

Digitally signing plans and proprietary reports protects the intellectual property of the individuals who prepared them. To sign documents using Adobe Acrobat or BlueBeam Revu, you first need to create a “self-signed digital ID.” The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

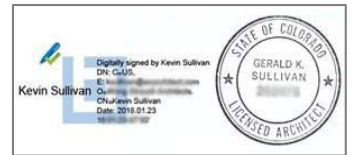
- Create a digital ID using Adobe Acrobat page 1
- Create a digital ID using BlueBeam Revu page 7

You do not need to create a digital ID each time. If your ID is already created, skip to...

- Use your digital ID to sign a file in Adobe Acrobat page 4
- Use your digital ID to sign a file in BlueBeam Revu page 8

Once signed, the electronic signature only needs to be visible on the plan cover sheet, with your seal. As with paper plans, apply your seal to each sheet.

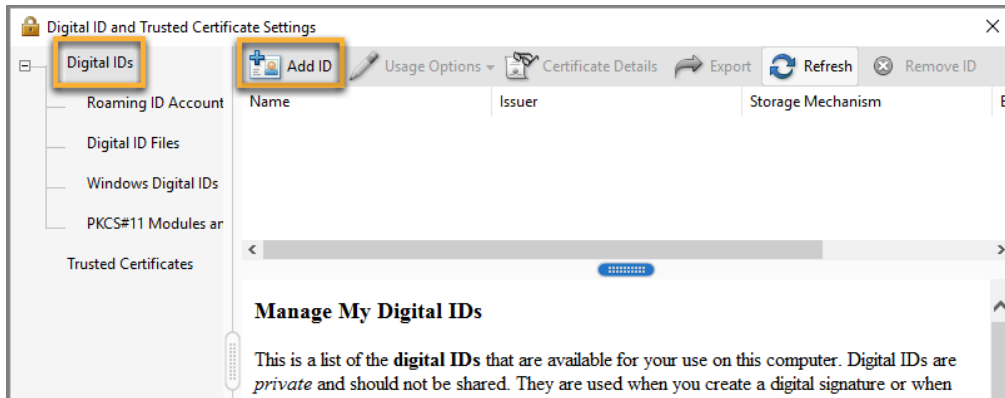
Examples of a valid signature/seal



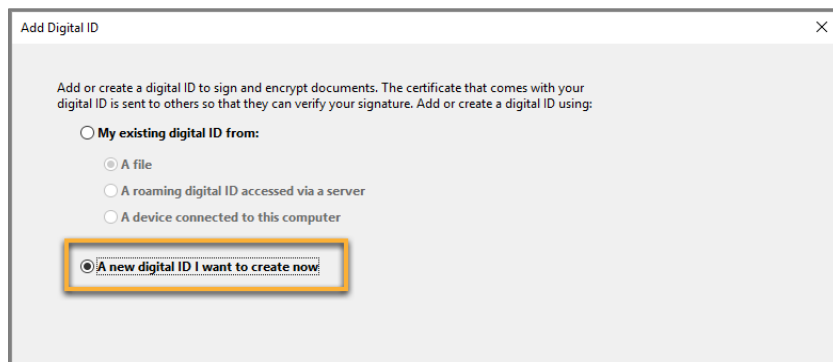
Create a self-signed digital ID using Adobe Acrobat

These instructions are from Acrobat’s user guide available here: <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

1. In Acrobat, click the **Edit** menu and choose **Preferences**, then choose **Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button.



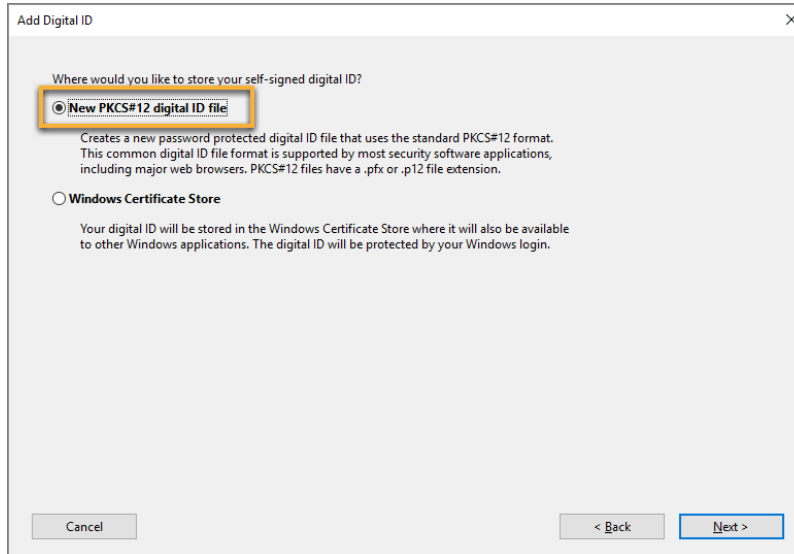
4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



5. Specify where to store the digital ID, and click **Next**. Use the option that best fits your needs.

New PKCS#12 Digital ID File: Stores the digital ID in a file that can be used in both Windows and Mac OS.

Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications.



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.

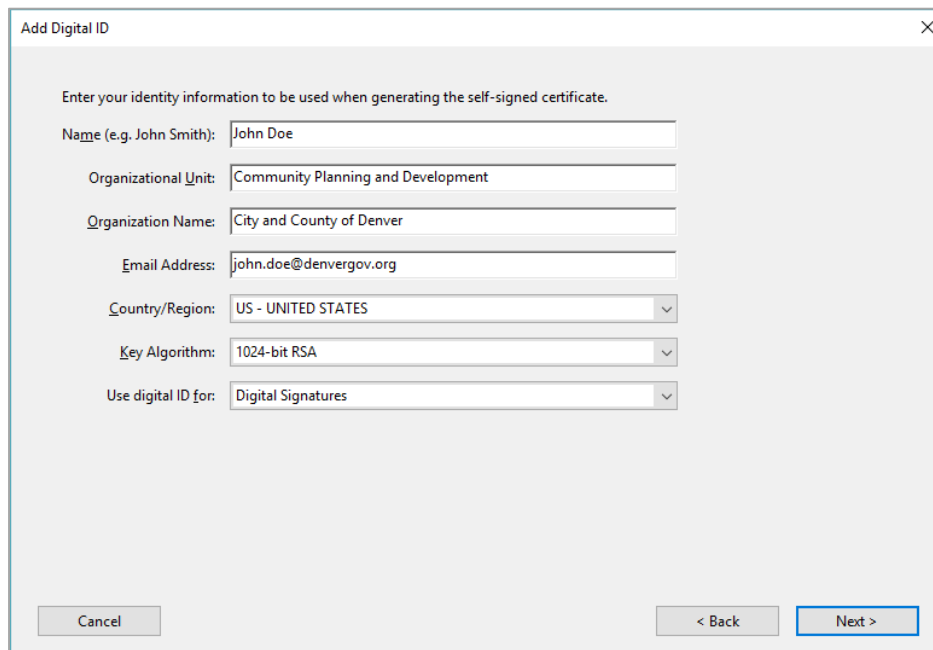
Windows Certificate Store

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 >

6. Do the following:

- Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- Choose the 1024-bit RSA option from the **Key Algorithm** menu.
- From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose “signatures.”
- Click **Next**.



Add Digital ID

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

Name (e.g. John Smith): John Doe

Organizational Unit: Community Planning and Development

Organization Name: City and County of Denver

Email Address: john.doe@denvergov.org

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

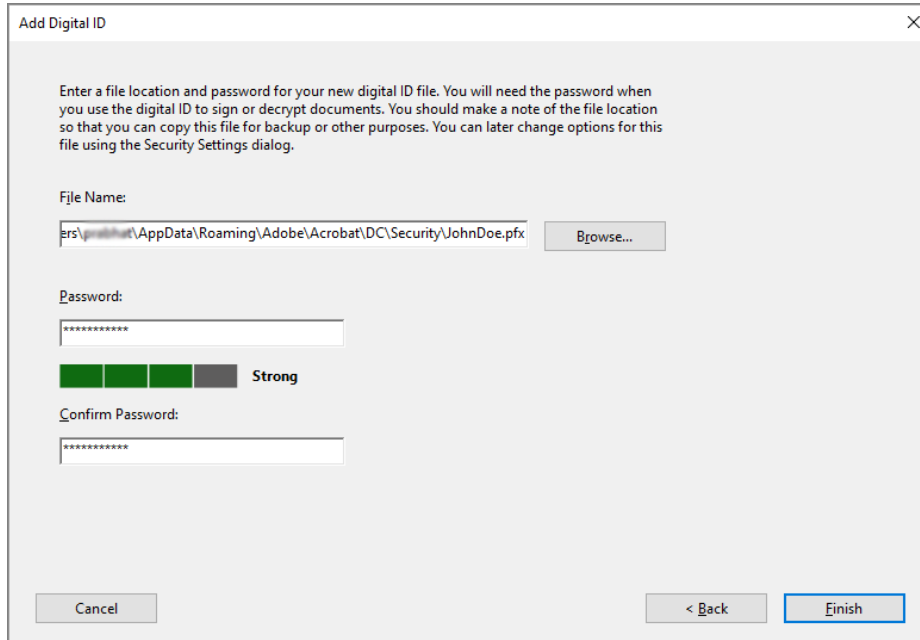
Use digital ID for: Digital Signatures

Cancel < Back Next >

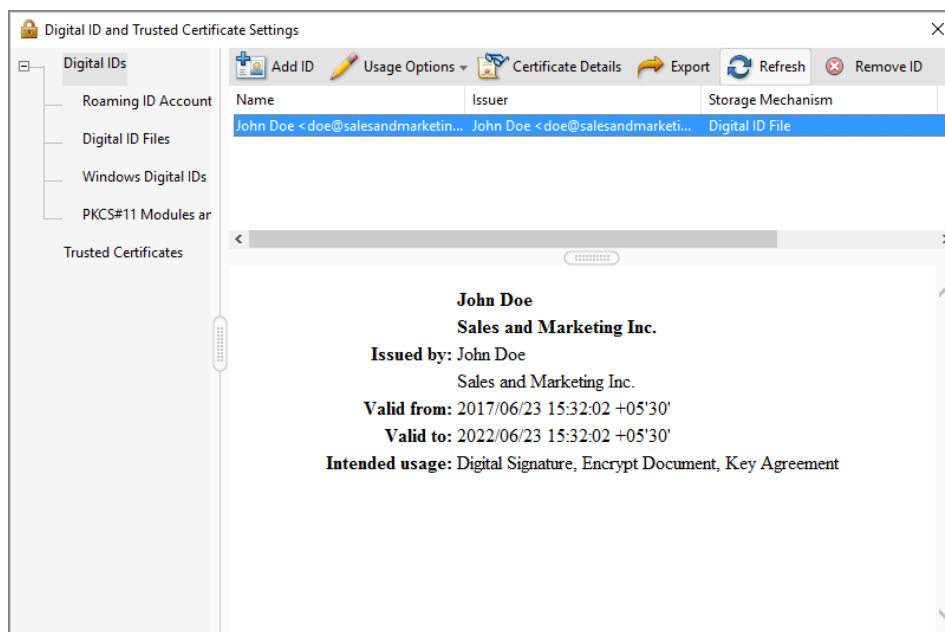
7. Do the following:

- Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
- The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location. Make a note of where your ID is stored.
- Click **Finish**.

If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.



- The ID is created. **NOTE:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.

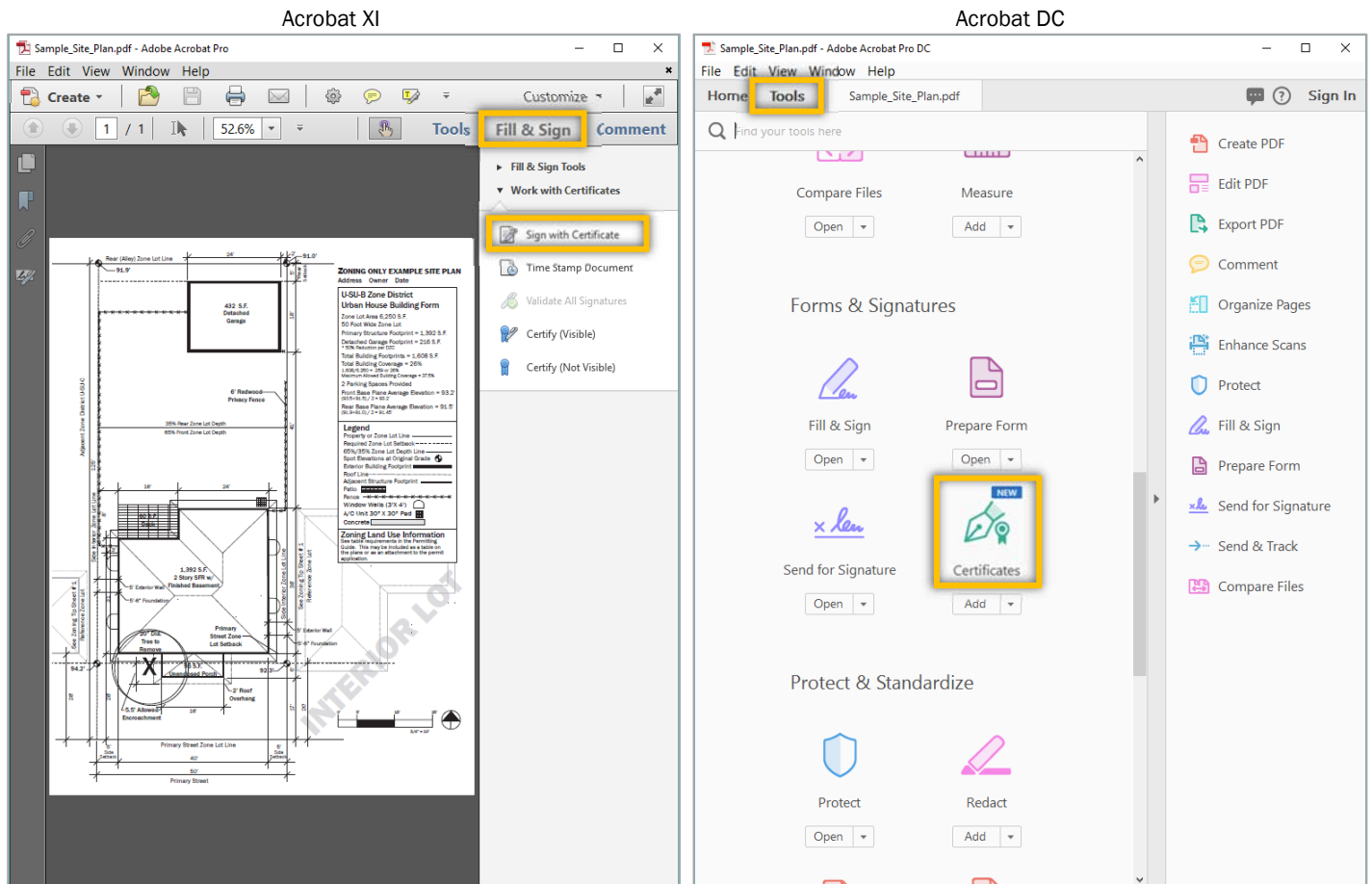


Use your digital ID to sign a PDF file in Adobe Acrobat

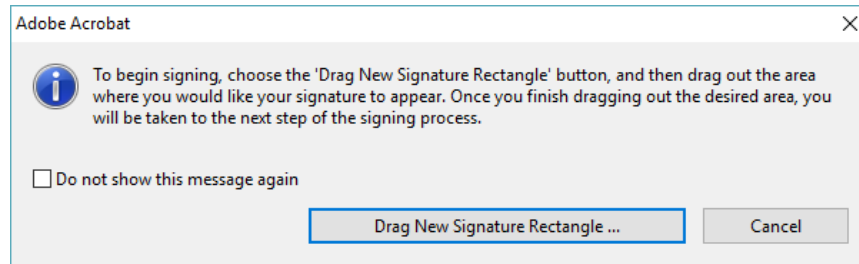
This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.
2. In Acrobat XI, click **Fill & Sign** and then **Sign with Certificate**.

In Acrobat DC, click **Tools**, scroll down to **Forms & Signatures** and click the **Certificates** icon. This will open the Certificates toolbar. Click **Digitally Sign** on the toolbar.



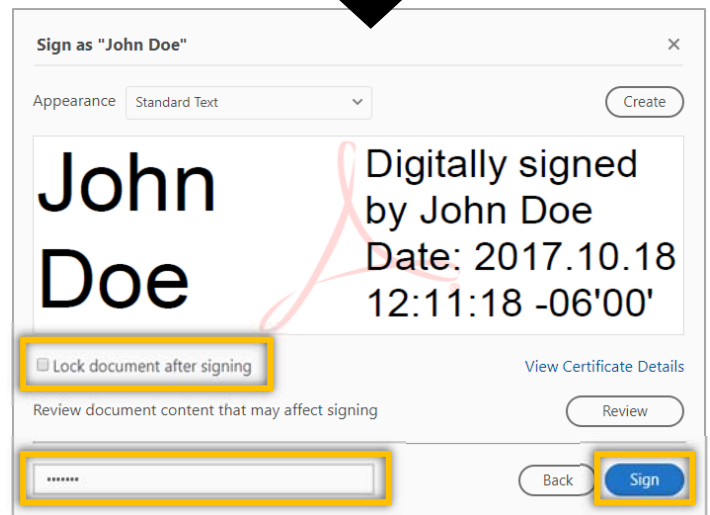
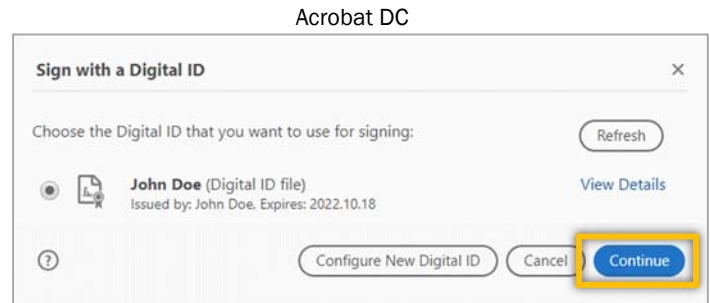
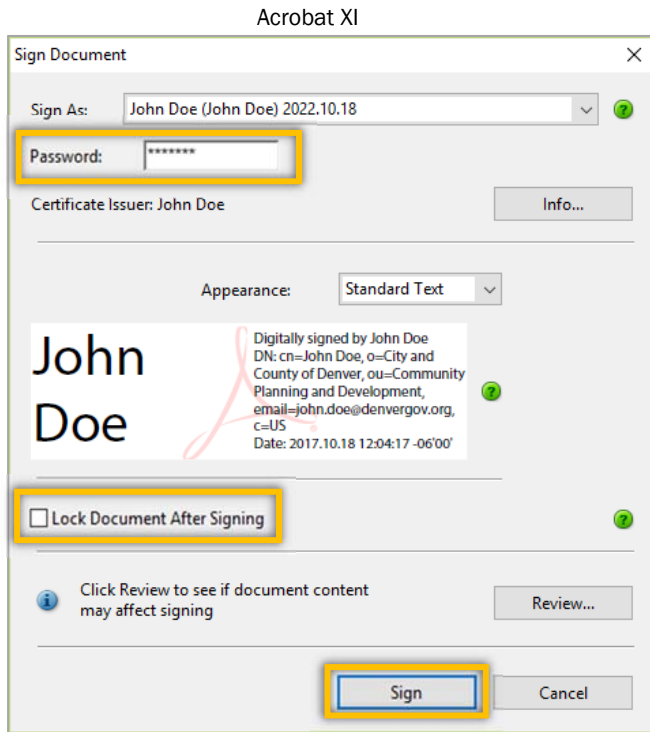
3. Click **Drag New Signature Rectangle** (or just **OK** if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.



4. Choose the digital ID you want to use for signing:

In Acrobat XI, enter your password and **un-check Lock Document After Signing**. Then click **Sign**.

In Acrobat DC, select your ID and click **Continue**. Enter your password on the next screen and **un-check Lock Document After Signing**. Then click **Sign**.



Note: If your digital ID information is not showing, you can browse your computer to find the ID file.

In Acrobat XI, open the drop-down arrow next to the Sign As field and click **New ID**, then select **My existing digital ID from...a file**.

In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

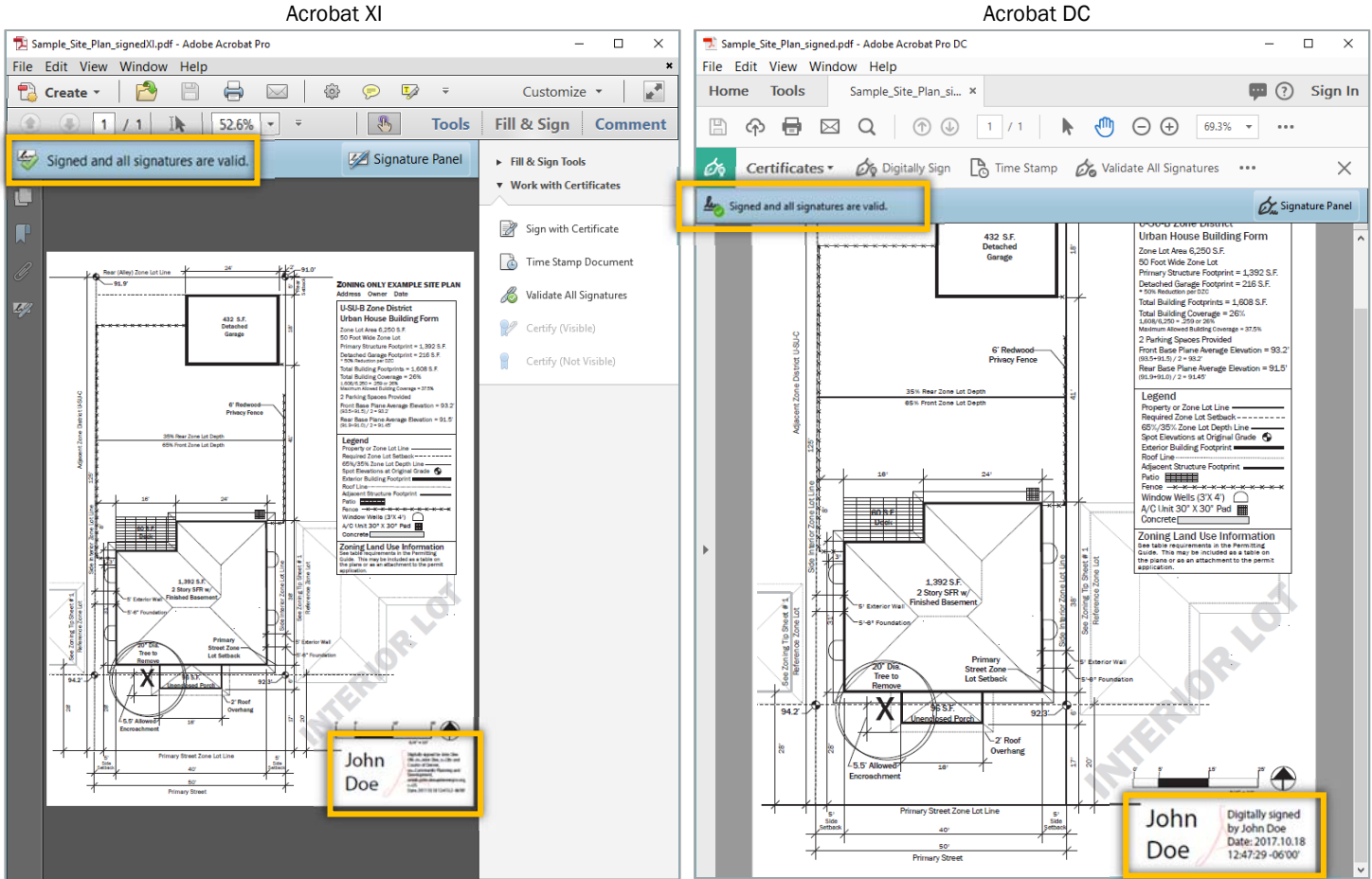
5. Once you click **Sign**, you will be prompted to save your file.

For building permit submittals, use this file naming convention: **<DocumentName>_<Address>_<Date>**

Examples: Plans_201WColfax_9-26-2017 (for combined plan documents)
ArchPlans_201WColfax_9-26-2017 (specify plan type when prepared and signed separately)
StrucPlans_201WColfax_9-26-2017
SoilsReport_201WColfax_9-26-2017; etc.

- Your document is signed and is ready to be emailed. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.

Any changes made to the file from this point on will invalidate the signature.

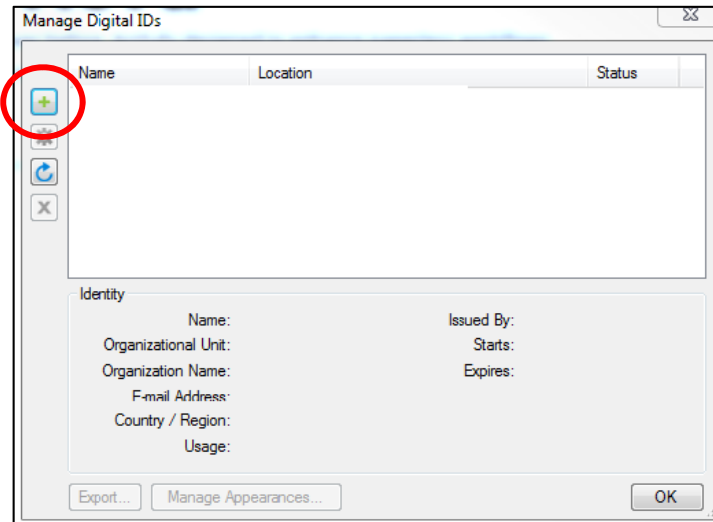


For additional help, consult the Acrobat User Guide available at <https://helpx.adobe.com/acrobat/user-guide.html>.

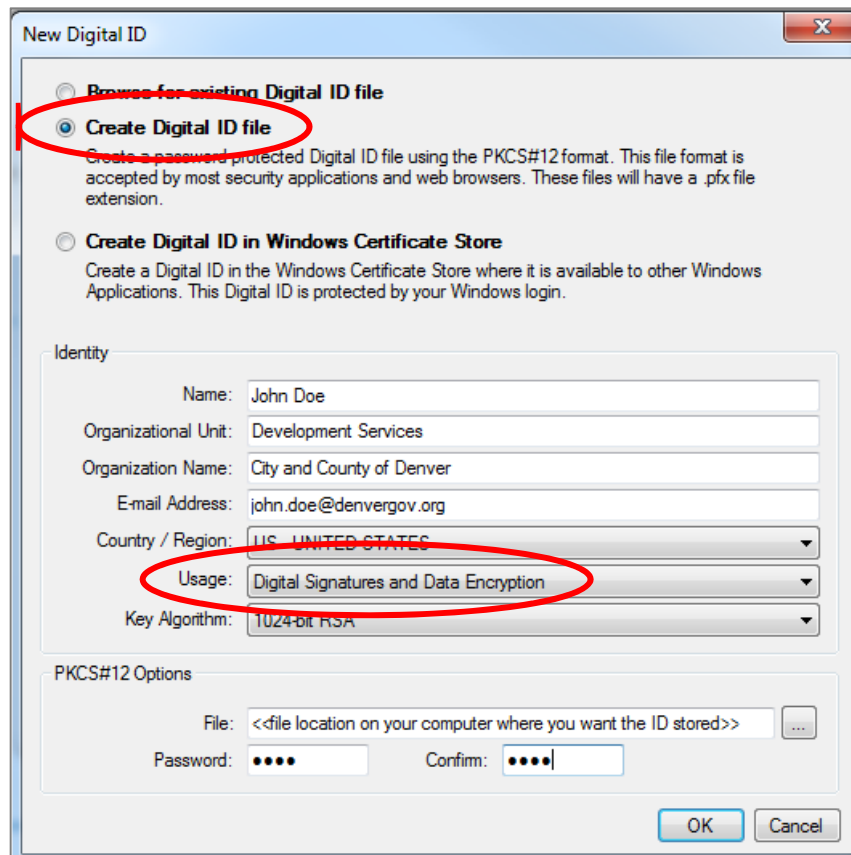
You can also use Adobe's digital ID resources available at <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

Create a digital ID using BlueBeam Revu 2017

1. In BlueBeam, click the **Document** menu and select the **Signatures** icon. Then choose **Digital IDs...**
2. On the window that appears, click the **green plus sign** to add a new signature.

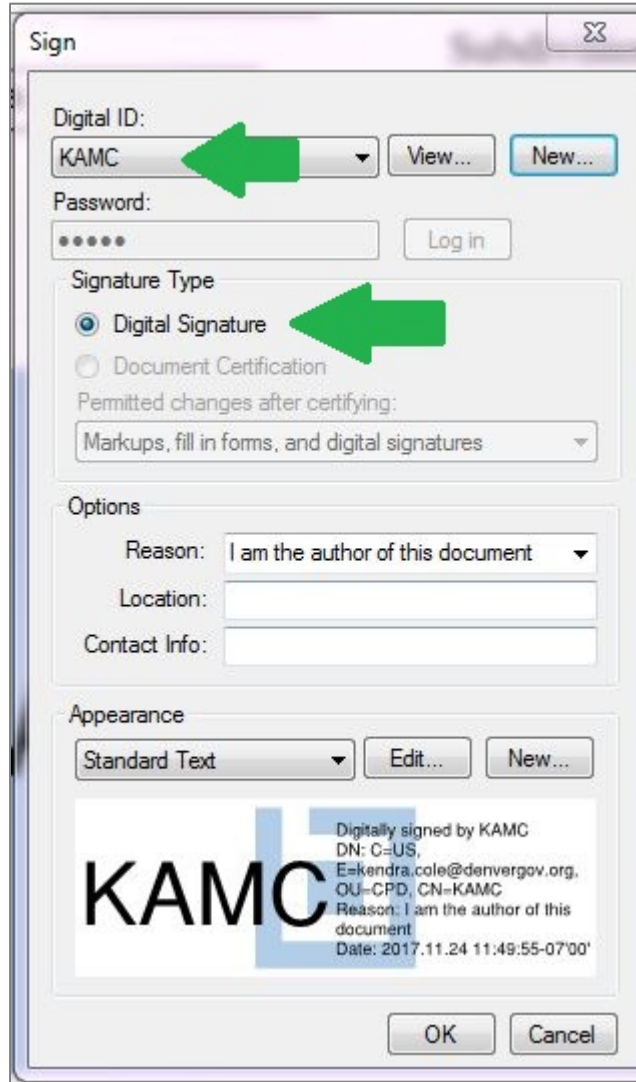


3. Select **Create Digital ID file** and in the **Usage** field, choose **Digital Signatures and Data Encryption**.
 - A. Then fill in your personal information, enter a password for the ID file, and click **OK**.



Use your digital ID to sign a file using BlueBeam Revu 2017

1. In BlueBeam, click the **Document** menu and select the **Signatures** icon. Then choose **Sign Document**.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the **Digital ID:** drop-down arrow, select the ID file you want to use.
 - A. Then, enter your password.
 - B. Under **Signature Type**, make sure to select **Digital Signature**.



The screenshot shows the 'Sign' dialog box in BlueBeam Revu 2017. The 'Digital ID' dropdown menu is set to 'KAMC'. The 'Signature Type' section has 'Digital Signature' selected. The 'Reason' dropdown menu is set to 'I am the author of this document'. The 'Permitted changes after certifying' dropdown menu is set to 'Markups, fill in forms, and digital signatures'. The 'Options' section has 'Reason' set to 'I am the author of this document', 'Location' and 'Contact Info' are empty. The 'Appearance' section has 'Standard Text' selected. The preview at the bottom shows the signature as 'KAMC' with the following metadata: 'Digitally signed by KAMC, DN: C=US, E=kendra.cole@denvergov.org, OU=CPD, CN=KAMC, Reason: I am the author of this document, Date: 2017.11.24 11:49:55-07'00'.

4. Once you click **OK**, you will be prompted to save your file.