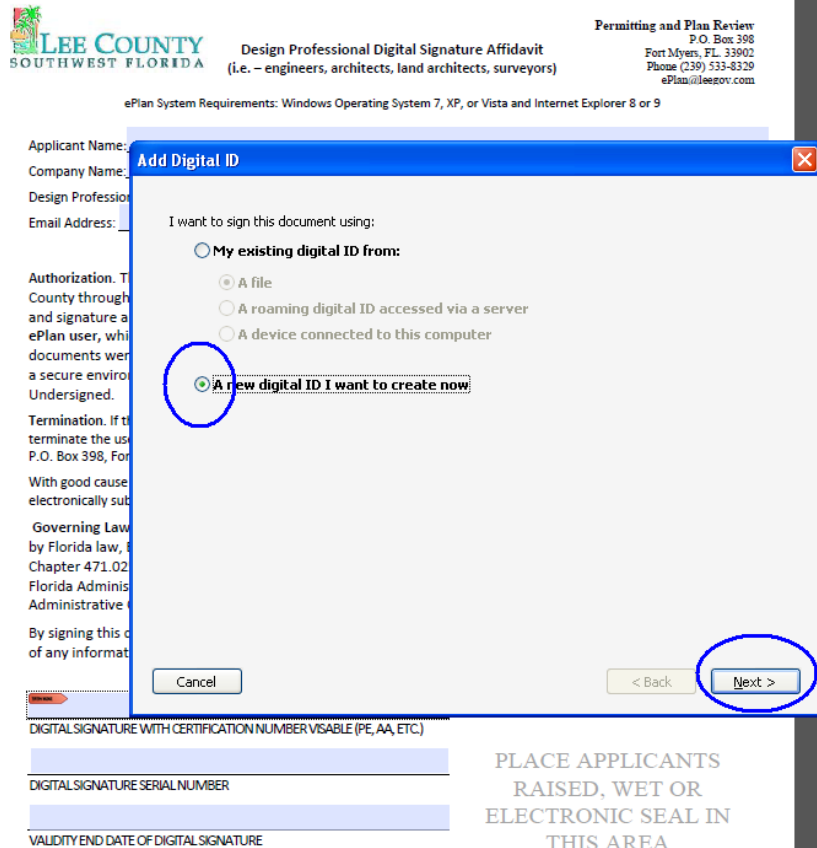


How to create an Adobe Acrobat Digital ID for the first time

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.



Lee County Southwest Florida logo and contact information: Permitting and Plan Review, P.O. Box 398, Fort Myers, FL 33902, Phone (239) 533-8329, ePlan@lee.gov.com.

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

Applicant Name: _____
Company Name: _____
Design Profession: _____
Email Address: _____

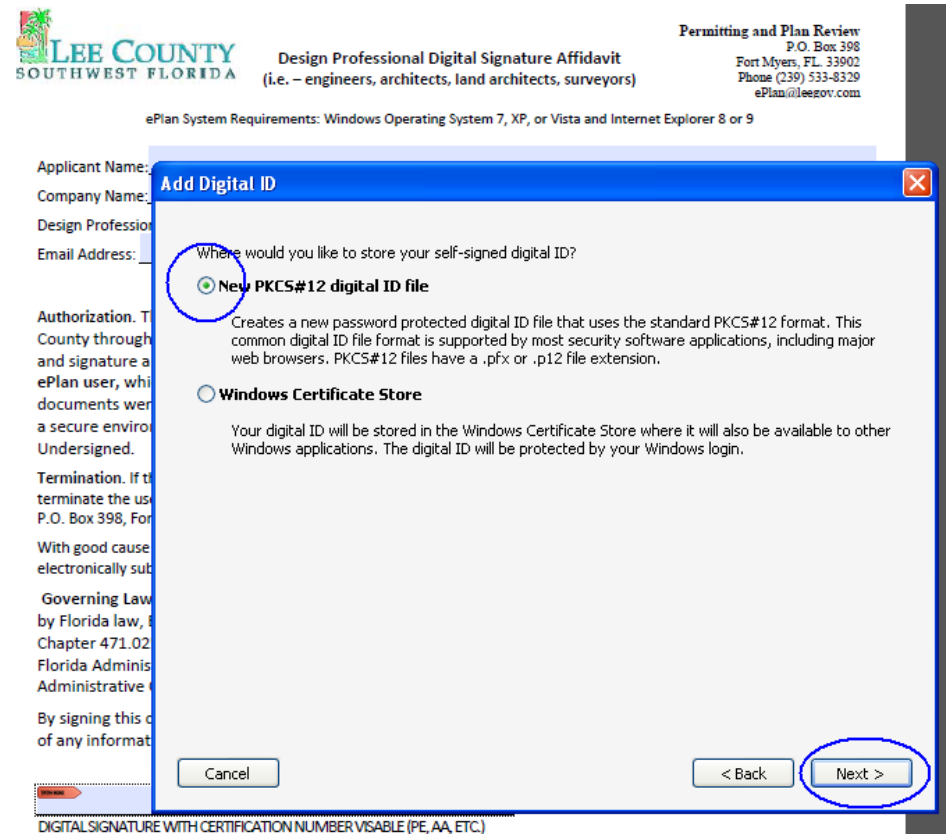
I want to sign this document using:

- 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
- A device connected to this computer

Buttons: 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



Lee County Southwest Florida logo and contact information: Permitting and Plan Review, P.O. Box 398, Fort Myers, FL 33902, Phone (239) 533-8329, ePlan@lee.gov.com.

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

Applicant Name: _____
Company Name: _____
Design Profession: _____
Email Address: _____

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.

Buttons: 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

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.

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 State of Florida

Organizational Unit: **Optional** The item has been electronically signed and sealed using a SHA-1 aut

Organization Name: Printed copies of the document are not considered signed and sealed

Email Address: johnsmith@fakeemail.com

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

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.

LEE COUNTY SOUTHWEST FLORIDA

Design Professional Digital Signature Affidavit (i.e. - engineers, architects, land architects, surveyors)

Permitting and Plan Review P.O. Box 398 Fort Myers, FL 33902 Phone (239) 533-8329 ePlan@leegov.com

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

Applicant Name: Add Digital ID

Company Name:

Design Professional's

Email Address:

Authorization. The U County through its ePlan user, which h documents were au a secure environme Undersigned.

Termination. If the U terminate the use of P.O. Box 398, Fort M

With good cause and electronically submit

Governing Law. Th by Florida law, Elect Chapter 471.025, 48 Florida Administrati Administrative Code

By signing this docu of any information c

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: S:\WRITERS\Guerrierc\ProjectDox\JohnSmithP_E_01564.pfx

Password: Not Rated

Confirm Password:

Remember where you save it!!!!

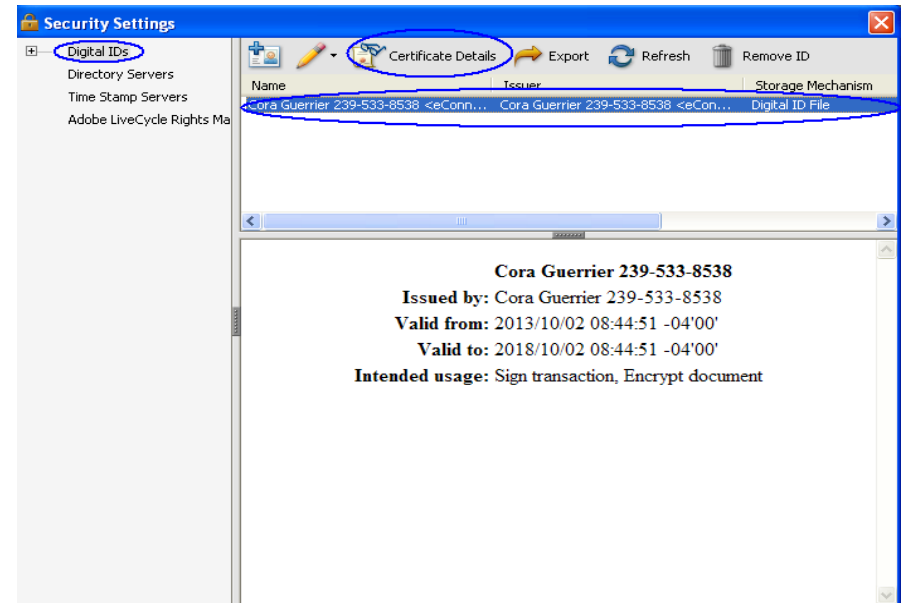
Remember your password!!!!

Cancel < Back Finish

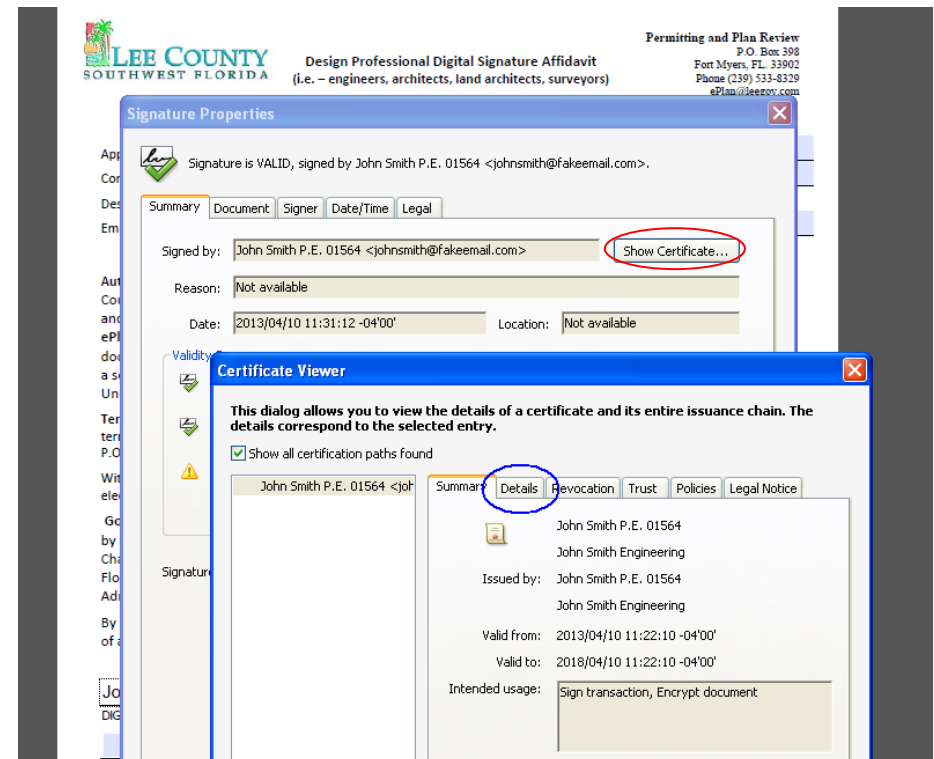
To register your digital signature with Lee County you will need to know the digital signature serial number and validity end date. To find this information follow the directions below.

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’.

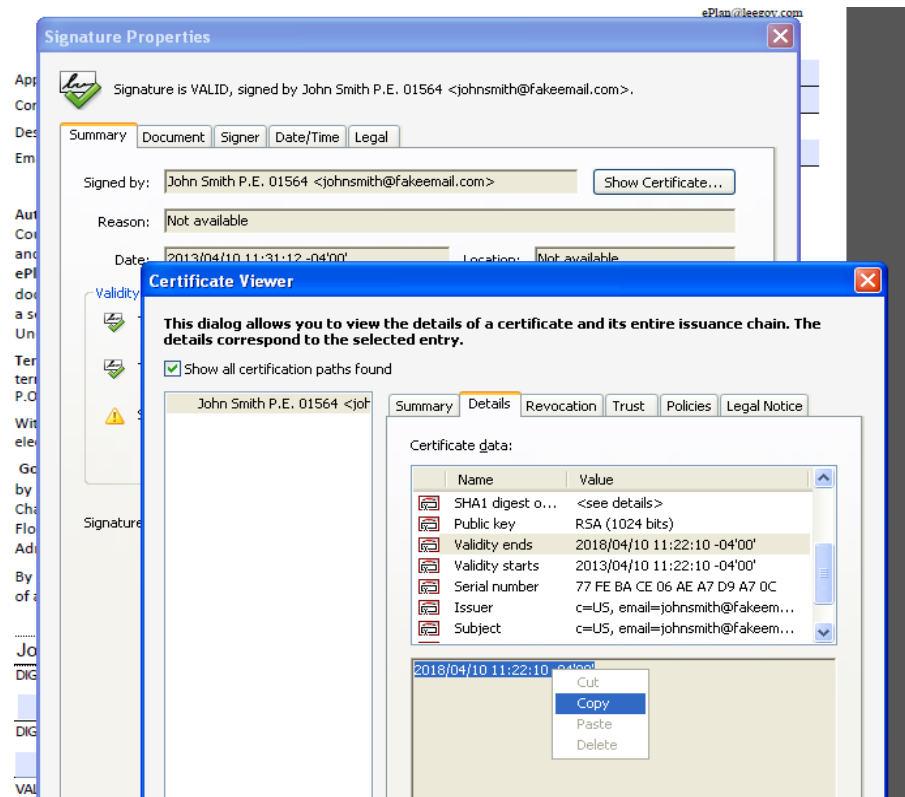
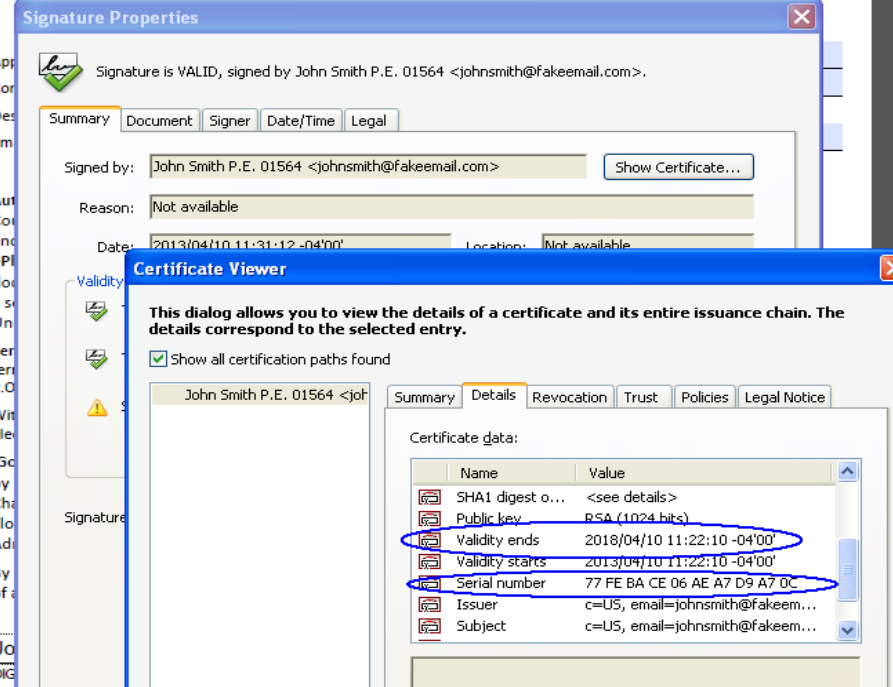


Go to the Details tab.




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.



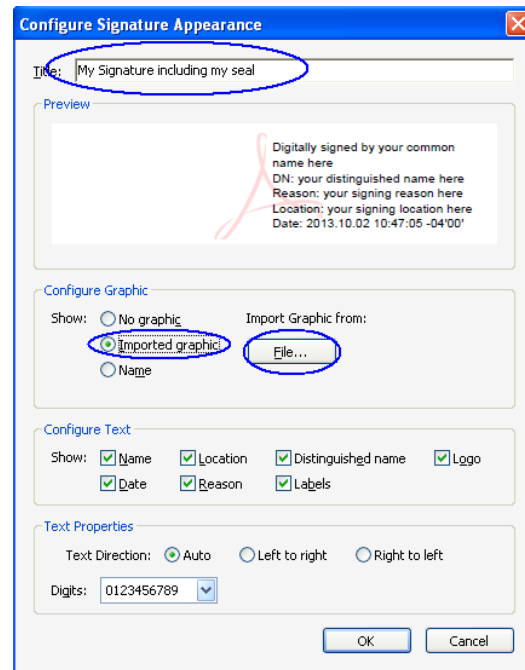
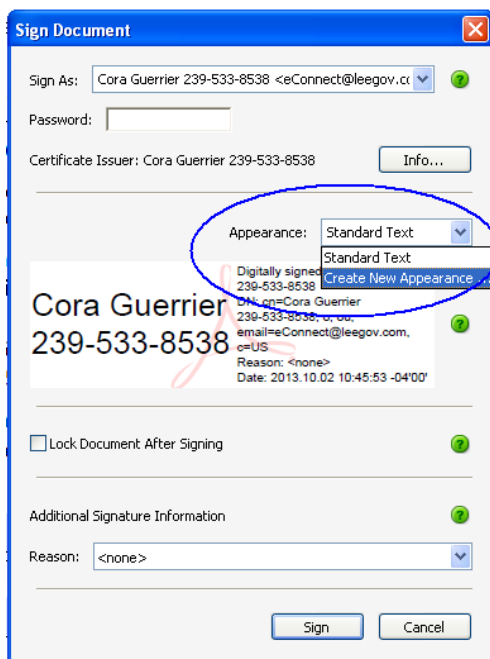
You have now created a digital signature. Design Professionals who will be submitting signed and seal drawing to Lee County will need to complete the '[Design Professional Digital Signature Affidavit](#)' to register their digital signature with Lee County. **Once you've digitally signed the Affidavit, 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.