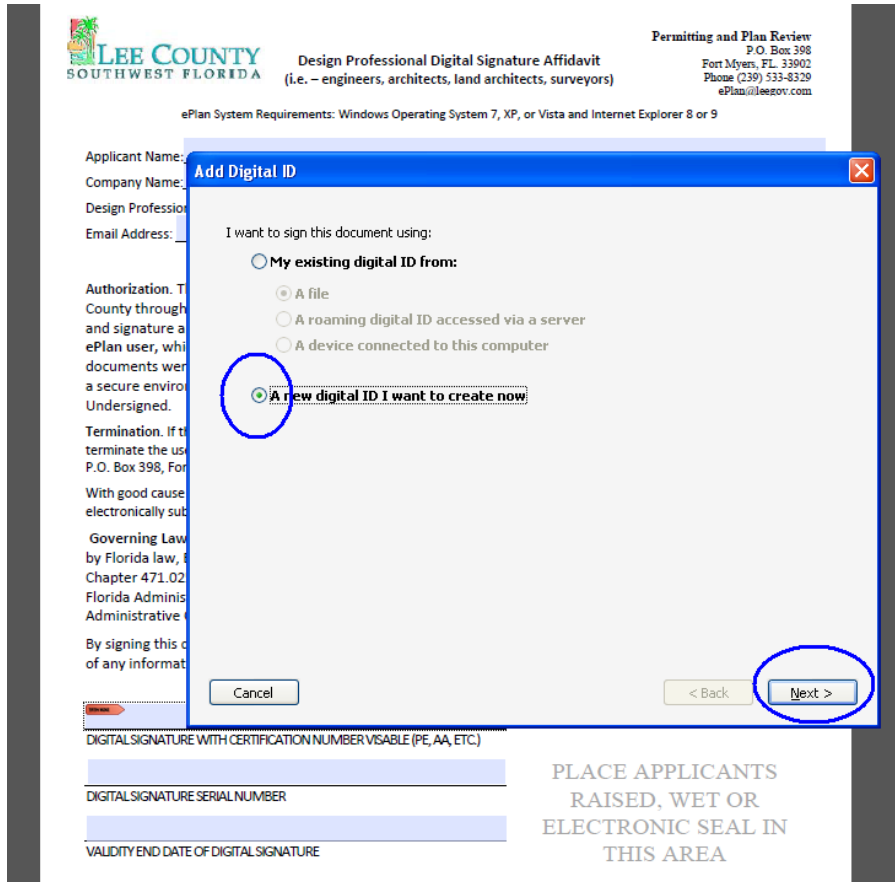
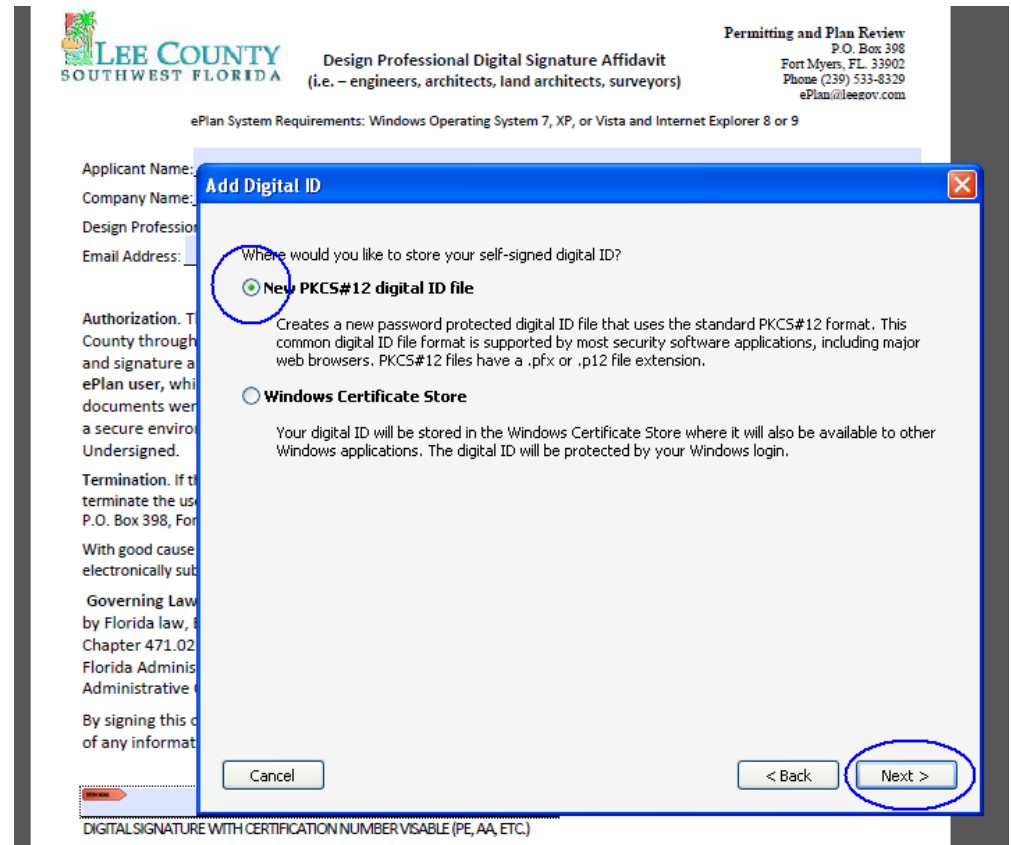


How to create an Adobe Acrobat Digital ID for the first time

Files must be converted to PDF files before they can be signed using this method. This example uses Adobe Acrobat Pro X to create a new digital signature; other versions of Adobe Acrobat Pro have similar tools to create a digital signature. Open Adobe Acrobat Pro X, select Tools, select Sign & Certify, select More Sign & Certify, select Security Settings, Select Digital IDs from the left hand side window, then select Add ID, and follow the visual directions in the pictures below.

Enter your PE or AA number and 'State of Florida' as part of your name in the Name field. The Organizational Unit and Name fields are optional, an email address is required. The Organizational Unit and Name fields are optional. They can be used to satisfy the requirements of 61G15-23.005(3)(d) which requires the following language to be placed in the same location as the signature and seal:

The item has been electronically signed and sealed using a SHA-1 authentication codes

And

Printed copies of the document are not considered signed and sealed and all SHA-1 authentication code must be verified on any electronic copies.

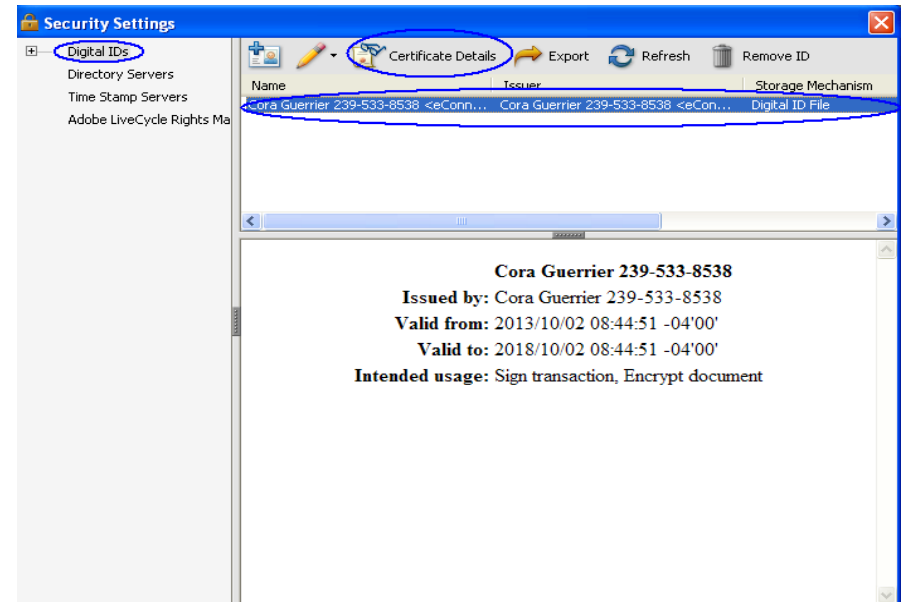
Choose the location on your computer or flash drive where you would like to store your Digital ID file. You will need to know where it is in order to use it in the future. If you need to be able to use it from more than one computer, you might consider saving it to a flash drive.

Create a password (**memorize your password - do not share your password**) and enter it into the necessary fields.

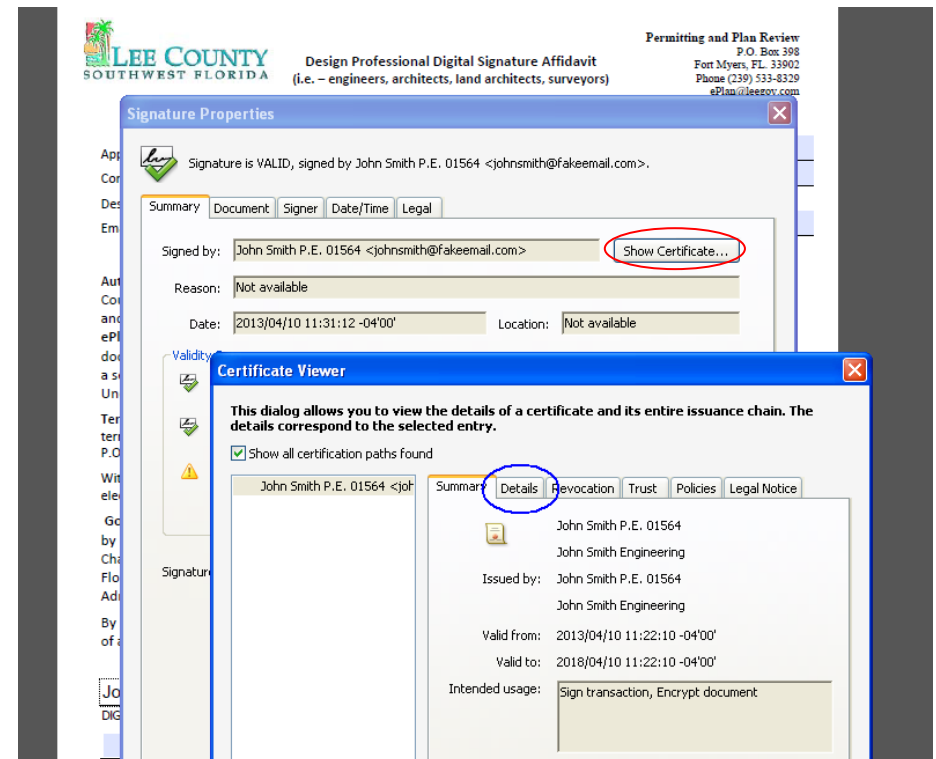
To register your digital signature with Lee County you will need to know the digital signature serial number and validity end date. To find this information follow the directions below.

Go to the “Edit” menu, click “Preferences”, find and click “Signatures” in the Categories, by ‘Identities & Trusted Certificates’ click “More...”

From the Digital ID and Trusted Certificate Settings window, highlight the digital signature and select ‘Certificate Details’.

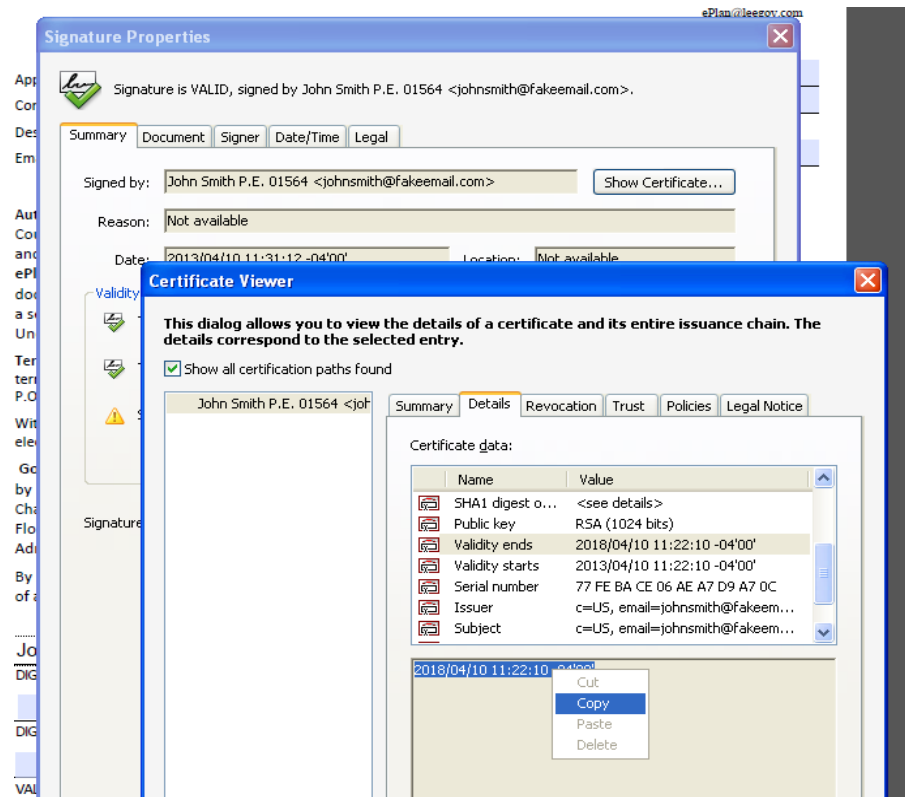
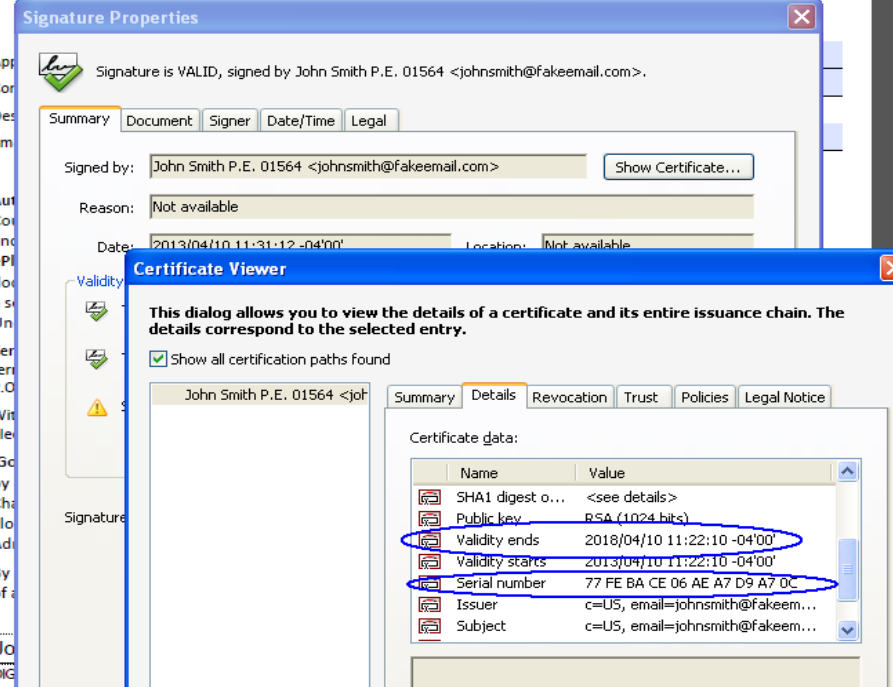


Go to the Details tab.




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.



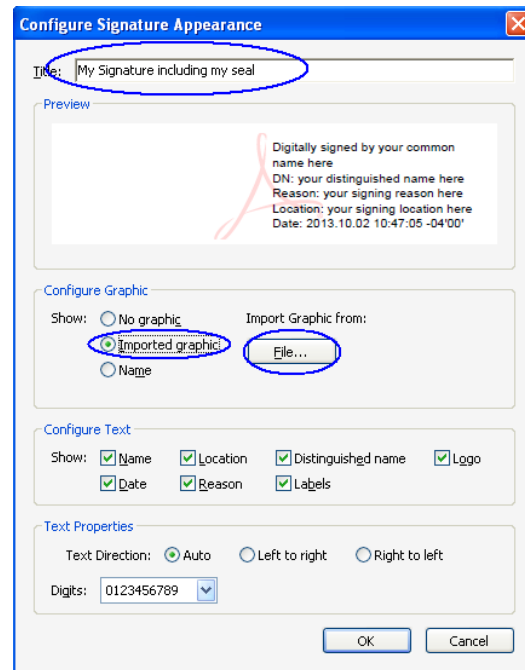
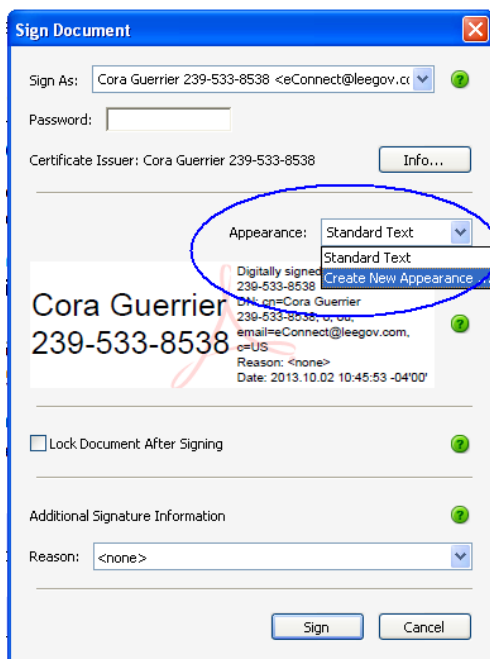
You have now created a digital signature. Design Professionals who will be submitting signed and seal drawing to Lee County will need to complete the '[Design Professional Digital Signature Affidavit](#)' to register their digital signature with Lee County. **Once you've digitally signed the Affidavit, print it, seal it with your wet or raised seal, hand sign it and then send the original hard copy to Lee County. You will only need to do this once, as long as use the same digital signature to sign all documents submitted to Lee County.**

The following are examples of what your digital signature should look like:

Example with image of seal	Example without image of seal
 <p>Digitally signed by Jessica Munoz P.E. 72413 State of Florida DN: cn=Jessica Munoz P.E. 72413 State of Florida, o=Printed copies of the document are not considered signed and sealed and all SHA-1 authentication code must be verified on any electronic copies., ou=This item has been electronically signed and sealed using a SHA-1 authentication code, email=jmunoz@leegov.com, c=US Date: 2016.06.08 09:35:51 -04'00'</p>	<p>Jessica Munoz P.E. 72413 State of Florida</p> <p>Digitally signed by Jessica Munoz P.E. 72413 State of Florida DN: cn=Jessica Munoz P.E. 72413 State of Florida, o=Printed copies of the document are not considered signed and sealed and all SHA-1 authentication code must be verified on any electronic copies., ou=This item has been electronically signed and sealed using a SHA-1 authentication code, email=jmunoz@leegov.com, c=US Date: 2016.06.08 09:37:43 -04'00'</p>

Adding an Image to Your Digital Signature

To import a graphic image into a digital signature using Adobe do the following, from the Sign Document window that pops up while signing a document, select 'Create New Appearance' from the Appearance drop down.



In the Configure Signature Appearance window, title the appearance and select Import graphic then click the File button and select the graphic image file of your seal from a location on your computer. You will see the seal appear in the preview window, then click OK. You now have a digital signature and seal that can only be inserted on a document with your password. When signing multipage files you only need to sign the first page.