

Adobe Acrobat Version 8, 9, 10, and 11 Instructions

Forms to be digitally signed

- Design Exception/Design Waiver Form (Interactive PDF form pre-designed)
- Deviation from Standards Form (Interactive PDF form pre-designed)
- Other forms created for digital signatures
- Other documents created for digital signatures

Exceptions

- Design Exception/Design Waiver and Deviation from Standards Forms
 - ◆ MS Word and Adobe creation of forms not required
 - ◆ Adobe forms are interactive to enter required information and then begin digital signing process
 - ◆ Form editing is locked once a digital signature is added

Contact Information

- Barry Axelrod, baxelrod@utah.gov or 801-964-4570 for questions related to instructions in this document and questions related to digitally signing documents.

Continue on the following pages as needed:

- [Certificate and eToken setup](#)
- [Initial Adobe Acrobat set up for 8 Pro, 9 Pro, or 10 Pro](#)
- [Initial Adobe Acrobat set up for 11 Pro](#)
- [Proceed with project](#)

Set up for all personnel digitally signing forms

Certificate and eToken setup

- Accomplish these initial steps well in advance of needing to digitally sign your first document.
 - ◆ Obtain and install an electronic certificate. Refer to the following link for more information. Certificate renewal instructions also available at this location. Highly recommend using an eToken for installation of the electronic certificate instead of installation directly to a PC. This makes the certificate portable and compatible with PC/Laptop upgrades.
Link: <http://www.udot.utah.gov/go/digitalsignature>
 - ◆ Setting up a signature graphic
 - Sign your name on a blank piece of white paper (use upper left portion of paper)
 - Scan or have someone scan the image as a transparent gif file or to a PDF
 - Create a subdirectory on your hard drive or a network drive named as desired. Use the same location and directory name used for your digital certificate requirements. For example: DigitalSignatureFiles
 - Save image to this location

Initial Adobe Acrobat set up for 8 Pro, 9 Pro, or 10 Pro

- Open Adobe Writer
 - ◆ Click “Edit” menu
 - ◆ Select “Preferences”
 - ◆ From “Categories” on the left side of the dialog box scroll and select “Security”
 - ◆ Check “Verify signatures when document is opened”
 - ◆ In “Appearance” area select “New”
 - ◆ In “Title” area enter “Digital Signatures-abc” (For “abc” substitute your name. This allows another user to set up this item from the same PC.)
 - ◆ In “Configure Graphic” area
 - ◆ Click “Import Graphic”
 - ◆ Click “File”
 - ◆ Browse to the location where you saved your scanned signature gif file
 - ◆ From “Type of Files” select gif option
 - ◆ Select your signature file and click “Select” (sample should display on next screen)
 - ◆ Click OK

- ◆ In “Configure Text” area verify all “Show” options are selected (should be on by default, check those that are not)
- ◆ In “Text Properties” area verify “Auto” is selected (should be default, check if not)
- ◆ Click “OK”
- ◆ Select the “Advanced Preferences” option
- ◆ From the “Verification” tab
- ◆ Select or verify that
 - The first “Use the document-specific method” is selected
 - “Require certificate revocation...” is checked
 - “Secure time...” is marked
- ◆ Select the “Creation” tab
 - Select the “Show reasons when signing” option
 - For “Enable Reviewing of Document Warnings” option select “Always”
 - For “Prevent Signing Until...” option select “Never”
- ◆ Click “OK” and Click “OK”

(Note: you can use this Initial set up any time to create a new signature type (with a different name) or if needed to check/modify your settings)

Initial Adobe Acrobat set up for 11 Pro

- Open Adobe Acrobat Pro
 - ◆ Click “Edit” menu
 - ◆ Select “Preferences”
 - ◆ From “Categories” on the left side of the dialog box scroll and select “Signatures”
 - ◆ Select “More” for Verification option
 - ◆ Check “Verify signatures when document is opened”
 - ◆ Check “When document has valid but untrusted signatures, prompt to review and trust signers
 - ◆ Select “Use the document-specified method: prompt is unavailable”
 - ◆ Check “Require certificate revocation checking...”
 - ◆ Select “Secure time (timestamp) embedded in the signature”
 - ◆ Uncheck “Use expired timestamps” if checked
 - ◆ Select “Always” for “Verification Information”
 - ◆ Check both “Validating Signatures” and “Validating Certified Documents”
 - ◆ Click OK
 - ◆ Select “More” For Creation & Appearance option
 - ◆ In “Appearance” area select “New”
 - ◆ In “Title” area enter “Digital Signatures-abc” (For “abc” substitute your name. This allows another user to set up this item from the same PC.)
 - ◆ In “Configure Graphic” area
 - ◆ Click “Imported Graphic”
 - ◆ Click “File”

- ◆ Browse to the location where you saved your scanned signature gif file or PDF of your signature
- ◆ Use default setting of PDF type file or from “Type of Files” select gif option if using that type of file and not PDF
- ◆ Select your signature file and click “Select” (sample should display on next screen)
- ◆ Click OK
- ◆ In “Configure Text” area verify all “Show” options are selected (should be on by default, check those that are not)
- ◆ In “Text Properties” area verify “Auto” is selected (should be default, check if not)
- ◆ Click “OK”
- ◆ Check “Show reasons” and “Include signature’s revocation status”
- ◆ Uncheck or leave blank the “Show location and contract information” and “View documents in Preview Mode” options
- ◆ Select “Always” from the drop down list for “Enable Reviewing of Document Warnings”
- ◆ Select “Never” for “Prevent Signing Until...” option
- ◆ Click “OK” and Click “OK”

(Note: you can use this Initial set up any time to create a new signature type (with a different name) or if needed to check/modify your settings)

You are now ready to proceed with your project.

Continue when ready to begin the signing process

Stamping and Signing or Signing the Document as required

For the Preparer or Person signing the document (Use appropriate steps for the item being signed.)

- Open the completed form or document in Adobe Acrobat

Select the proper signing option from one of the three choices on the next three pages.

- ◆ [Stamping and Signing Design Exception/Waiver or Deviation from Standards forms](#)
- ◆ [Signing a form](#)
- ◆ [Signing a document](#)

Stamping and Signing Design Exception or Waiver or Deviation from Standards forms (Skip this part if just signing a regular document or another type of form.)

- Go to the Signature Page
- Select the Stamp area
 - ◆ Select “Yes” if preparer
 - Enter your name
 - Enter Seal number
 - Select proper option
 - Sign
 - Select your name from “Sign As” or “Digital ID”.
(Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - Select your signing option from the drop down “Appearance” menu.
 - Select desired sign option from “Reason” menu.
 - Complete the signature process and Save.
 - ◆ Select “No” if not preparer
 - Enter name of preparer
 - Enter your name
 - Enter Seal number
 - Select proper option
 - Sign
 - Select your name from “Sign As” or “Digital ID”.
(Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - Select your signing option from the drop down “Appearance” menu.
 - Select desired sign option from “Reason” menu.
 - Complete the signature process and Save.
- Close document, email or electronically transfer to the next person.
 - ◆ Contact the next signer to advise them that the form is ready for signature if using the same PC for the next signature.
- [Refer to “Signing the remaining boxes” part of this document to track the remaining signing options.](#)

Signing a form (Skip this part if just signing a regular document.) (This step Not Applicable for Design Exception or Waiver or Deviation from Standards forms.)

- Right Click in the first Signature Field (A regular left click will not give you the option to Certify the document, just sign. The Certify option is only available to the first signer, thereafter right and left click provide the same option, sign only. Adobe Reader does not allow the Certify option.)
 - ◆ Select the “Certify with Visible Signature” option to Digitally Sign the form
 - ◆ Select your name from “Sign As” or “Digital ID” menu. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - ◆ Select “Digital Signature” from the drop down “Appearance” menu.
 - ◆ Select the appropriate “Reason” as desired for signing the document.
 - ◆ Select “Form fill-in and digital signatures” from “Permitted Changes after Certifying”
 - This option must be selected so all changes other than adding further signatures are prevented.
 - ◆ Click “Sign”
 - ◆ Complete the signature process and Save
- Close document, email or electronically transfer to the next person.
 - ◆ Contact the next signer to advise them that the form is ready for signature if using the same PC for the next signature.
- [Refer to “Signing the remaining boxes” part of this document to track the remaining signing options.](#)

Signing a document (This step Not Applicable for any forms.)

- Use either the menu or button signing option
 - ◆ Menu option
 - Select the “Advanced Menu”
 - Select “Sign and Certify”
 - Select “Certify with Visible Signature”
 - Click “OK” twice
 - Drag the signature field to the desired size in the location you wish to sign the document
 - Sign
 - Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - Select your signing option from the drop down “Appearance” menu.
 - Select desired sign option from “Reason” menu.
 - Select “No Changes Allowed” from “Permitted Changes after Certifying” (This option must be selected so all changes are prevented.)
 - Complete the signature process and Save.
 - ◆ Button option
 - Click “Sign” on toolbar
 - Select “Certify with Visible Signature”
 - Click “OK” twice
 - Drag the signature field to the desired size in the location you wish to sign the document
 - Sign
 - Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - Select your signing option from the drop down “Appearance” menu.
 - Select desired sign option from “Reason” menu.
 - Select “No Changes Allowed” from “Permitted Changes after Certifying” (This option must be selected so all changes are prevented.)
 - Complete the signature process and Save.

Process Complete for the signing process for documents requiring only one signature.

Continue on the next page to sign remaining “form” signature options

Signing the remaining boxes on the Design Exception or Waiver or Deviation from UDOT Standards forms

For remaining personnel as required by the form (Project Manager, Region Preconstruction Engineer, Statewide Traffic and Safety Engineer, Statewide Pre-construction Engineer, and FHWA)

- Accomplish [“certificate and eToken set up”](#) and [“Adobe Initial”](#) actions starting on Page 2 if not already accomplished before continuing.
 - ◆ Skip if already accomplished
- Save the file from email or other method to desired location and open.
- Click in the required Signature Field.
 - ◆ Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - ◆ Select your signing option from the drop down “Appearance” menu.
 - ◆ Select desired sign option from “Reason” menu.
 - ◆ Complete the signature process and Save.
- Email or electronically transfer to the next person.
 - ◆ Contact the next signer to advise them that the form is ready for signature if using the same PC for the next signature
- **Repeat actions on this page of the process for remaining required signatures until region signing actions are complete.**
- Email or electronically transfer to the Complex, Preconstruction Engineer. **Do not send directly to Traffic and Safety, Preconstruction will do this after logging the receipt of the form.)**

Continue on the next page

Department Preconstruction Engineer

- Complete required process
- Email or electronically transfer to Traffic and Safety

Traffic and Safety

- Accomplish [“certificate and eToken set up”](#) and [“Adobe Initial”](#) actions starting on Page 2 if not already accomplished before continuing.
 - ◆ Skip if already accomplished
- Save the file from email or other method to desired location and open.
- Click in the required Signature Field.
 - ◆ Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - ◆ Select your signing option from the drop down “Appearance” menu.
 - ◆ Select desired sign option from “Reason” menu.
 - ◆ Complete the signature process and Save.
- Email or electronically transfer back to the Department Preconstruction Engineer.

Continue on the next page

Department Preconstruction Engineer

- Complete required process to approve request.
- Return to originator with comments if not approved.
- Save the file from email or other method to desired location and open file.
- Digitally sign if approved. Click in the required Signature Field.
 - ◆ Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - ◆ Select your signing option from the drop down “Appearance” menu.
 - ◆ Select desired sign option from “Reason” menu.
 - ◆ Complete the signature process and Save.
- Email or electronically transfer to FHWA as required

Continue on the next page

FHWA

- Accomplish [“certificate and eToken set up”](#) and [“Adobe Initial”](#) actions starting on Page 2 if not already accomplished before continuing.
 - ◆ Skip if already accomplished
- Save the file from email or other method to desired location and open.
- Click in the required Signature Field.
 - ◆ Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - ◆ Select your signing option from the drop down “Appearance” menu.
 - ◆ Select desired sign option from “Reason” menu.
 - ◆ Complete the signature process and Save.
- Email or electronically transfer to the Department Preconstruction Engineer.

Department Preconstruction Engineer

- Make required notifications and send final file as needed
- File original electronically and hard copy

Process Complete for Design Exceptions/Waiver and Deviation from UDOT Standards

Continue on the next page for any remaining actions for other forms.

Signing the remaining boxes on other forms

- Accomplish [“certificate and eToken set up”](#) and [“Adobe Initial”](#) actions starting on Page 2 if not already accomplished before continuing.
 - ◆ Skip if already accomplished
- Save the file from email or other method to desired location and open.
- Click in the required Signature Field.
 - ◆ Select your name from “Sign As” or “Digital ID”. (Other names may be here if the same PC is being used by more than one person to digitally sign.)
 - ◆ Select your signing option from the drop down “Appearance” menu.
 - ◆ Select desired sign option from “Reason” menu.
 - ◆ Complete the signature process and Save.
- Email or electronically transfer to the next person.
 - ◆ Contact the next signer to advise them that the form is ready for signature if using the same PC for the next signature
- **Repeat actions on this page of the process for remaining required signatures until signing actions are complete.**

Process Complete for other forms.