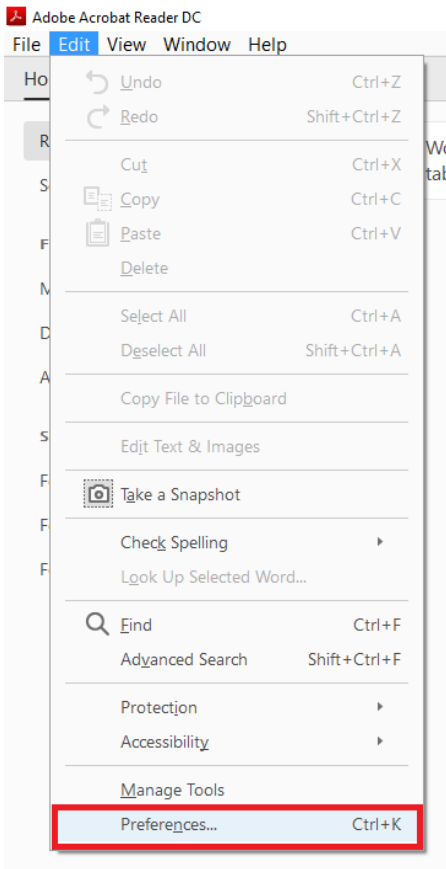
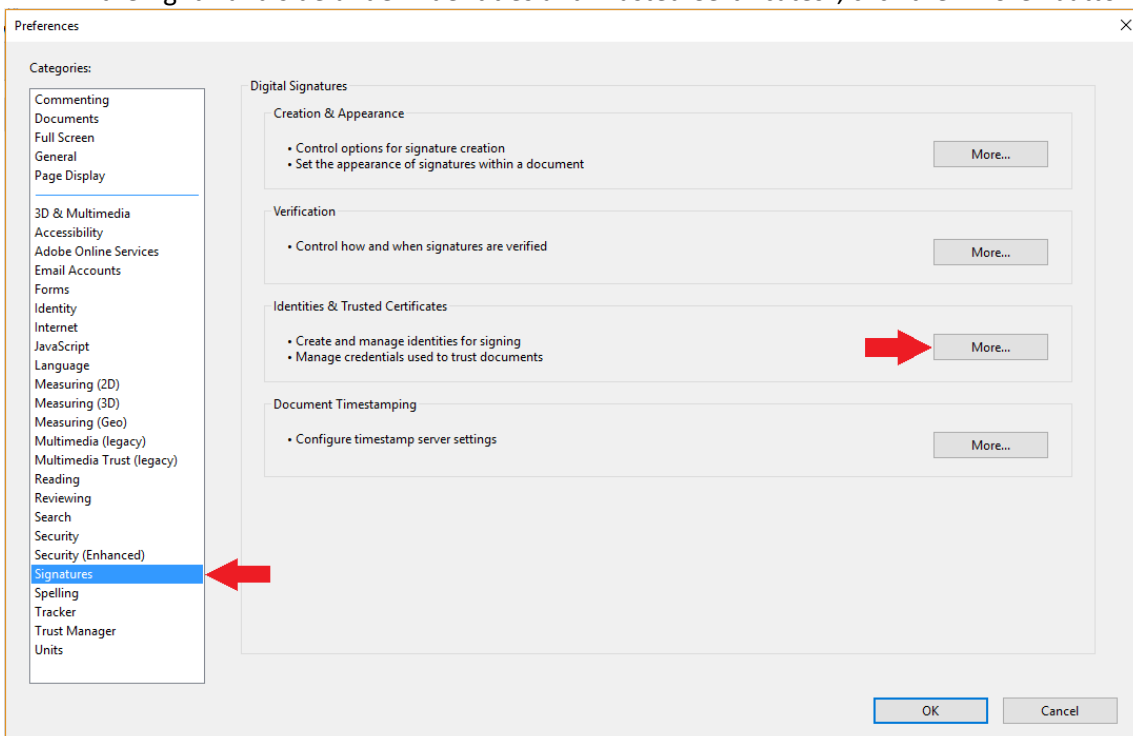


How to Create a Digital Signature in Adobe Acrobat Reader DC

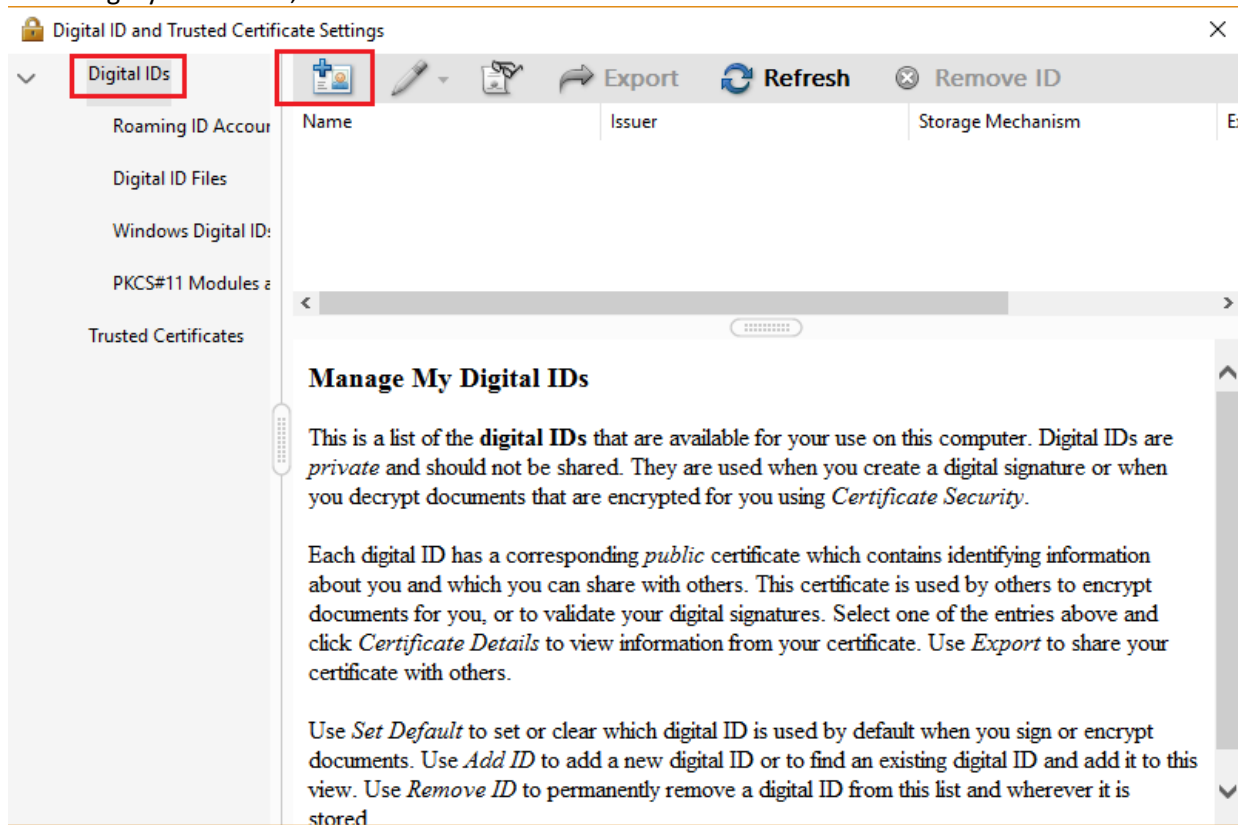
1. First, open Acrobat Reader. Navigate to "Edit" on the menu and select "Preferences" located at the bottom.



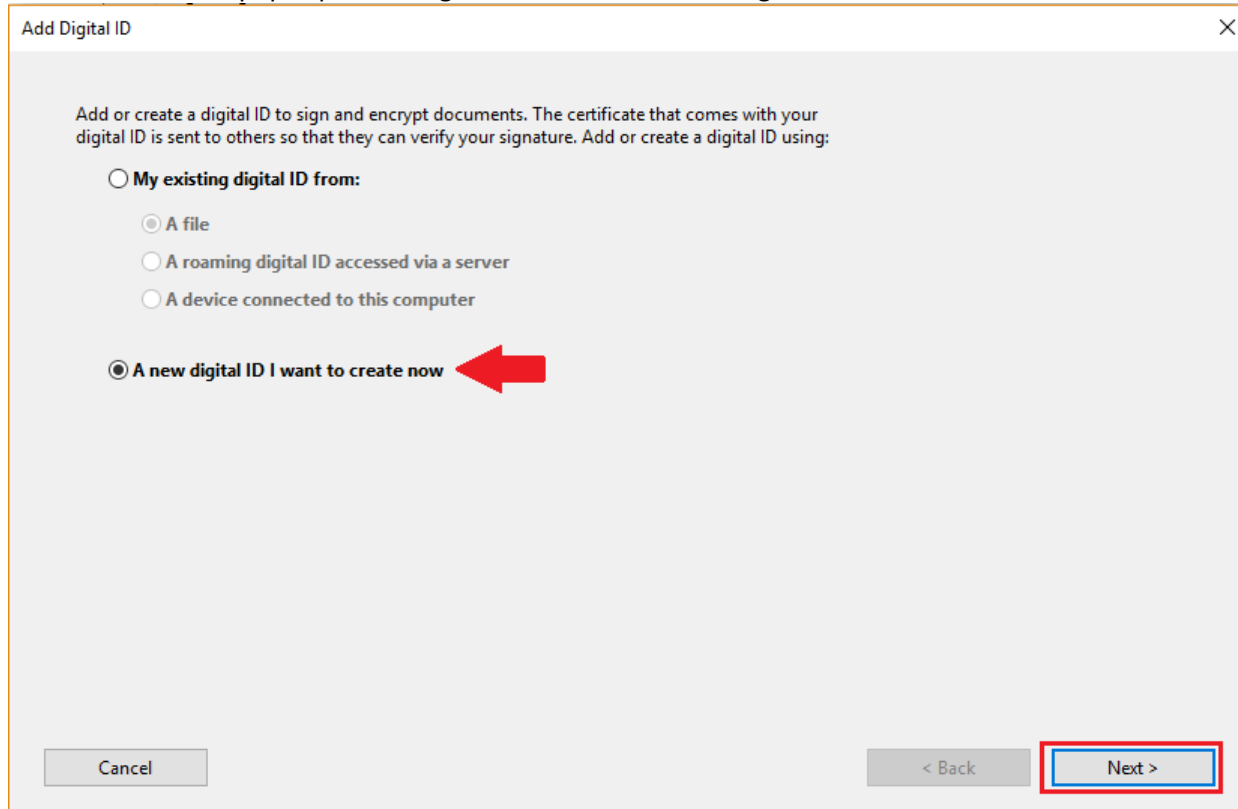
2. Once on the Preferences window, under the Categories section on the left side, choose "Signatures". Then, on the right-hand side under "Identities and Trusted Certificates", click the "More" button.



3. Under the "Digital ID and Trusted Certificate Settings" window that pops up, be sure that the "Digital IDs" category is selected, and click "Add ID".



4. A new window pops up: "Add Digital ID". Choose "A new digital ID I want to create now" and click "Next".



5. Choose "New PKCS#12 digital ID file" and click "Next".

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. Now, fill in the pertinent details of your digital ID. For name, enter your full name. For organizational unit, enter something like "State Aid Bridge Office". For the organization name, enter the name of your agency or company. For the email address, enter your email address. Choose your country or region if the default setting is not correct and leave the key algorithm at its default value. Under "Use digital ID for:", choose "Digital Signatures". Click "Next" once you're all done. If you make a mistake, you can always click the "Back" button.

Add Digital ID

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

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures

Cancel < Back Next >

7. Now, you need to create a password only you know for your digital signature. Type it once in the Password box, and then again in the Confirm Password box. I recommend leaving the File Name field set at its default. When you've finished entering your password, click "Finish".

Add Digital ID

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:
C:\Users\Moises\AppData\Roaming\Adobe\Acrobat\DC\Security\Moise Browse...

Password:

Strong

Confirm Password:

Cancel < Back Finish

8. Congratulations! Your new ID shows up in the window, and it can now be used to digitally sign documents.

Digital ID and Trusted Certificate Settings

Digital IDs

Roaming ID Account

Digital ID Files

Windows Digital ID:

PKCS#11 Modules a

Trusted Certificates

Export Refresh Remove ID

Name	Issuer	Storage Mechanism
Moises C. Dimaculangan <moises...	Moises C. Dimaculangan <moises...	Digital ID File

Moises C. Dimaculangan
MnDOT
Issued by: Moises C. Dimaculangan
MnDOT
Valid from: 2019/08/27 10:54:00 -05'00'
Valid to: 2024/08/27 10:54:00 -05'00'
Intended usage: Digital Signature

How to digitally sign a Bridge Load Rating Electronic Form

- A. The load rating form should be completed first by the Bridge Load Rating Engineer. For the purposes of this tutorial, we're only going to digitally sign the electronic load rating form. First, open the load rating RC-CL form document.
- B. Before the form is signed, fill in the other fields in the signature block. Click on the PE or PA's Certifier's Signature field located at the bottom of the first sheet of the load rating form.

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: Date: 08/27/2019

(Typed or Printed) Name: Moises Dimaculangan License No. 12345

(Typed or Printed) Employed by (Agency/ Firm): MnDOT

My signature below indicates that I have read and fully agreed with the load rating report.

Program Administrator's Signature: Date:


MnDOT State Aid Load Rating Engineer Review:

Unless otherwise noted, the State Aid Load Rating Engineer's review of this load rating form does not include an independent validation of the information and values entered. The signing PE must assure Section 9 on Quality Control and Quality Assurance of the MnDOT Bridge Load Rating and Evaluation Manual was followed.

- C. Adobe Acrobat Reader brings up a list containing your digital IDs (if there are more than one). Select on the ID you've just created and click continue.

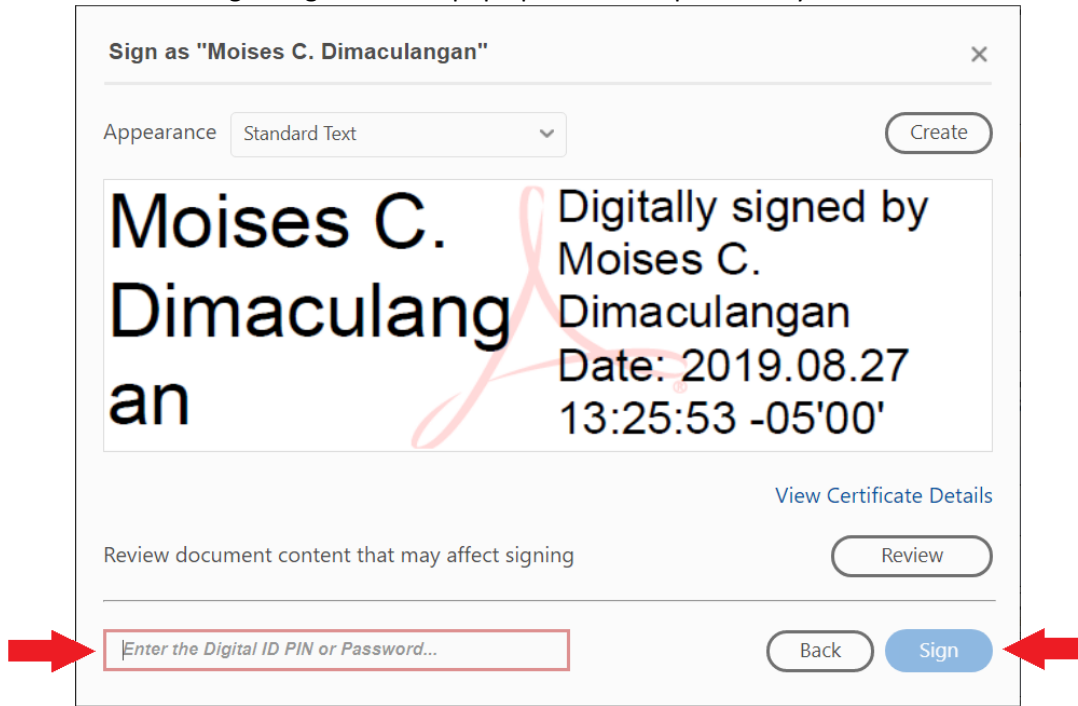
Sign with a Digital ID ×

Choose the Digital ID that you want to use for signing: Refresh

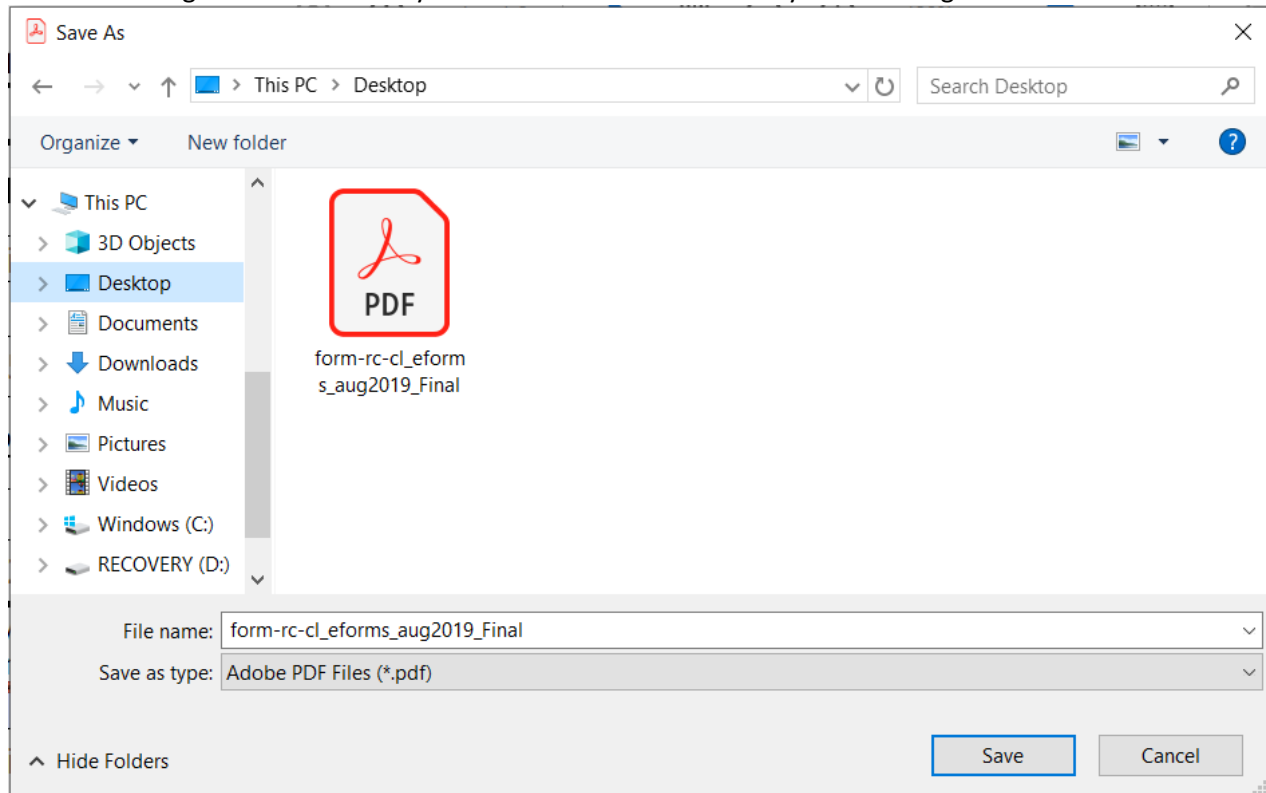
 **Moises C. Dimaculangan** (Digital ID file)
Issued by: Moises C. Dimaculangan, Expires: 2024.08.27 View Details

? Configure New Digital ID Cancel Continue

D. Your new digital signature will pop up. Enter the password you set for this ID and Click "Sign".



E. Save the signed document on your hard drive in a location of your choosing and click "Save".



F. Your document shows up signed and is now locked from editing.

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: Moises C. Dimaculangan Digitally signed by Moises C. Dimaculangan
Date: 2019.08.27 14:00:03 -05'00' Date: 08/27/2019

(Typed or Printed) Name: Moises Dimaculangan License No. 12345

(Typed or Printed) Employed by (Agency/Firm): MnDOT

My signature below indicates that I have read and fully agreed with the load rating report.

Program Administrator's Signature: _____ Date: _____

MnDOT State Aid Load Rating Engineer Review:

Unless otherwise noted, the State Aid Load Rating Engineer's review of this load rating form does not include an independent validation of the information and values entered. The signing PE must assure Section 9 on Quality Control and Quality Assurance of the MnDOT Bridge Load Rating and Evaluation Manual was followed.

G. Should you need to go back and update the document later, right-click on your signature, and choose, "Clear Signature". The document fields immediately unlock, and you can edit the form again until you re-sign it. *Note, the only person who created the signature can clear the signature from the document. Thus, it's important not to share your computer account with anyone, as they could potentially clear your signatures from important documents.*

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Signature: Moises C. Dimaculangan Digitally signed by Moises C. Dimaculangan
Date: 2019.08.27 14:00:03 -05'00' Date: 08/27/2019

(Typed or Printed) Name: Moises Dimaculangan License No. 12345

(Typed or Printed) Employed by (Agency/Firm): MnDOT

My signature below indicates that I have read and fully agreed with the load rating report.

Program Administrator's Signature: _____ Date: _____

MnDOT State Aid Load Rating Engineer Review:

Unless otherwise noted, the State Aid Load Rating Engineer's review of this load rating form does not include an independent validation of the information and values entered. The signing PE must assure Section 9 on Quality Control and Quality Assurance of the MnDOT Bridge Load Rating and Evaluation Manual was followed.

