |
| By of: |
| JC DIC |
| DIG |

Go to the details Tab.

| UTHWEST FLO | NTY Design Profession (i.e. – engineers, archi | al Digital Signature A itects, land architects, | Per ffidavit surveyors) | nitting and Plan Review P.O. Box 398 Fort Myers, FL. 33902 Phone (239) 533-8329 ePlan@leezov.com | |
|---------------|---|---|-------------------------------|--|---|
| Signature Pro | | | | × | |
| Apr Cor | ure is VALID, signed by John Smith I | P.E. 01564 <johnsmith< td=""><td>@fakeemail.com>.</td><td>_</td><td></td></johnsmith<> | @fakeemail.com>. | _ | |
| Des Summary | cument Signer Date/Time Leg | jal | | | |
| Em | | | | | |
| Signed by: | John Smith P.E. 01564 < johnsmit | h@fakeemail.com> | Show C | ertificate | |
| Aut Reason: | Not availab. | | | | |
| Col | | | | | |
| ePI Date: | 2013/04/10 11:31 2 -04'00' | Location | Not available | | |
| do. Validity | | | | | |
| a si 🗾 🗾 | Certificate Viewer | | | | |
| Un * | This dialog allows you to view | be details of a cer | tificate and its ent | ire issuance chain. The | |
| Ter 🗾 | details correspond to the sele | ecte lentry. | | | |
| P.O | Show all certification paths fou | nd | | | |
| Wit 🛆 | July Cubb D.C. 01564 with | | | | |
| ele | John Smith P.E. 01564 < Joh | Summary Details | Revocation Trust | Policies Legal Notice | _ |
| Go | | | John Smith P.E. 019 | 564 | |
| by | | 2 | John Smith Enginee | rina | |
| Elo Signaturi | | Iccued by: | John Smith R F 015 | 564 | |
| Adi | | issued by: | John Grith Facines | | |
| By | | | John Smith Enginee | nng | |
| of | | Valid from: | 2013/04/10 11:22: | 10 -04'00' | |
| | | Valid to: | 2018/04/10 11:22: | 10 -04'00' | |
| Jo | | Intended usage: | Sign transaction, E | ncrypt document | |
| DIG | | | | | |
| | | | | | |
| | | | , | | |

Use the scroll bar and scroll down until you find the Serial Number and the Validity Ends (Expiration date)

| | EE COL | Permitting and Plan Review P.O. Box 398 P.O. Box 398 Port Myers, FL 33002 (i.e. – engineers, architects, land architects, surveyors) Plone (239) 533-8329 ePlone(239) 533-8329 |
|-------------|----------------|--|
| | Signature Pi | roperties 🛛 🗙 |
| Ap; Cor | Sign. | ature is VALID, signed by John Smith P.E. 01564 <johnsmith@fakeemail.com>.</johnsmith@fakeemail.com> |
| Des | Summary | Document Signer Date/Time Legal |
| Em | Signed by | /: John Smith P.E. 01564 <johnsmith@fakeemail.com> Show Certificate</johnsmith@fakeemail.com> |
| Aut | Reasor | n: Not available |
| and | Date | 2013/04/10 11:31:12 -04/00' Location: Mot available |
| ePl | - Validito | Certificate Viewer |
| a si Un | - Sandicy | This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. |
| Ter teri | - - | Show all certification paths found |
| P.O | | John Smith P.E. 01564 <joh< td=""></joh<> |
| ele | | Certificate <u>d</u> ata: |
| Go | | Name Value |
| by Cha | | 🛱 SHA1 digest o <see details=""></see> |
| Flo | Signature | Public key RSA (1024 bits) |
| Adı | | Validity ends 2018/04/10 11:22:10 -04'00' |
| Ву | | C Validicy starts 2013/04/10 11:22:10 -04 00 |
| ofa | | C=US, email=johnsmith@fakeem |
| | | 🔂 🛱 Subject c=US, email=johnsmith@fakeem 🤜 |
| Jo Dig | | |

You can use 'copy and paste' to copy the information to put on the Design Professional Digital Signature Affidavit.

| | | ePlan@leegov.com | |
|-------------|-------------|---|---|
| | Signature I | Properties | |
| App Cor | Sig | nature is VALID, signed by John Smith P.E. 01564 <johnsmith@fakeemail.com>.</johnsmith@fakeemail.com> | |
| Des | Summary | Document Signer Date/Time Legal | |
| Em | Signed | by: John Smith P.E. 01564 <johnsmith@fakeemail.com> Show Certificate</johnsmith@fakeemail.com> | |
| Aut Cot | Reas | on: Not available | |
| and | Da | te: 2013/04/10.11:31:12-04/00' Location: Not available | |
| doc | - Validit | Certificate Viewer | |
| a si Un | <i>₽</i> | This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry. | |
| Ter teri | a | Show all certification paths found | |
| Wit | | John Smith P.E. 01564 < jof Summary Details Revocation Trust Policies Legal Notice | ٦ |
| Gc | | | |
| by | | | |
| Cha | Signatu | Public key RSA (1024 bits) | |
| Adı | | 🔂 Validity ends 2018/04/10 11:22:10 -04'00' | |
| By | | ₩ Validity starts 2013/04/10 11:22:10 -04'00' | |
| ofa | | Serial number 77 FE BAICE US AE A7 D9 A7 UC Serial number 77 FE BAICE US AE A7 D9 A7 UC Serial number 77 FE BAICE US AE A7 D9 A7 UC | |
| | | 👼 Subject c=US, email=johnsmith@fakeem 🗸 | |
| Jo | | | |
| DIG | | 2018/04/10 11 (22/10 Cut | |
| | | Copy | |
| DIG | | Delete | |
| | | | |
| VAL | | | |

Once you've digitally signed the Affidavit, print it, seal it with your wet or hard seal, sign it and then send the original hard copy to Lee County.