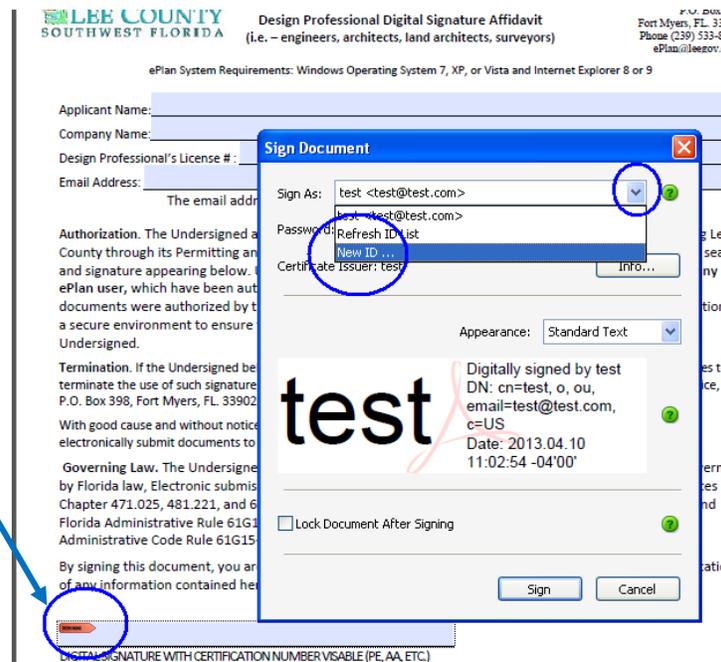


How to create a Digital ID for the first time in Adobe Reader.

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 COUNTY SOUTHWEST FLORIDA Design Professional Digital Signature Affidavit (i.e. – engineers, architects, land architects, surveyors) Fort Myers, FL 33902 Phone (239) 533-8329 ePlan@lee.gov

ePlan System Requirements: Windows Operating System 7, XP, or Vista and Internet Explorer 8 or 9

Applicant Name: [Redacted]
Company Name: [Redacted]
Design Professional's License #: [Redacted]
Email Address: [Redacted]

Authorization. The Undersigned a County through its Permitting and signature appearing below. ePlan user, which have been authorized by a secure environment to ensure Undersigned.

Termination. If the Undersigned terminate the use of such signature P.O. Box 398, Fort Myers, FL 33902 With good cause and without notice electronically submit documents to

Governing Law. The Undersigned by Florida law, Electronic submis Chapter 471.025, 481.221, and 6 Florida Administrative Rule 61G11 Administrative Code Rule 61G15

By signing this document, you are of any information contained here

Sign Document

Sign As: test <test@test.com>
Password: test <test@test.com>
Certificate Issuer: test

Refresh ID list
New ID ...

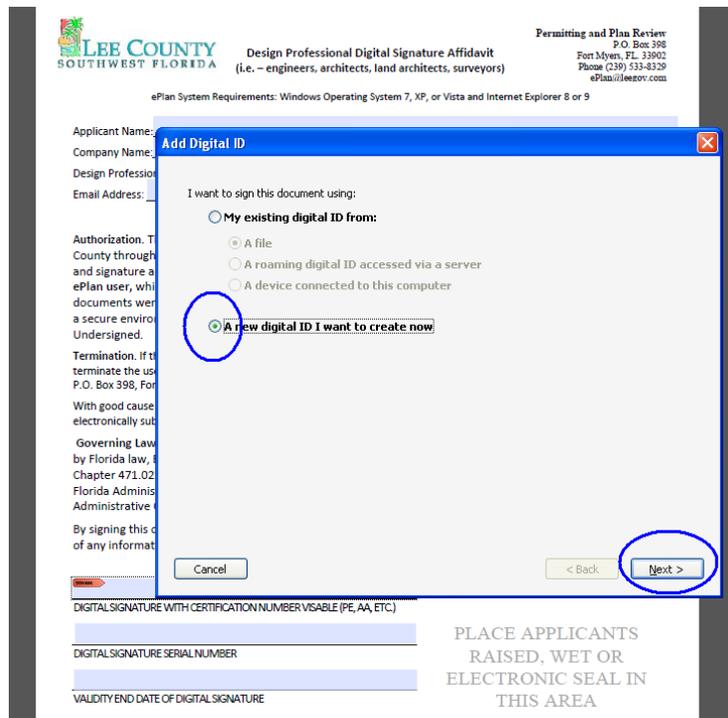
Appearance: Standard Text

Digitally signed by test
DN: cn=test, o, ou, email=test@test.com, c=US
Date: 2013.04.10 11:02:54 -04'00'

Lock Document After Signing

Sign Cancel

DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)



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By signing this document, you are of any information contained here

Add Digital ID

I want to sign this document using:

- My existing digital ID from:
 - A file
 - A roaming digital ID accessed via a server
 - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)

DIGITAL SIGNATURE SERIAL NUMBER

VALIDITY END DATE OF DIGITAL SIGNATURE

PLACE APPLICANTS RAISED, WET OR ELECTRONIC SEAL IN THIS AREA

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Applicant Name:
Company Name:
Design Profession:
Email Address:
Authorization. This County through and signature a ePlan user, which documents were a secure environment Undersigned.
Termination. If the terminate the use P.O. Box 398, Fort
With good cause electronically submitted
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By signing this of any informat

Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)

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 COUNTY
SOUTHWEST FLORIDA

Design Professional Digital Signature Affidavit
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Permitting and Plan Review
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Applicant Name:
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Authorization. This County through and signature a ePlan user, which documents were a secure environment Undersigned.
Termination. If the terminate the use P.O. Box 398, Fort
With good cause electronically submitted
Governing Law by Florida law, Chapter 471.02 Florida Administrative
By signing this of any informat

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

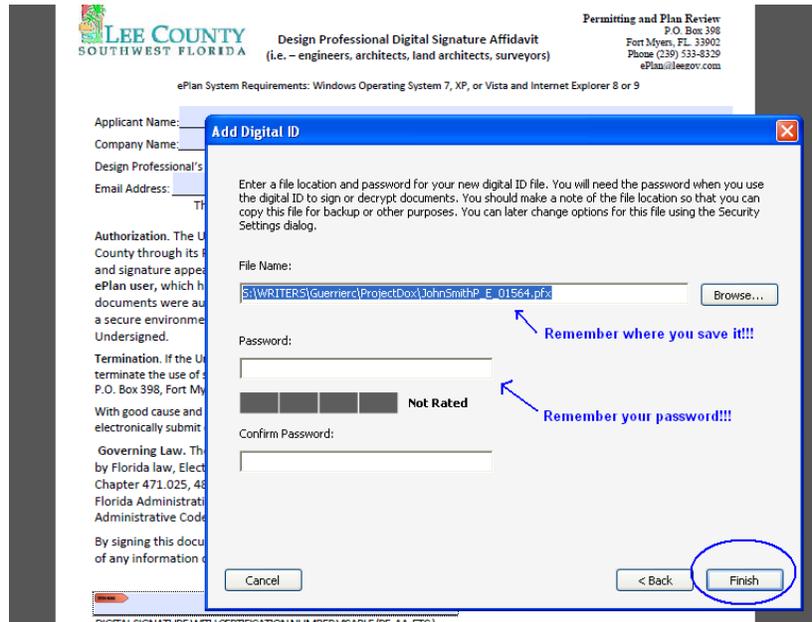
Name (e.g. John Smith): John Smith P.E. 01564
Organizational Unit: Johns Organization
Organization Name: John Smith Engineering
Email Address: johnsmith@fakeemail.co
Country/Region: US - UNITED STATES
 Enable Unicode Support
Key Algorithm: 1024-bit RSA
Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

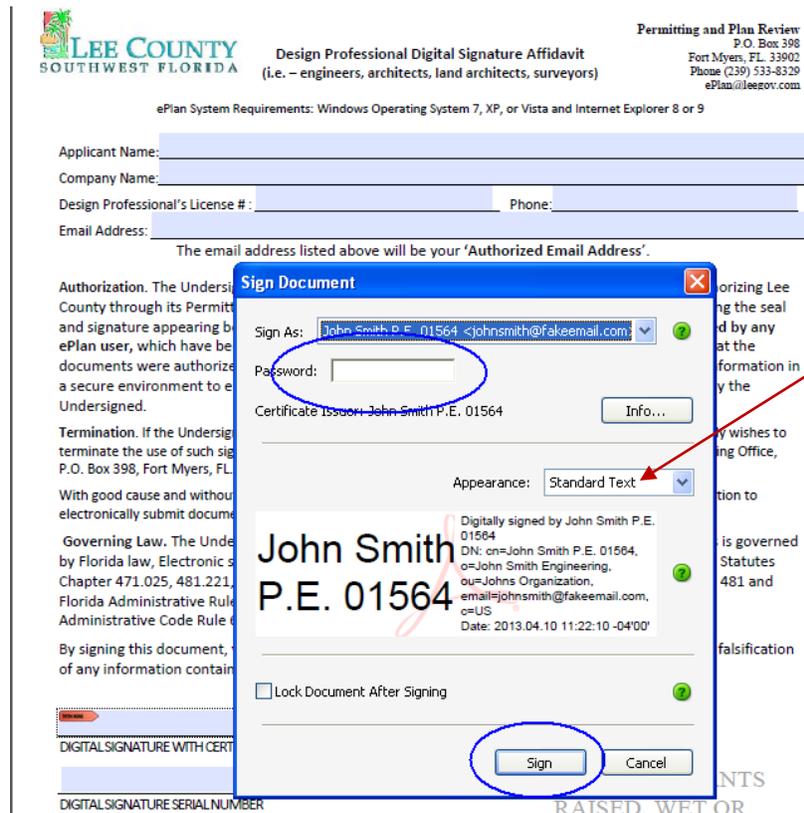
DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)

Choose the location on your computer or flash drive where you would like to store your Digital ID file. You will need

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.



Enter the password you created and press Sign.



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 COUNTY
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Applicant Name: _____
Company Name: _____
Design Professional's License #: _____ Phone: _____
Email Address: _____
The email address listed above will be your 'Authorized Email Address'.

Authorization. The Undersigned architect or engineer ("Undersigned") understands that (s)he is authorizing Lee County through its Permitting and Plan Review Departments to accept documents electronically using the seal and signature appearing below. Upon receiving any documents through Lee County ePlan, uploaded by any ePlan user, which have been authorized by the seal and signature below, Lee County will assume that the documents were authorized by the Undersigned. It is the Undersigned's obligation to maintain its information in a secure environment to ensure that all documents electronically submitted are in fact authorized by the Undersigned.

Termination. If the Undersigned believes the security of the digital signature has been compromised or simply wishes to terminate the use of such signature, (s)he must file a written notice termination with the Lee County Permitting Office, P.O. Box 398, Fort Myers, FL 33902, OR eplan@leegov.com.

With good cause and without notice, Lee County at its discretion may terminate the Undersigned's authorization to electronically submit documents to Lee County ePlan.

Governing Law. The Undersigned understands that the electronic signing and sealing of documents is governed by Florida law, Electronic submissions must meet state law requirements as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006 specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects, or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15-23.003 for Engineers.

By signing this document, you are not only agreeing to the foregoing but certifying that: Any willful falsification of any information contained herein is grounds for disqualification.

John Smith P.E. 01564
DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)
DIGITAL SIGNATURE SERIAL NUMBER
VALIDITY END DATE OF DIGITAL SIGNATURE

PLACE APPLICANTS
RAISED, WET OR
ELECTRONIC SEAL IN
THIS AREA

Choose Signature Properties on the Signature Validation Status menu.

LEE COUNTY
SOUTHWEST FLORIDA

Design Professional Digital Signature Affidavit
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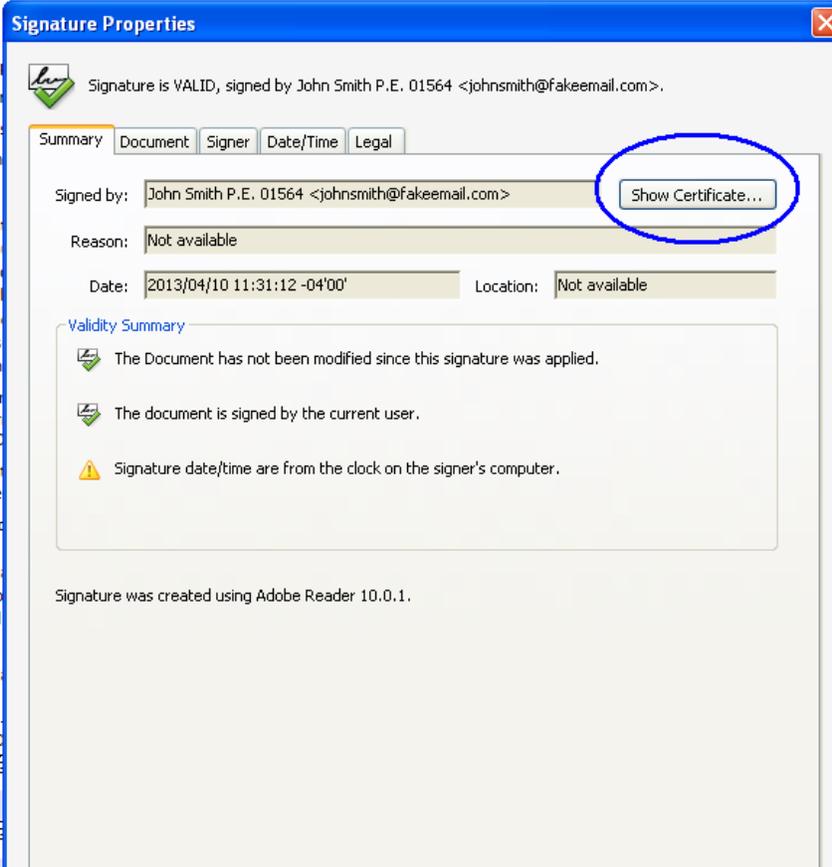
John Smith P.E. 01564
DIGITAL SIGNATURE WITH CERTIFICATION NUMBER VISIBLE (PE, AA, ETC.)
DIGITAL SIGNATURE SERIAL NUMBER
VALIDITY END DATE OF DIGITAL SIGNATURE

Signature Validation Status
Signature is VALID, signed by John Smith P.E. 01564 <johnsmith@fakeemail.com>.
- The Document has not been modified since this signature was applied.
- The document is signed by the current user.

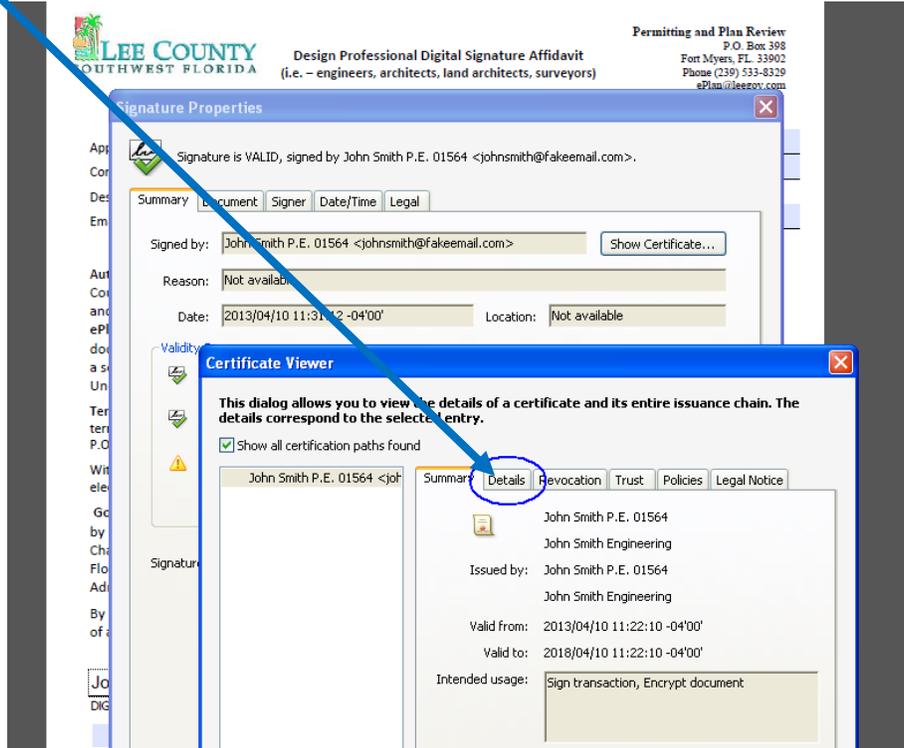
Legal Notice... Signature Properties... Close

PLACE APPLICANTS
RAISED, WET OR
ELECTRONIC SEAL IN
THIS AREA

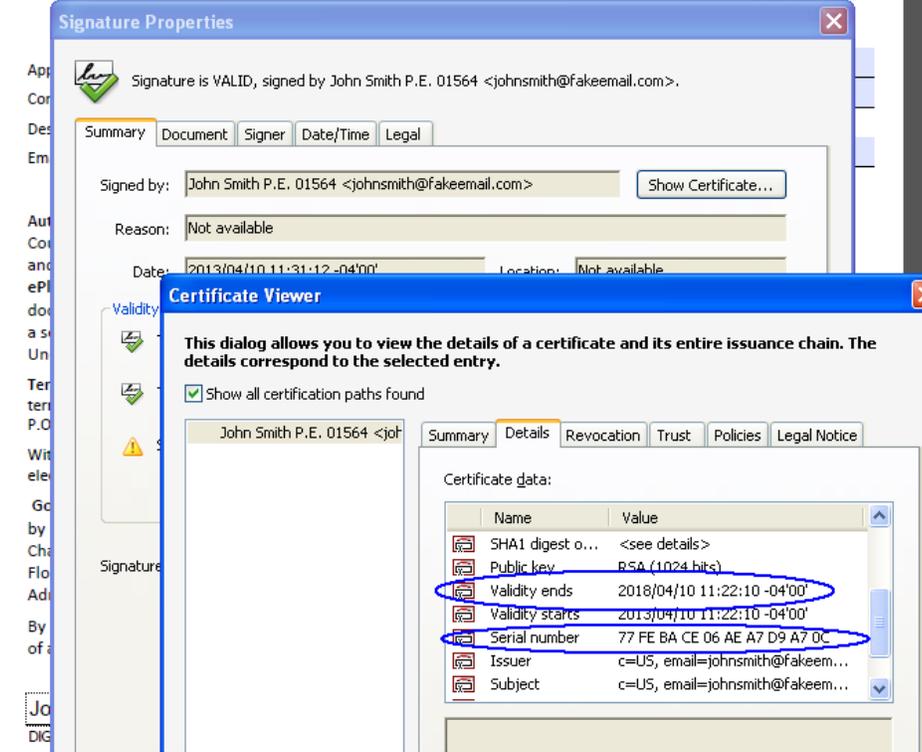
Select "Show Certificate"



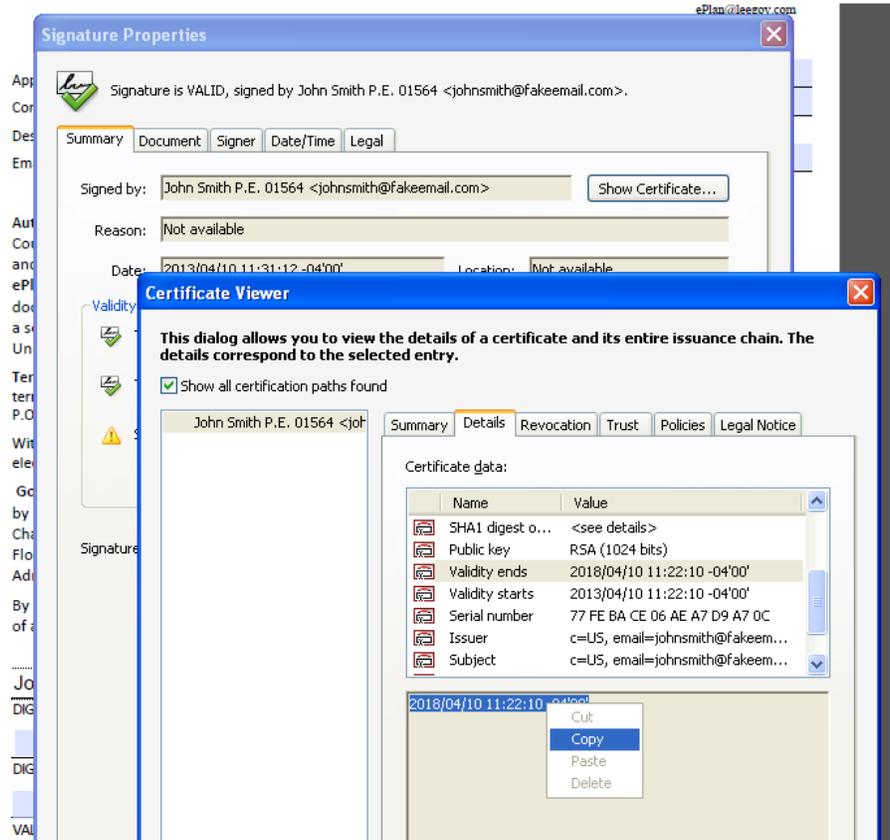
Go to the details Tab.



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



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



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.