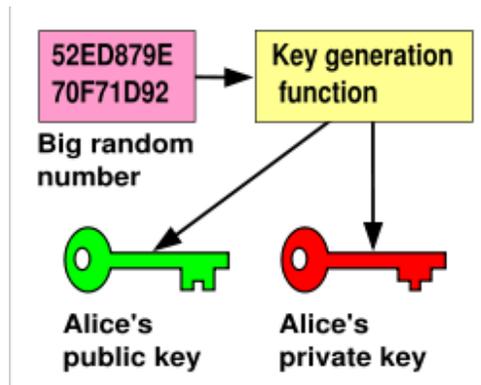


# Signing and Sealing Implementation Update

- **Digital Signatures / Digital Certificates / Seals**
  - What are they?
  - How do they work?
  - Can we use Digital Signatures instead of Wet Signatures?
  - Are they legally binding?
  - How do we purchase certificates and who covers the cost?
  - When do we Sign and Seal plans?
- **Signing Software Solution**
  - What software will we be using?
  - What if someone tries to edit the file?
- **Software Installations and Training**
  - Who will install the software?
  - When will the software be installed?
  - How will the training be handled?

# Signing and Sealing Implementation Update

- **VDOT will use Digital Signatures to sign and seal plans**
  - **What is a Digital Signature?**
    - **Digital Signatures** are used to sign electronic documents.
    - They are not to be confused with **Electronic Signatures**
    - An **Electronic Signature** is when you go to the grocery store and you sign (with a pen) the little electronic box after using your credit card.
    - A **Digital signature** is a type of **Asymmetric Cryptography** used to simulate the security properties of a handwritten signature on paper. Basically, it's a method of encrypting a file so that the authenticity of the signed document can be publicly verified with the use of Public and Private Keys.



A big random number is used to make a public-key/private-key pair.

# Signing and Sealing Implementation Update

- **VDOT will use ACES Digital Certificates**
  - **What is an ACES certificate?** Just as a driver's license or passport identifies a person in a face-to-face transaction, an ACES certificate identifies a person in an online transaction. An ACES digital certificate ensures authenticity and accountability in citizen-to-government, business-to-government and government-to-government electronic transactions.
  - **ACES or Access Certificates for Electronic Services** is a program administered by the U.S. General Services Administration (GSA) that provides strongly authenticated electronic identity credentials to citizens or business representatives.
  - ACES Certificates are PKI Compliant (Public Key Infrastructure)
  - **VDOT has already purchased the certificates from IdenTrust.**



- Consultants can also purchase certificates at [www.identrust.com](http://www.identrust.com). They will be required to purchase and use ACES Certificates.

# Signing and Sealing Implementation Update

- **Applying for an ACES Certificate (October - November)**
  - **VDOT Staff** will go to IdenTrust website to apply for their digital certificates.
  - Once at [www.identrust.com](http://www.identrust.com). You will see this web page:

Please note: **ONLY THE SUBSCRIBER OF THE CERTIFICATE SHOULD HAVE EXCLUSIVE USE - THE DIGITAL CERTIFICATE IS YOUR FORM OF IDENTIFICATION, SIMILAR TO YOUR PASSPORT OR DRIVERS LICENSE.** Under the GSA Certificate Policy, it is our responsibility as an Authorized Certificate Authority to revoke the certificate in a case of loss or disclosure of the private key (Passphrase) to anyone other than the subscriber.

**ACES Digital Certificate:**

| Access Certificates for Electronic Services (ACES) |   |   |  |
|--|---|---|--|
| CERTIFICATE TYPE                                   | SUBSCRIBER  | PURPOSE/USAGE   | COST                                   |
| Business Representative                            | Employee authorized to act on behalf of a company | Identity Authentication Digital Signature/Signing<br>Usage: authenticate yourself as an employee (affiliated) of a valid business when signing emails and documents, and identifying yourself to gain access to restricted web sites. | \$119.00 - two years<br><br><b>BUY</b> |

*Delivery Time 5-7 Business Days*



- **VDOT Staff** will receive a voucher number to use instead of a credit card number.
- Professional seals will be developed by VDOT CADD Section (No need to purchase)
- You will be required to fill out a form, have it notarized, and mail it to IdenTrust.
- IdenTrust will verify your identity and send you an email on how to download your certificate.

# Signing and Sealing Implementation Update

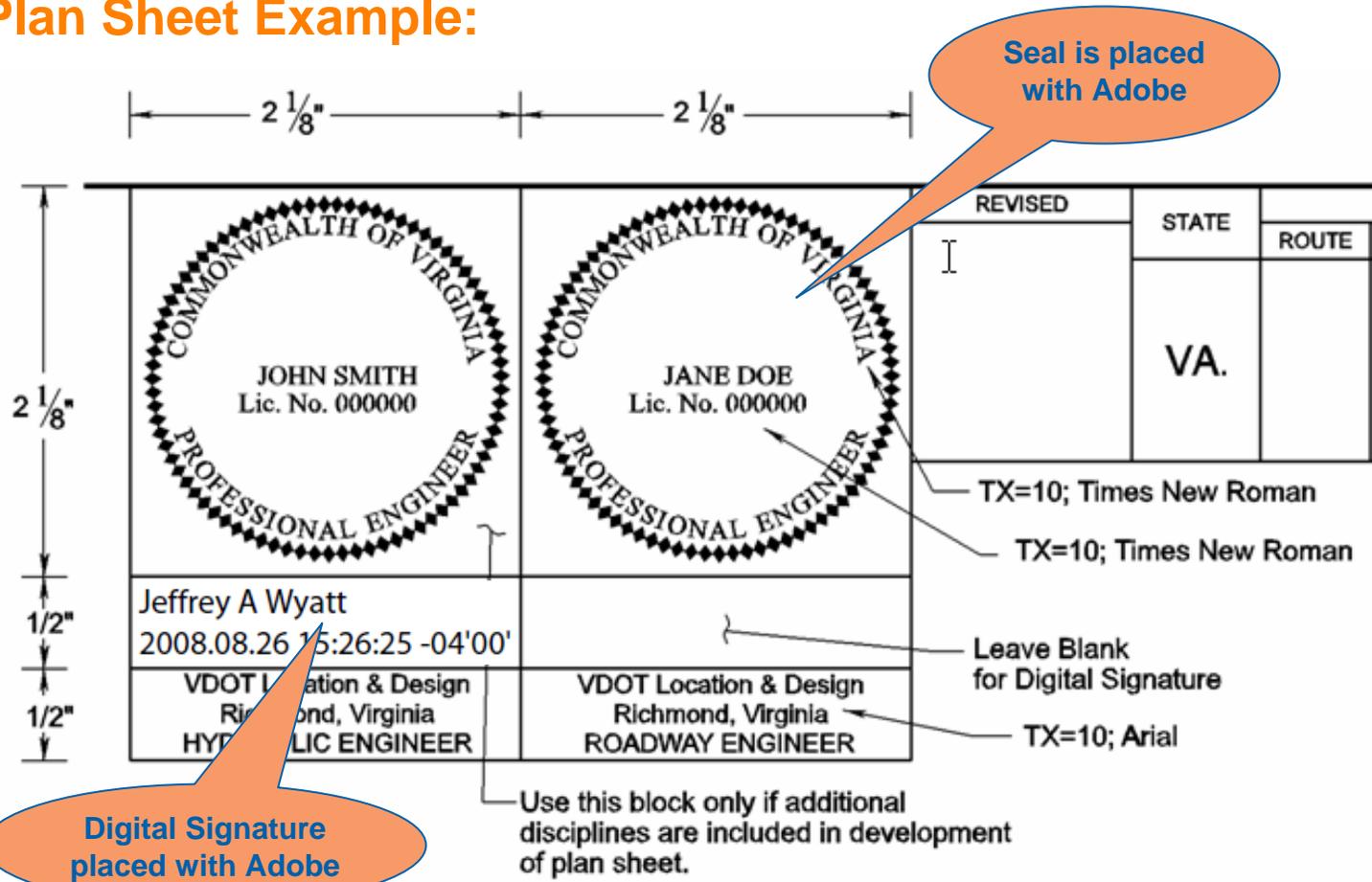
- **PDF Files will become the official format for plan submittals instead of TIFF files (Why?)**
  - PDF files allow for Digital Signatures and Stamps to be used
  - All changes are recorded
  - Adobe will Invalidate signatures if changes are made to the original
  - Allows for multiple signatures in one file
  - Enables Cryptographic technology

**Note:** Tiff files will be created from MicroStation as usual for VDOT staff and converted to PDF files before added to Falcon. This will be done with a behind the scene automated process.
- **Engineering Documents that require a signature and seal will also need to be in PDF Format.**
  - Only the Cover Sheets of Reports will need to be signed and sealed
- **A Signing Solution is required to place Digital Signatures and Stamps**
  - VDOT will be using Adobe Standard (Version 9)
  - Software has already been purchased
  - Training will be provided



# Signing and Sealing Implementation Update

- Plan Sheet Example:



# Signing and Sealing Implementation Update

- **Digital Signatures Enhance and Expand Digital Government**
  - **VDOT, DMME** (Department of Mines, Minerals and Energy) and **VEAP** (Virginia Enterprise Application Program) are conducting a pilot for implementing PKI (Public Key Infrastructure) based “Digital Signatures” in the executive branch agencies of the Commonwealth of Virginia.
  - The **Uniform Electronic Transactions Act** Title 59.1, Chapter 42.1 does support Professional Engineers, Certified Landscape Architects and Land Surveyors to sign and seal their work electronically. The Purpose of **UETA** is to enable electronic commerce by providing that contracts and records are not invalid simply because they are in an electronic format rather than on paper.
  - Title 54.1, Chapter 4 of the **Code of Virginia** (1950), as amended, also supports Professional Engineers, Land Surveyors, and Landscape Architects to sign and seal their work electronically.

# When to Sign and Seal Plans “Cut-Off Dates Spreadsheet”

Column 2

Column 9

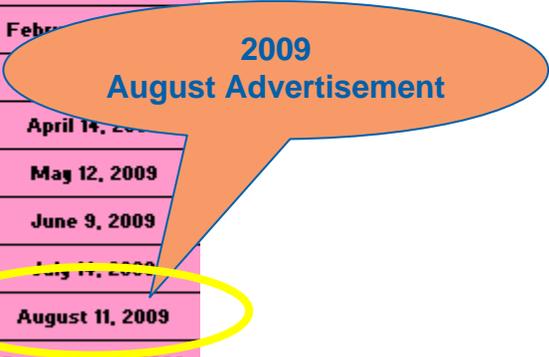
| <a href="#">Link To Column Descriptions</a>  |  |  |   |  |  |  |   |   |
|--|--|--|---|--|--|--|---|---|
| VIRGINIA DEPARTMENT OF TRANSPORTATION<br>CONTRACT DOCUMENTS AND PROCESSING CUT-OFF DATES FOR ADVERTISEMENT OF CONSTRUCTION AND MAINTENANCE<br>2009 |  |  |   |  |  |  |   |   |
| Falcon Location:<br>Current Drawings   | Falcon Location:<br>Plan File Room   | Falcon Location:<br>Plan File Room   |   |  |  | BIDDABILITY REVIEW   |   | Falcon Location:<br>Plan File Room  |
| ALL PLANS<br>REVIEWED AND PRE-<br>ADVERTISEMENT<br>CONFERENCE HELD   | PLAN<br>COORDINATION<br>REVIEW: PLAN<br>REVISIONS<br>COMPLETE AND<br>PLAN<br>COORDINATION<br>REVIEW BEGINS | PLAN<br>COORDINATION<br>REVIEW COMPLETE<br>AND PROJECT<br>MANAGER<br>CERTIFICATION<br>BEGINS | PROJECT MANAGER<br>CERTIFICATION<br>ENDS AND PLAN<br>COORDINATION<br>PROCESSING BEGINS<br>--INITIATE ENVI.<br>CERT. &<br>VERIFICATION | PLAN<br>COORDINATION<br>PROCESSING ENDS<br>AND CONTRACT<br>DEVELOPMENT<br>BEGINS-- | CONTRACT<br>DEVELOPMENT<br>COMPLETE ENVI.<br>CERT. &<br>VERIFICATION<br>COMPLETE AND<br>TITLE SHEET SIGNED | END BIDDABILITY<br>REVIEW BY<br>DISTRICT<br>CONSTRUCTION<br>ENGINEER STAFF | REVISIONS TO<br>CONTRACT<br>DOCUMENTS PER<br>BIDDABILITY<br>COMMENTS ENDS | ADVERTISEMENT<br>SUBMISSION:<br>COMPLETE PLAN<br>ASSEMBLY TO PLAN<br>COORDINATION WITH<br>CADDY. REQUESTS |
| 1  | 2  | 3  | 4   | 5  | 6  | 7  | 8   | 9   |
| August 5, 2008   | August 19, 2008  | August 29, 2008  | September 8, 2008   | September 10, 2008   | October 17, 2008   | October 31, 2008   | November 13, 2008   | November 18, 2008   |
| August 29, 2008  | September 15, 2008   | September 25, 2008   | October 2, 2008   | October 6, 2008  | November 13, 2008  | December 1, 2008   | December 11, 2008   | December 16, 2008   |
| September 26, 2008   | October 10, 2008   | October 23, 2008   | October 30, 2008  | November 3, 2008   | December 12, 2008  | December 29, 2008  | January 9, 2009   | January 14, 2009  |
| November 3, 2008   | November 18, 2008  | December 2, 2008   | December 9, 2008  | December 11, 2008  | January 22, 2009   | February 5, 2009   | February 18, 2009   | February 23, 2009   |
| December 4, 2008   | December 18, 2008  | December 31, 2008  | January 8, 2009   | January 12, 2009   | February 20, 2009  | March 6, 2009  | March 18, 2009  | March 23, 2009  |
| January 2, 2009  | January 20, 2009   | January 30, 2009   | February 6, 2009  | February 10, 2009  | March 19, 2009   | April 2, 2009  | April 14, 2009  | April 17, 2009  |
| February 9, 2009   | February 24, 2009  | March 6, 2009  | March 13, 2009  | March 17, 2009   | April 22, 2009   | May 6, 2009  | May 18, 2009  | May 21, 2009  |
| March 10, 2009   | March 24, 2009   | April 3, 2009  | April 10, 2009  | April 14, 2009   | May 20, 2009   | June 4, 2009   | June 16, 2009   | June 19, 2009   |
| April 6, 2009  | April 20, 2009   | April 30, 2009   | May 7, 2009   | May 11, 2009   | June 17, 2009  | July 1, 2009   | July 14, 2009   | July 17, 2009   |
| May 8, 2009  | May 22, 2009   | June 4, 2009   | June 11, 2009   | June 15, 2009  | July 22, 2009  | August 5, 2009   | August 17, 2009   | August 20, 2009   |
| June 8, 2009   | June 22, 2009  | July 2, 2009   | July 10, 2009   | July 14, 2009  | August 19, 2009  | September 2, 2009  | September 15, 2009  | September 18, 2009  |
| July 1, 2009   | July 16, 2009  | July 29, 2009  | August 4, 2009  | August 6, 2009   | September 14, 2009   | September 28, 2009   | October 8, 2009   | October 14, 2009  |

Begin Date  
March 24, 2009 for  
August 2009 Adv.

# When to Sign and Seal Plans “Cut-Off Dates Spreadsheet”

**VIRGINIA DEPARTMENT OF TRANSPORTATION  
ADVERTISEMENT OF CONSTRUCTION AND MAINTENANCE PROJECTS (EXCLUDING NO-PLAN PROJECTS)  
2009**

| BIDDABILITY REVIEW   |   | Falcon Location:<br>Plan File Room  |  |   |                    |                   |
|--|---|---|--|---|--------------------|-------------------|
| END BIDDABILITY REVIEW BY DISTRICT CONSTRUCTION ENGINEER STAFF | REVISIONS TO CONTRACT DOCUMENTS PER BIDDABILITY COMMENTS ENDS | <b>ADVERTISEMENT SUBMISSION: COMPLETE PLAN ASSEMBLY TO PLAN COORDINATION WITH ADV. REQUESTS</b> | ADVERTISEMENT SUBMISSION TO SCHEDULING & CONTRACT ENGR. AND PRINT REPRODUCTION FOR PS&E BEGINS | R<br>I<br>G<br>H<br>T<br><br>O<br>F<br><br>M<br>A<br>Y<br><br>C<br>E<br>R<br>T<br>I<br>F<br>I<br>C<br>A<br>T<br>I<br>O<br>N | FINAL PS&E TO FHWA | ADVERTISEMENT     |
| 7  | 8   | 9   | 10   |   | 11                 | 12                |
| October 31, 2008   | November 13, 2008   | November 18, 2008   | December 3, 2008   |   | December 10, 2008  | January 13, 2009  |
| December 1, 2008   | December 11, 2008   | December 16, 2008   | December 30, 2008  |   | January 7, 2009    | February 10, 2009 |
| December 29, 2008  | January 9, 2009   | January 14, 2009  | January 29, 2009   |   | February 5, 2009   | February 26, 2009 |
| February 5, 2009   | February 18, 2009   | February 23, 2009   | March 6, 2009  |   | March 13, 2009     | April 14, 2009    |
| March 6, 2009  | March 18, 2009  | March 23, 2009  | April 3, 2009  |   | April 10, 2009     | May 12, 2009      |
| April 2, 2009  | April 14, 2009  | April 17, 2009  | April 30, 2009   |   | May 7, 2009        | June 9, 2009      |
| May 6, 2009  | May 18, 2009  | May 21, 2009  | June 4, 2009   |   | June 11, 2009      | July 11, 2009     |
| June 4, 2009   | June 16, 2009   | June 19, 2009   | July 2, 2009   |   | July 10, 2009      | August 11, 2009   |
| July 1, 2009   | July 14, 2009   | July 17, 2009   | July 30, 2009  |   | August 6, 2009     | September 8, 2009 |
| August 5, 2009   | August 17, 2009   | August 20, 2009   | September 2, 2009  |   | September 10, 2009 | October 13, 2009  |
| September 2, 2009  | September 15, 2009  | September 18, 2009  | October 1, 2009  | October 8, 2009   | November 10, 2009  |                   |
| September 28, 2009   | October 8, 2009   | October 14, 2009  | October 27, 2009   | November 3, 2009  | December 8, 2009   |                   |



# Check out files from Falcon (Plan File Room) Sign & Seal, Check files back in

Falcon/DMS DocMan (Database: Central, Environment: Plan File Room)

File View Databases Environments References MicroStation AutoCAD Tools Help

Search Folders Viewer DB Tabs Doc.List Filter Notes View More Save Prev Next

Projects\road plans\fredericksburg\0604-066-13

| Filename                  | File State | Description                      |
|---------------------------|------------|----------------------------------|
| 0604-066-134 c501_01.tif  | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_01a.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_01b.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_02.tif  | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_02a.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_02b.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_02c.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_02d.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_02e.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_03.tif  | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_04.tif  | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_04a.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |
| 0604-066-134 c501_x01.tif | On Server  | From: Int Rte 201 To: 0.534 Mi E |

File Format Keywords

General Info. Keywords Title Block

Plan File Room

road plans

District

fredericksburg

Project #

0604-066-134, c501

Description

From: Int Rte 201 To: 0.534 Mi E  
Int Rte 201

Sheet #

Status

microfilm

Availability

On Server

Last Modify Date

03/29/2007

Last Checked Out By

Created On

03/29/2007

Created By

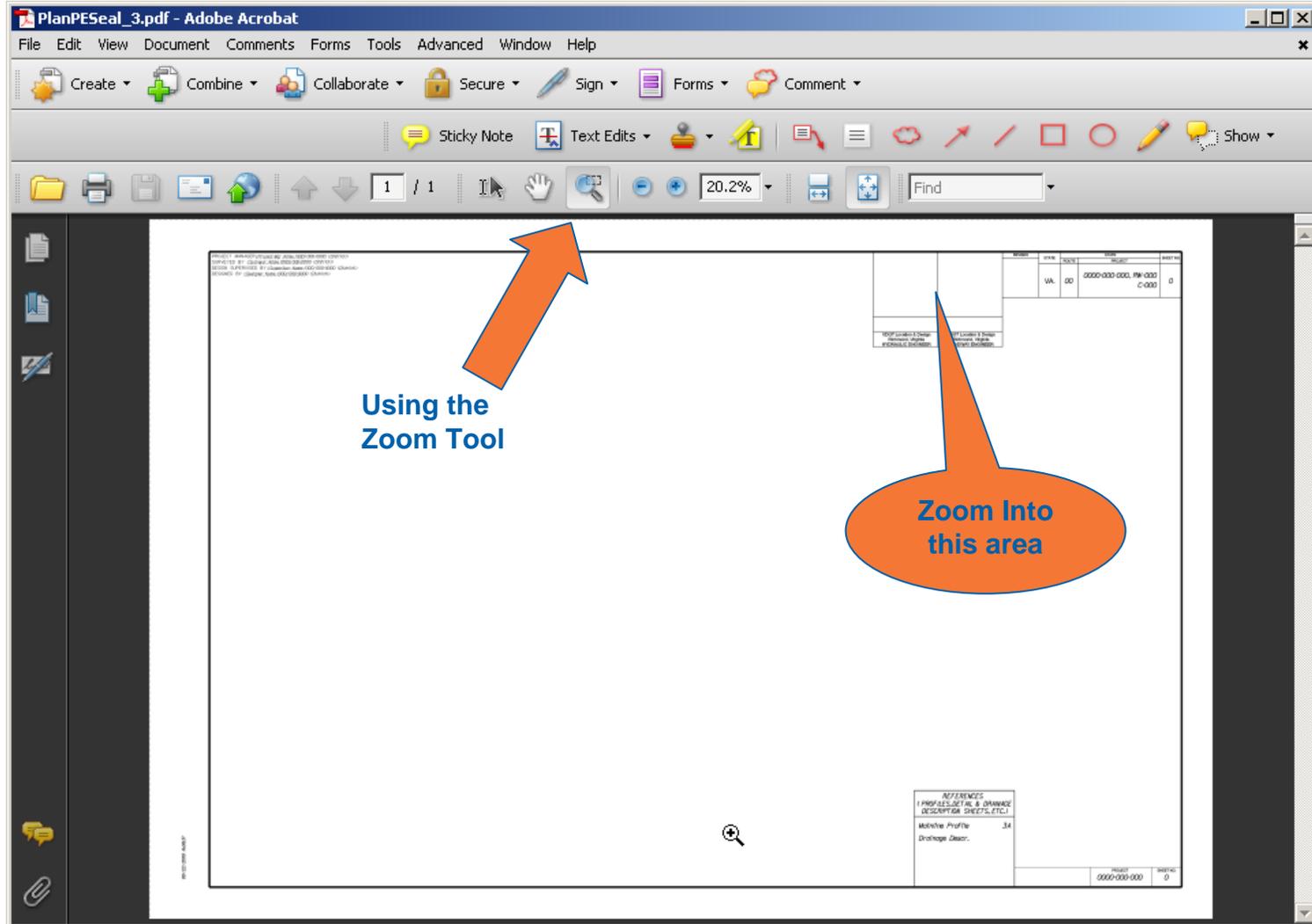
david.layn

File Format

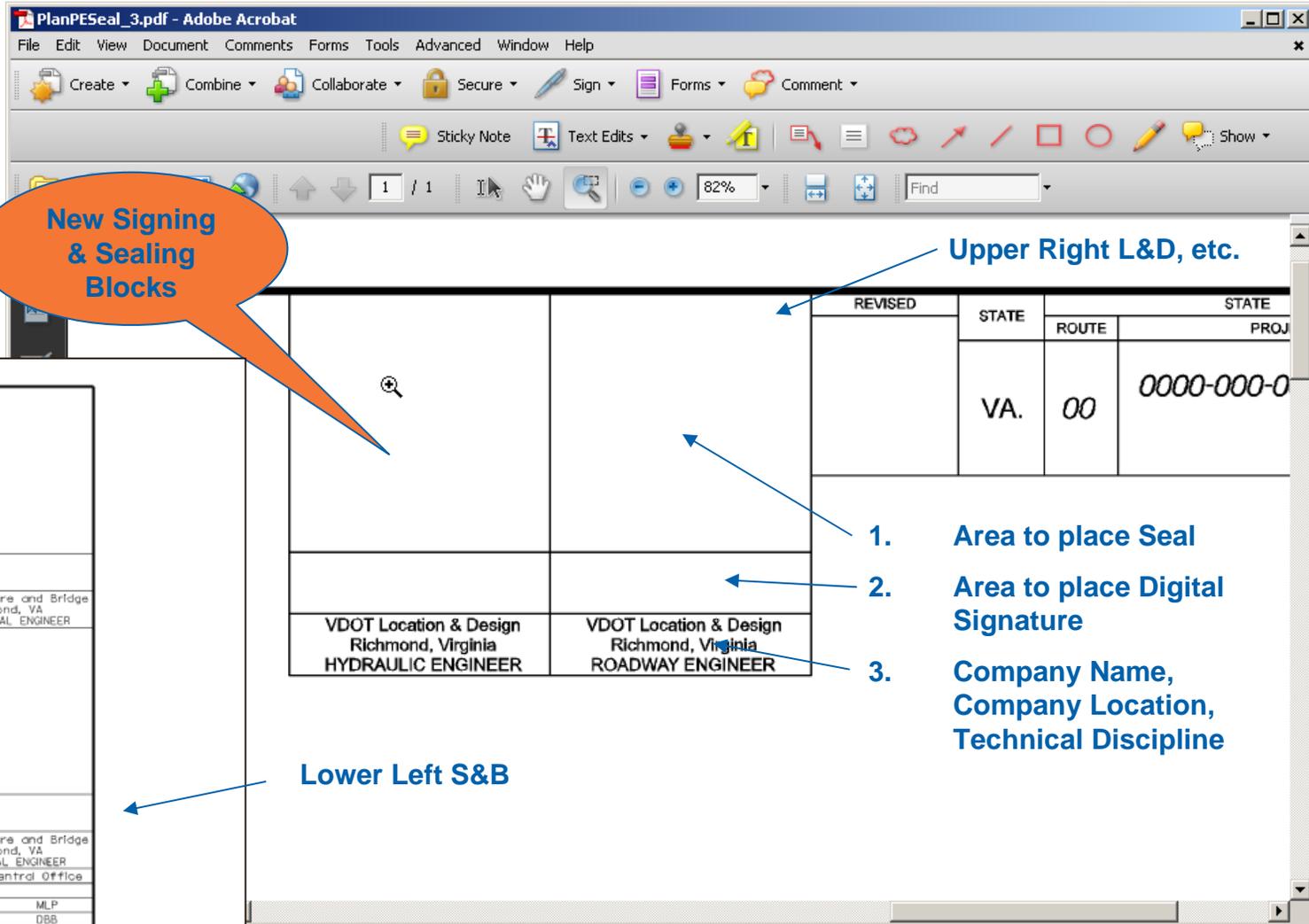
tif

Objects 1 - 13 of 13

# File will open with Adobe Standard Plans will now be in PDF Format



# Zoom into the blocks created for Signing and Sealing (Upper Right L&D etc., Lower Left S&B)



# Select the Place Stamp Tool and drag the Seal into the block on the Plan Sheet

p from a stamp menu, provide your identity if  
 n click the page where you want the stamp to

|  |  | STATE  |               |
|--|--|--|---------------|
|  |  | ROUTE  | PROJ          |
|  |  | VA.  | 00 0000-000-0 |
|  |  |  |               |
| VDOT Location & Design<br>Richmond, Virginia<br>HYDRAULIC ENGINEER |  | VDOT Location & Design<br>Richmond, Virginia<br>ROADWAY ENGINEER |               |

# Plan Sheet with Seal inserted into the PDF File

PlanPESeal\_3.pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Comment

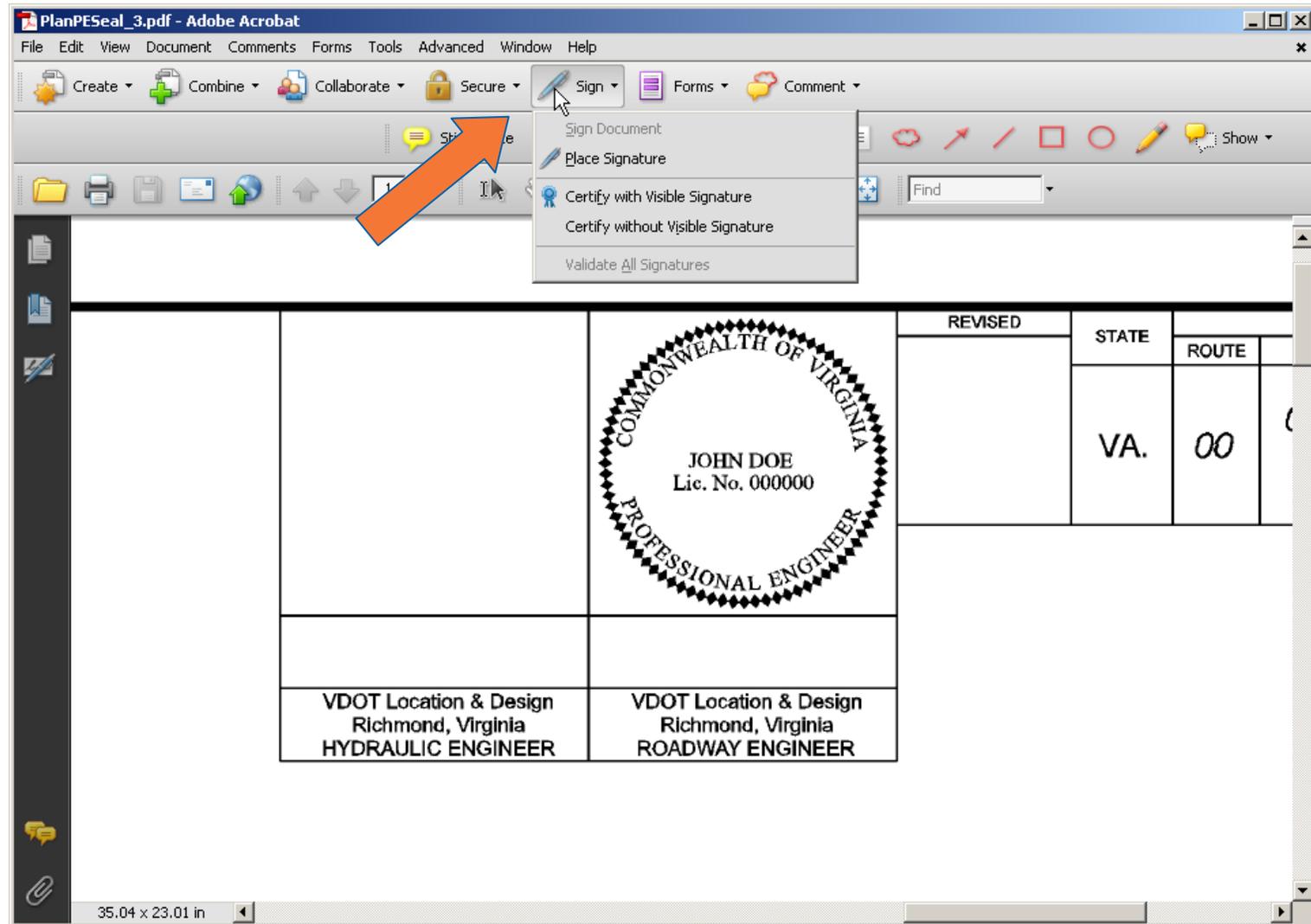
Sticky Note Text Edits Show

1 / 1 83% Find

|  |  |  |         |       |            |
|--|--|--|---------|-------|------------|
|  |  |  | REVISED | STATE | STATE      |
|  |  |  |         | VA.   | ROUTE      |
|  |  |  |         | 00    | 0000-000-1 |
|  |  |  |         |       |            |
|  | VDOT Location & Design<br>Richmond, Virginia<br>HYDRAULIC ENGINEER | VDOT Location & Design<br>Richmond, Virginia<br>ROADWAY ENGINEER |         |       |            |

35.04 x 23.01 in

# Insert Digital Signature using the Sign/Place Signature Tool



# Using your mouse, click and drag the area where you would like the signature to appear

The screenshot shows the Adobe Acrobat interface with a PDF form titled "PlanPESeal\_3.pdf". The form contains a circular professional engineer seal for "JOHN DOE, Lic. No. 000000" and a table with fields for "REVISED", "STATE", and "ROUTE". A grey rectangular box is highlighted in the table, indicating the area where a signature should be placed. A message dialog box is open, providing instructions on how to use the mouse to click and drag to define the signature area.

**Adobe Acrobat**

Using your mouse, click and drag to draw the area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.

Do not show this message again

OK

|  |         |       |       |
|--|---------|-------|-------|
|  | REVISED | STATE | ROUTE |
|  |         | VA.   | 00    |

JOHN DOE  
Lic. No. 000000  
PROFESSIONAL ENGINEER

VDOT Location & Design  
Richmond, Virginia  
HYDRAULIC ENGINEER

VDOT Location & Design  
Richmond, Virginia  
ROADWAY ENGINEER

# Select which Certificate to use and the Appearance of the Signature, then key in your Password

**Sign Document**

Sign As: Jeffrey A Wyatt

Certificate Issuer: DST ACES Business Representative CA A2

Appearance: VDOT Test

Jeffrey A Wyatt  
2008.09.16 10:54:57 -04'00'

Lock Document After Signing

Sign Cancel

**Signing data with your private exchange key**

An application is requesting access to a Protected item.

CryptoAPI Private Key

Remember password

OK Cancel Details...

**Step One**

**Step Two**

|                         |  |
|-------------------------|--|
|                         | COMMONWEALTH OF VIRGINIA<br>JOHN DOE<br>Lic. No. 000000<br>PROFESSIONAL ENGINEER |
| Design<br>inia<br>INEER | VDOT Location & Design<br>Richmond, Virginia<br>ROADWAY ENGINEER                 |

# Finished Product

## Signature Block / Seal / Digital Signature

The screenshot shows the Adobe Acrobat interface for a signed PDF document titled "PlanPESeal\_3 signed.pdf". The status bar at the top indicates "Signed and all signatures are valid." and includes a "Signature Panel" button. The document content is a signature block table with a circular professional engineer seal and a digital signature.

|  |  |  |         |       |       |       |  |
|--|--|--|---------|-------|-------|-------|--|
|  |  |  | REVISED | STATE | ROUTE |       |  |
|  |  |  |         | VA.   | 00    | 0000- |  |
|  |  | Jeffrey A Wyatt<br>2008.09.16 10:36:39 -04'00' |         |       |       |       |  |
| VDOT Location & Design<br>Richmond, Virginia<br>HYDRAULIC ENGINEER | VDOT Location & Design<br>Richmond, Virginia<br>ROADWAY ENGINEER |  |         |       |       |       |  |

35.04 x 23.01 in

# Exempt Employees will have a Stamp and Digital Certificate

PlanPESeal\_3 signed test.pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Comment

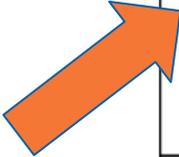
Sticky Note Text Edits Show

1 / 1 100% Find

Signed and all signatures are valid. Document was updated after signing. Open Signature Panel to view the document change history.

|  |   |   |         |       |       |   |
|--|---|---|---------|-------|-------|---|
|  | <p><b>Exempt by Code of Virginia</b><br/><b>Article 54.1-402.1</b></p>          |   | REVISED | STATE | ROUTE |   |
|  |   |   |         | VA.   | 00    | 0 |
|  | <p>Jeffrey A Wyatt<br/>2008.09.16 11:20:52 -04'00'</p>                          | <p>Jeffrey A Wyatt<br/>2008.09.16 10:36:39 -04'00'</p>                        |         |       |       |   |
|  | <p>VDOT Location &amp; Design<br/>Richmond, Virginia<br/>HYDRAULIC ENGINEER</p> | <p>VDOT Location &amp; Design<br/>Richmond, Virginia<br/>ROADWAY ENGINEER</p> |         |       |       |   |

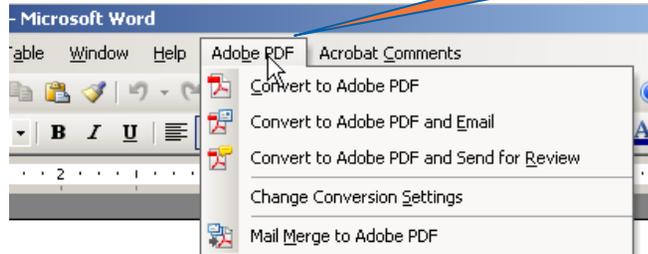
35.04 x 23.01 in



# Example Cover Sheet for a Report

## Adobe Standard

- Adobe can open a file from any location (Not necessary to use Falcon).
- Adobe can save other formats to a PDF.



- Reports will be signed and sealed with Adobe just like plans.
- Adobe allows you to save a file back to any location. (Not necessary to use Falcon)

New Form

DRAFT LD-???

8/11/08

COMMONWEALTH of VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
LOCATION AND DESIGN DIVISION

REPORT COVER SHEET

Insert Name of Report:  
Insert Date of Report:  
Insert Report Prepared By:

JOHN DOE  
Lic. No. 000000  
PROFESSIONAL ENGINEER

Jeffrey A Wyatt  
2008.08.20 11:30:01 -04'00'

VDOT Location & Design  
Insert City or County, Virginia  
Insert Discipline ENGINEER

# Validating Signatures

PlanPESeal\_3 signed test.pdf - Adobe Acrobat

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Comment

Sticky Note Text Edits Find

1 / 1 100%

Signatures and all signatures are valid. Document was updated after signing. Open Signature Panel to view the document change history. Signature Panel

**Signatures**

Validate All

- Rev. 1: Signed by Jeffrey A Wyatt <jeff.wyat**
  - Signature is valid:
    - This revision of the document has not been alt
    - There have been subsequent changes to the d
    - Signed by the current user
  - Signature Details
    - Certificate Details...
    - Last Checked: 2008.09.16 11:21:07 -04'00'
    - Field: Signature2 on page 1
    - [Click to view this version](#)
  - Annotations Created**
    - Stamp annot on page 1
  - Rev. 2: Signed by Jeffrey A Wyatt <jeff.wyat**
    - Signature is valid:
      - Document has not been modified since this sign
      - Signed by the current user
    - Signature Details
      - Certificate Details...
      - Last Checked: 2008.09.16 11:21:05 -04'00'
      - Field: Signature3 on page 1
      - [Click to view this version](#)

|  |  |
|--|--|
| <p>Exempt by Code of Virginia</p> <p>Article 54.1-402.1</p>  |  |
| <p>Jeffrey A Wyatt<br/>2008.09.16 11:20:52 -04'00'</p> <p>VDOT Location &amp; Design<br/>Richmond, Virginia<br/>HYDRAULIC ENGINEER</p> | <p>Jeffrey A Wyatt<br/>2008.09.16 10:36:39 -04'00'</p> <p>VDOT Location &amp; Design<br/>Richmond, Virginia<br/>ROADWAY ENGINEER</p> |

35.04 x 23.01 in

# Signature Panel - Displays Signatures and Tracks Changes to the Document

Signed and all signatures are valid. Document was updated after signing. Open Signature Panel

**Signatures** Validate All

- Rev. 1: Signed by Jeffrey A Wyatt <jeff.wyatt@vdot.virginia.gov>**
  - Signature is valid:**
    - This revision of the document has not been altered
    - There have been subsequent changes to the document
    - Signed by the current user
  - Signature Details**
    - Certificate Details...
    - Last Checked: 2008.09.16 11:21:07 -04'00'
    - Field: Signature2 on page 1
    - [Click to view this version](#)
  - Annotations Created**
    - Stamp annot on page 1
- Rev. 2: Signed by Jeffrey A Wyatt <jeff.wyatt@vdot.virginia.gov>**
  - Signature is valid:**
    - Document has not been modified since this signature was applied
    - Signed by the current user
  - Signature Details**
    - Certificate Details...
    - Last Checked: 2008.09.16 11:21:05 -04'00'
    - Field: Signature3 on page 1
    - [Click to view this version](#)

**First Signature Valid**  
**Document has not been altered**  
**Signed by Current User**

**Notice Adobe tracked the addition of the second stamp. Since it was placed by the same user the signature is still valid. This ability to track changes is why it was necessary to switch from TIFF to PDF.**

**Second Signature Valid**  
**Document has not been altered**  
**Signed by Current User**

# Signature Panel - Displays Signatures and Tracks Changes to the Document

**Red X**

At least one signature is invalid.

**Signatures** Validate All

- Rev. 1: Signed by Jeffrey A Wyatt <jeff.wyatt@vdot.virginia.gov>**
  - Signature is invalid:
    - Document has been altered or corrupted since it was signed
    - Signed by the current user
  - Signature Details
    - Last Checked: 2008.09.17 15:35:50 -04'00'
    - Field: Signature2 on page 1
    - [Click to view this version](#)
  - Annotations Created**
  - Rev. 2: Signed by Jeffrey A Wyatt <jeff.wyatt@vdot.virginia.gov>**
    - Signature is invalid:
      - Document has been altered or corrupted since it was signed
      - Signed by the current user
    - Signature Details
      - Last Checked: 2008.09.17 15:35:49 -04'00'
      - Field: Signature3 on page 1
      - [Click to view this version](#)
    - Annotations Created**
      - Line annot on page 1
      - FreeText annot on page 1
      - Ink annot on page 1
      - Polygon annot on page 1
    - Form Fields Created**
      - Field Text1 on page 1

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# Software Installations and Training

- **Software Installations**

- 400 Copies of the Adobe Standard Software has been purchased
- Software has been sent to the Certification Lab for testing so that it can be loaded on VDOT PC's
- 400 ACES Digital Certificates have been purchased
- Software will be installed on the PC's of staff in a "Responsible Person" position
- Software will either be pushed out over the network or one of the CADD Support Team members will install it for you.
- The CADD Support Team will make sure the software is working on each machine before we leave the district and residency offices.
- Installations will take place November through February or sooner if possible

- **Training**

- There will be training on Falcon, Adobe, and Digital Certificates.
- Training will be held at each District Office and at the Central Office
- One on One Training will be available. (It may be done remotely)
- Training will be in January and February or sooner if possible

# Signing and Sealing Implementation Update

- **Questions about Digital Signatures and Digital Certificates**
  - **Contact Jeff Wyatt**
  - **804-786-4715**
  - **[Jeff.Wyatt@VDOT.Virginia.gov](mailto:Jeff.Wyatt@VDOT.Virginia.gov)**