Digital Signatures

The following document details how to set create a digital signature using Bluebeam and the procedures that must be followed when signing PDF documents using Bluebeam. This document shall not be followed for signing contract plans. The requirements of the Digital Project Development shall be followed.

Contents

Digitally Signing a PDF Document that is Located in Projectwise

The following details how to digitally sign a document that is located in Projectwise that requires multiple signatures or only one signature. The following three things must be completed and followed before digitally signing a file located in Projectwise:

- A digital signature must be created: Creating a Digital Signature
- Bluebeam must be integrated with Projectwise: Integrating Bluebeam and Projectwise
- When signing a document that is stored in Projectwise, Bluebeam must be closed before the file is opened.

Document that Require Multiple Signatures

Placing the Digital Signature Fields

1. Create all the signature fields for the signers. This step cannot be completed after someone digitally signs the file. To do this select Document>Signatures>Add Signature Fields:
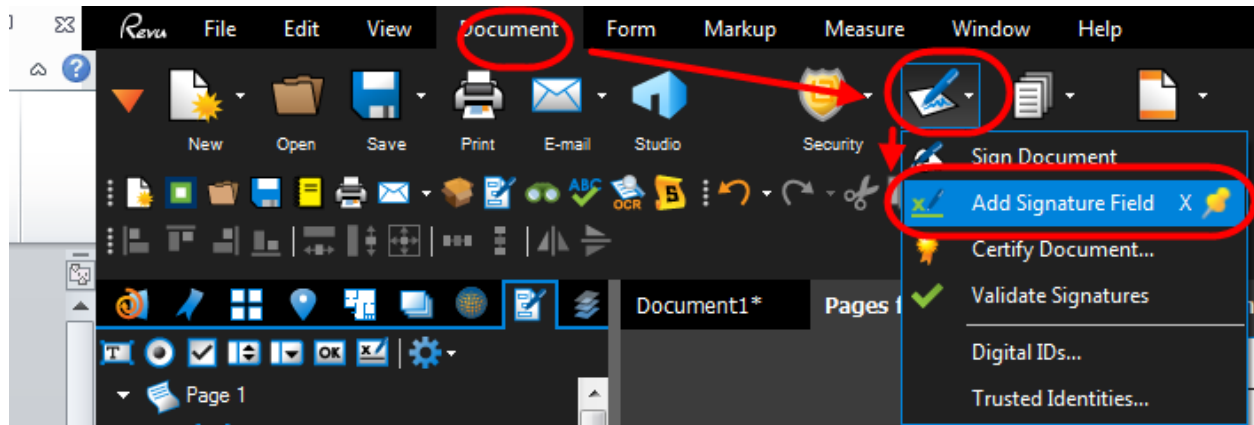

Figure 1 - Adding Digital Signature Fields

2. Then place the required signature fields. The example below required five signature fields:

Individual CE ____▮____

CTDOT has determined that this project does not individually or cumulatively have a significant impact on the environment as defined by NEPA, or involve unusual circumstances as defined in 23 CFR §771.117(b), and is excluded from the requirements to prepare an EA or EIS. CTDOT further certifies that all other environmental requirements, such as Air Quality, Historic Preservation (Section 106), Section 4(f), etc., to the extent such requirements apply to this project, also have been satisfied. CTDOT will keep within its project records the documentation to justify support for this Automatic or Programmatic Categorical Exclusion.

Prepared by:
                                         Project Engineer

Reviewed by:
                                         Project Manager

CE Approval
Recommended by:
                                         Principal Engineer

Automatic or
Programmatic CE
Approved by:
                                         Manager
                    Division of Bridges / Division of Highway
OR   Design / Division of Traffic Engineering /
                    Division of Facilities and Transit

Individual CE
Recommended for
FHWA Approval
by:
                                         Manager
                    Division of Bridges / Division of Highway
                    Design / Division of Traffic Engineering /
                    Division of Facilities and Transit

cc: Thomas Maziarz – Mark Alexander
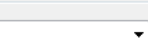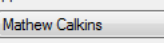
Figure 2 - Signature Fields

First Signer of the Document

3. After the signature fields have been placed, the first signer of the document can sign. To sign click on the correct signature field and then select the options shown below: Note the first signer must select the Document Certification Option:
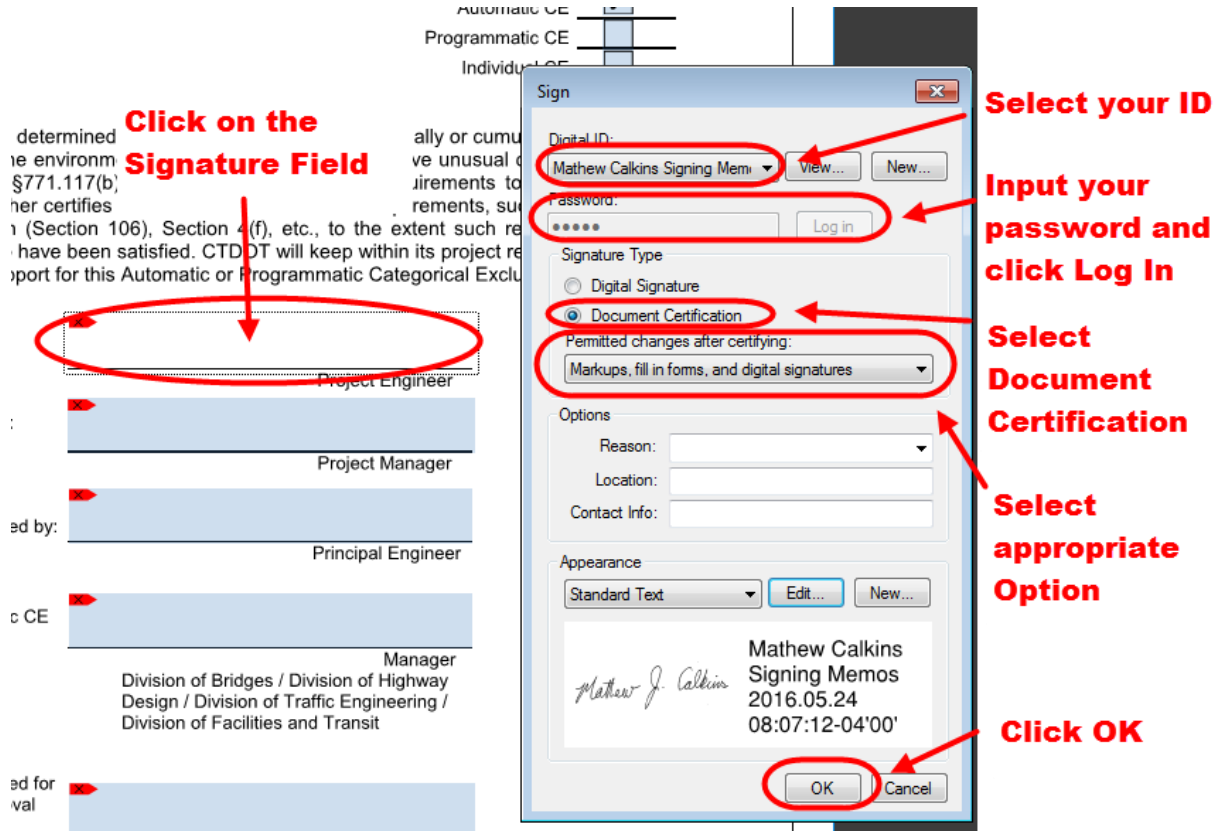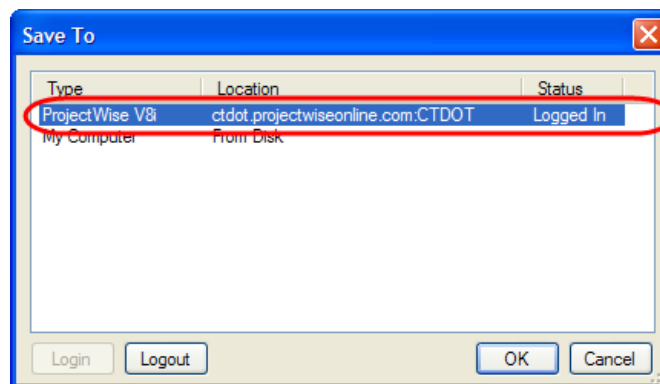
4. Next select Projectwise and click OK:

5. Then select yes to overwrite existing file as shown below: If this box does not pop up Bluebeam was not integrated with Projectwise as shown in this section: Integrating Bluebeam and Projectwise

ProjectWise Overwrite File

The file 'CT_DOC_PUB__Intro to Bluebeam.pdf' already exists in ProjectWise.

Do you want to overwrite. Select 'No' to save as a new filename.

Yes   No   Cancel
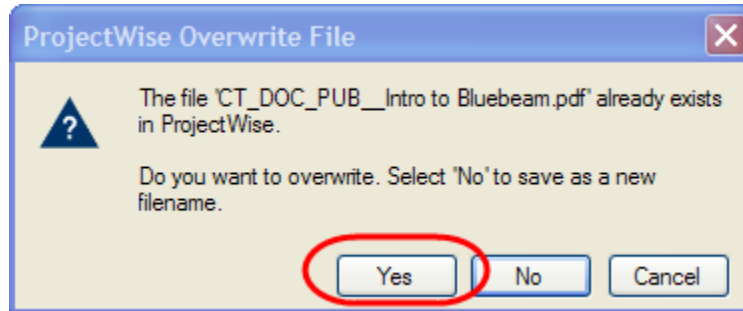
Figure 5 – Overwriting a File

Subsequent Signers of the Document

6. Click on the signature field and then select the options shown below:

Click on the Signature Field

Select your ID

Input your password and click Log In

Click OK

Figure 6 - Digitally Signing a Document

7. Next select Projectwise and click OK:
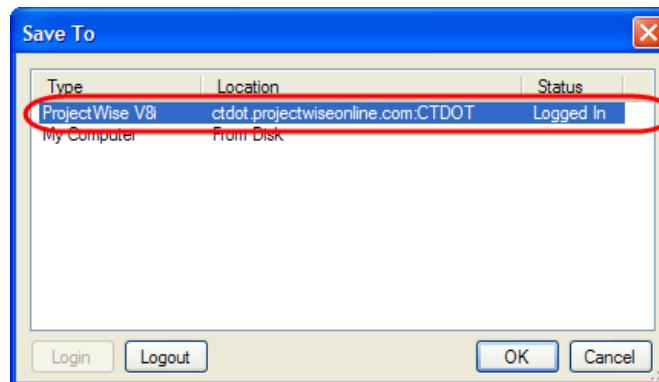
Figure 7 - Certifying Signature

8. Then select yes to overwrite existing file as shown below: If this box does not pop up, two things may be the cause. (1) Bluebeam was not closed when the file was opened from Projectwise. To remedy this, close Bluebeam and open the file from Projectwise again making sure Bluebeam is closed. (2) Bluebeam was not integrated with Projectwise as shown in this section: Integrating Bluebeam and Projectwise

Figure 8 - Overwriting a File

Document that Requires Only One Signature

The following shows how to digitally sign a document that only requires one digitally signature. The following things must be completed before digitally signing a document stored in Projectwise.

- A digital signature must be created: Creating a Digital Signature
- Bluebeam must be integrated with Projectwise: Integrating Bluebeam and Projectwise
- When signing a document that is stored in Projectwise, Bluebeam must be closed before the file is opened

1. Select Document>Signatures>Sign Document:
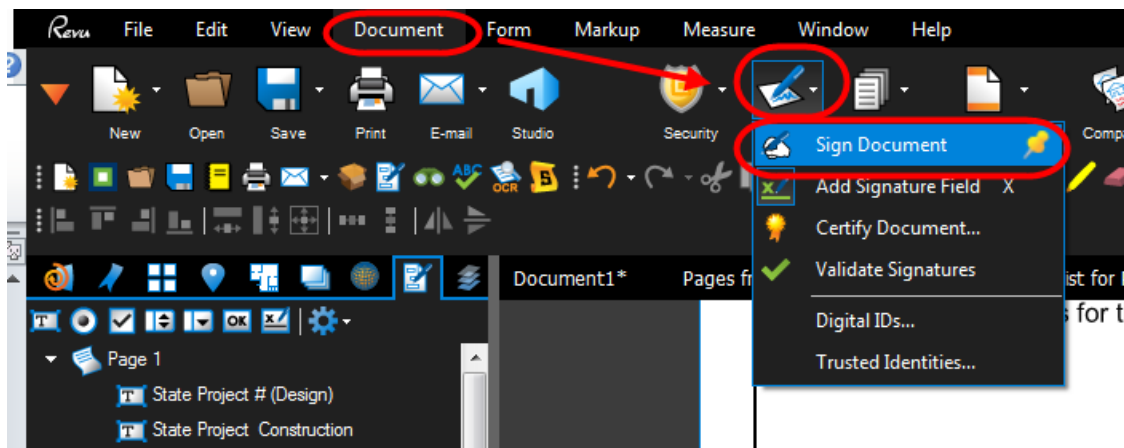
Figure 9 - Signing a Document

2. Then draw a rectangle where you want to sign and select the options shown below:

CTDOT has determined that this project does not individually or cumulatively have a significant impact on the environment as defined by NEPA, or involve unusual circumstances as defined in 23 CFR §7... ...e requirements to prepare an EA or EIS. CTDOT furthe... ...l requirements, such as Air Quality, Historic Preservation (... ...he extent such ... project, also h... ...within its project ... to justify support for this Automatic or Programmatic Categorical Exc...

Prepared by:

Draw the signature field

Select your ID

Input your password and click Log In

Select Document Certification

Select appropriate Option

Click OK

Figure 10 - Digitally Signing a Document

3. Next select Projectwise and click OK:

Figure 11 - Certifying Signature

4. Then select yes to overwrite existing file as shown below: If this box does not pop up, two things may be the cause. (1) Bluebeam was not closed when the file was opened from Projectwise. To remedy this, close Bluebeam and open the file from Projectwise again making sure Bluebeam is closed. (2) Bluebeam was not integrated with Projectwise as shown in this section: Integrating Bluebeam and Projectwise
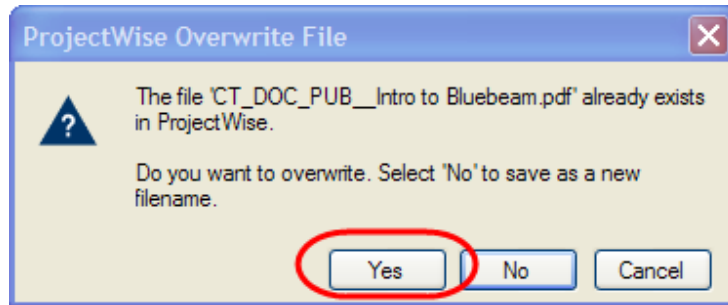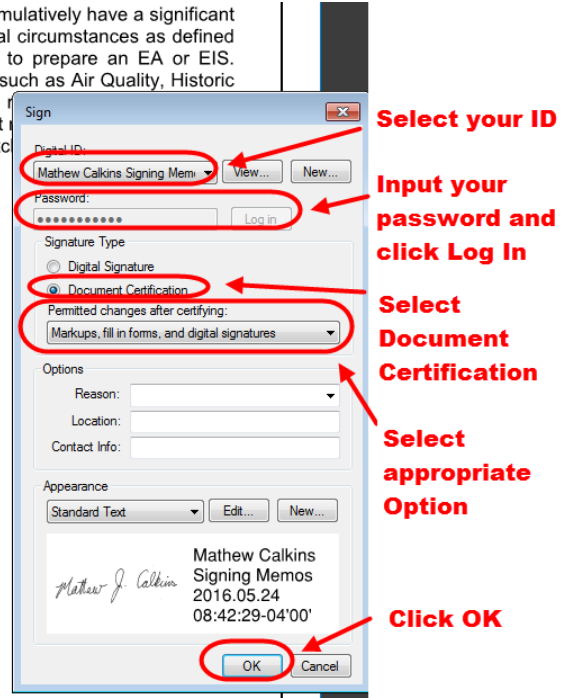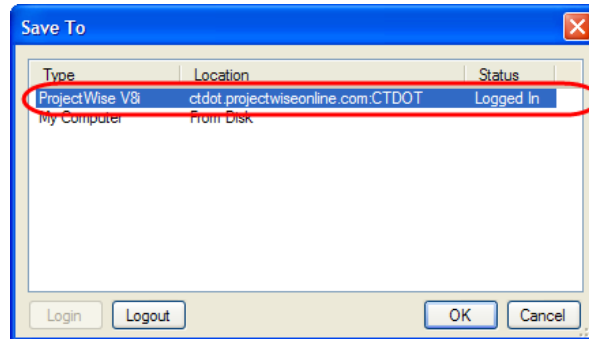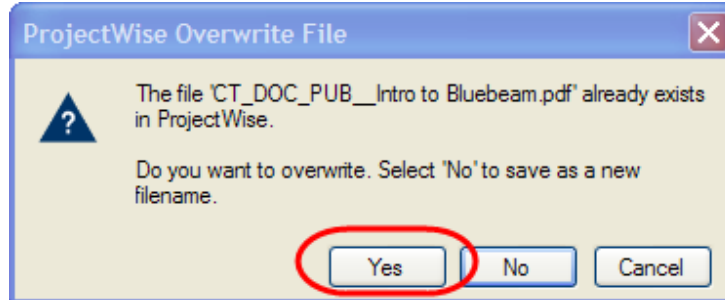

Figure 12 - Overwriting a File

Creating a Digital Signature

1. Open any PDF document on your computer.
2. Next go to Document>Signatures>Digital IDs as shown below:
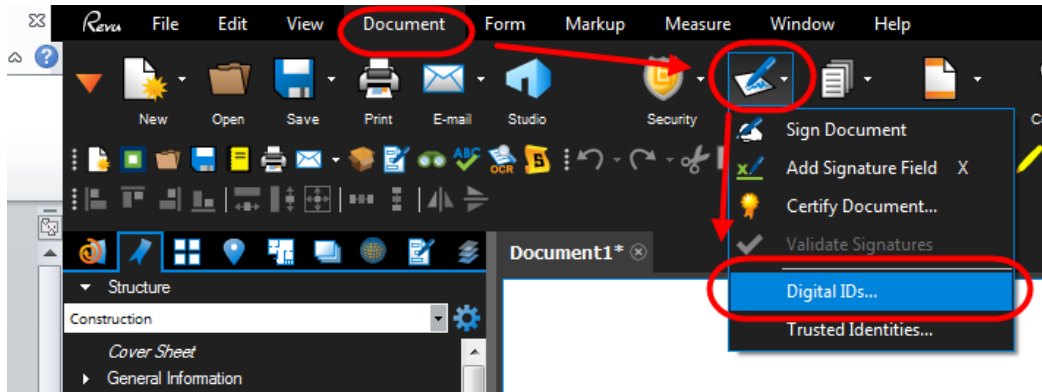

Figure 13 - Creating a Digital Signature

3. Next click the Plus sign, then select the Create Digital ID File, and fill in the information as shown below and click OK.
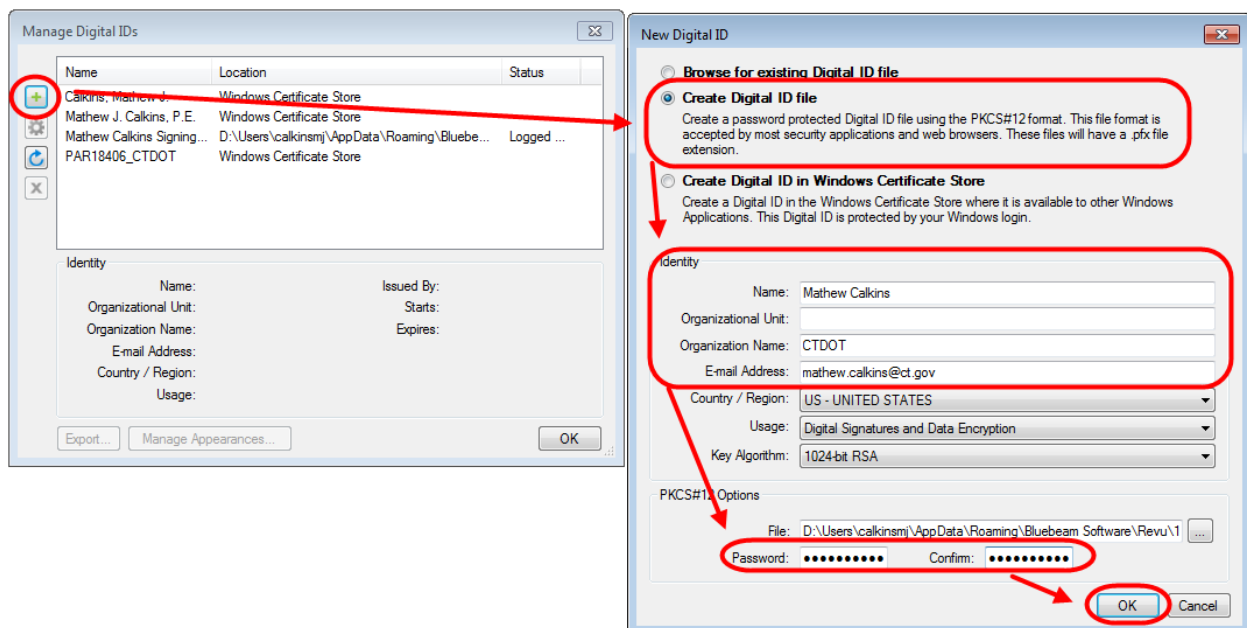

Figure 14 - Creating a Digital Signature

4. The new digital signature will now show up in the Manage Digital IDs dialog box as shown below:
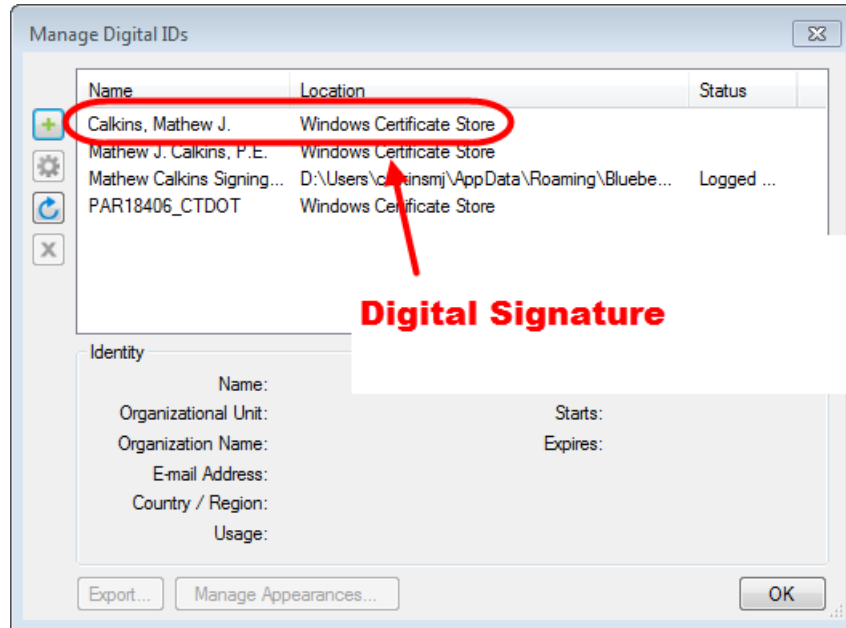

Figure 15 - Digital Signature

5. Next the appearance of the signature needs to be changed. The first step in this process is to sign a blank sheet of paper with your signature and then scan it to create a PDF file of your signature.

6. Then click on your digital signature in the Manage Digital IDs dialog box and select Manage Appearances:
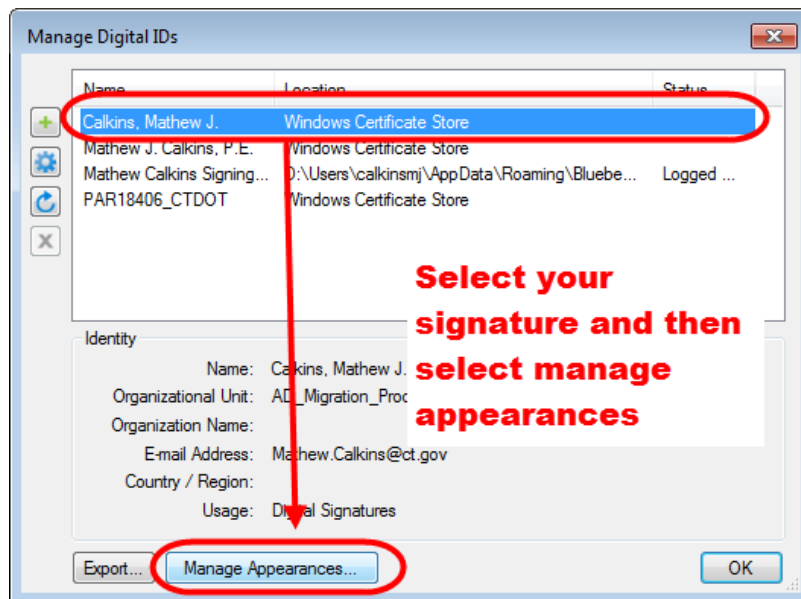

Figure 16 - Manage Appearances

7. Then click the plus sign on the Appearance dialog and then fill in the options shown below:
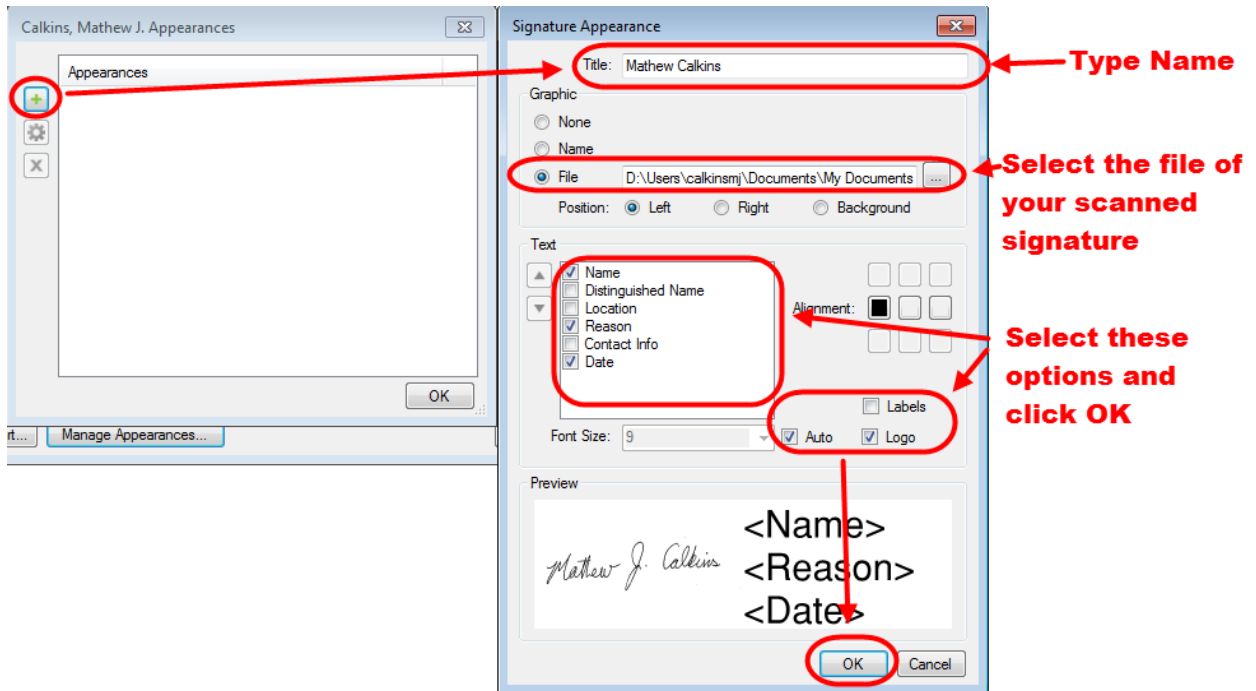

Figure 17 - Setting Up the Digital Signature Appearance

8. Then Click OK on the appearance dialog box and Manage Digital IDs box.
9. Now your digital signature is ready for use.

Integrating Bluebeam and Projectwise

1. Click on the settings icon in the top right hand corner and click *Preferences* as shown below. If you cannot find the settings icon in the top right, go to the Edit menu and select Preferences.
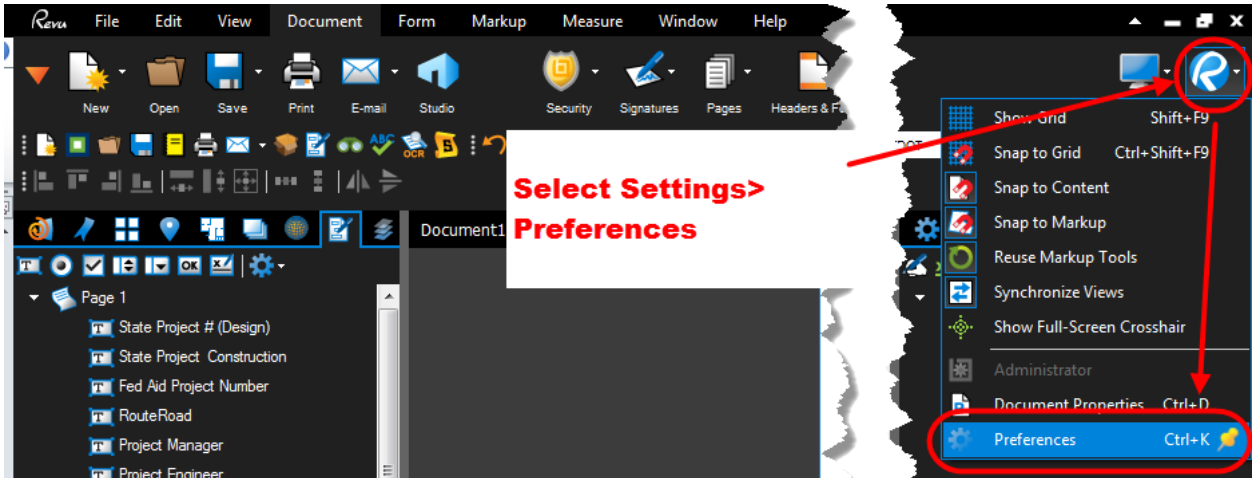

Figure 18 - Bluebeam Preferences

2. Click on File Access and make sure the box is checked as shown below: If ProjectWise is not listed click on Add
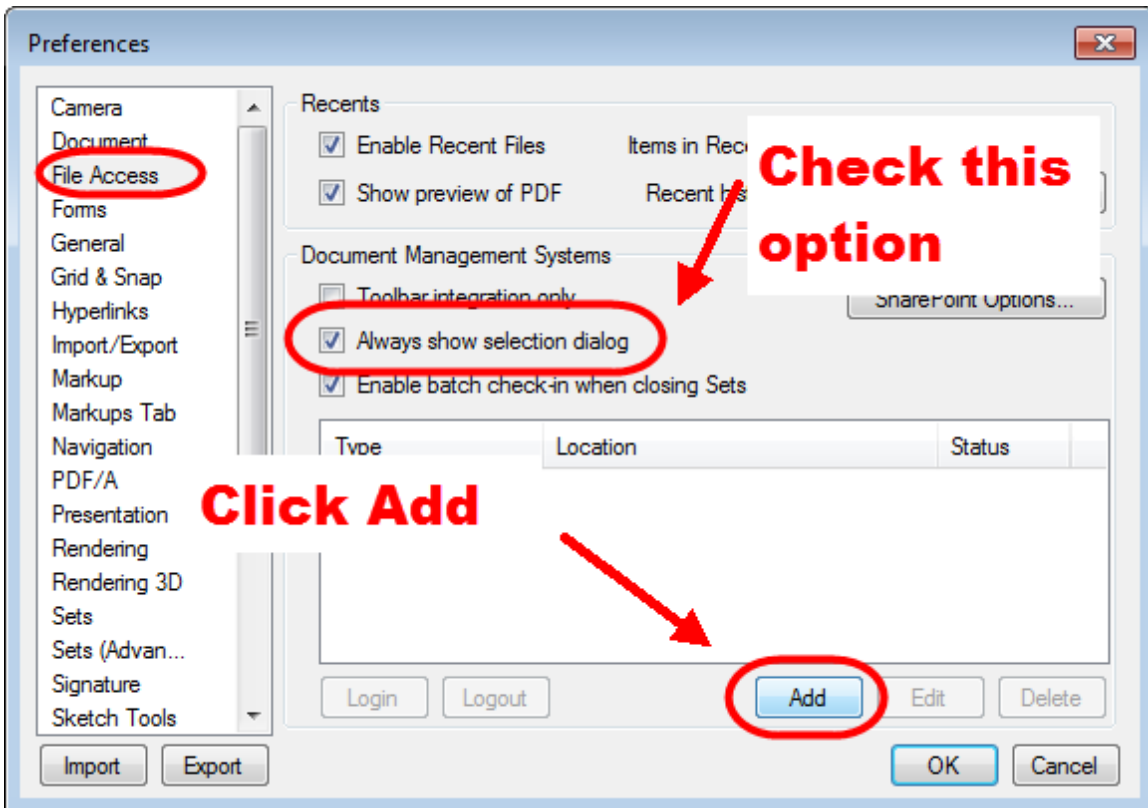

Figure 19 - Projectwise Integration

3. Then click Load and enter in your Projectwise Username and password and select the Checkout on Open box, then click OK.
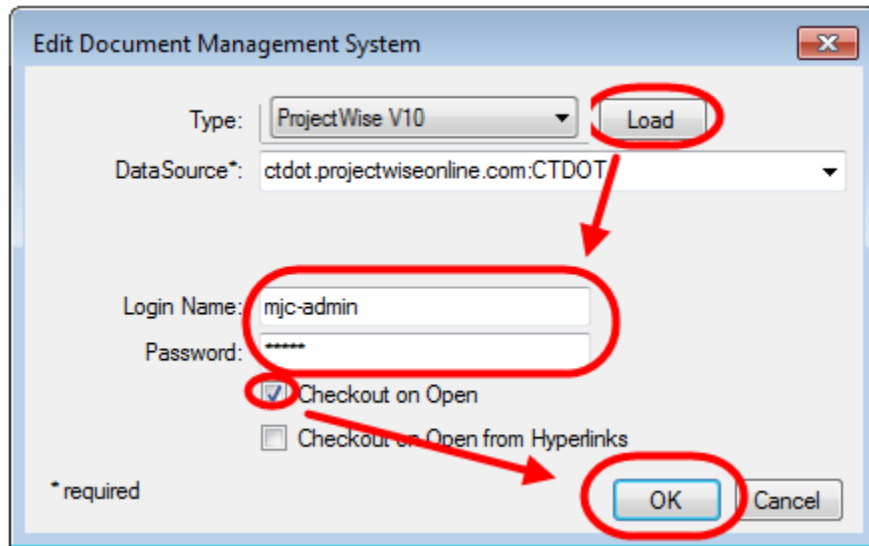

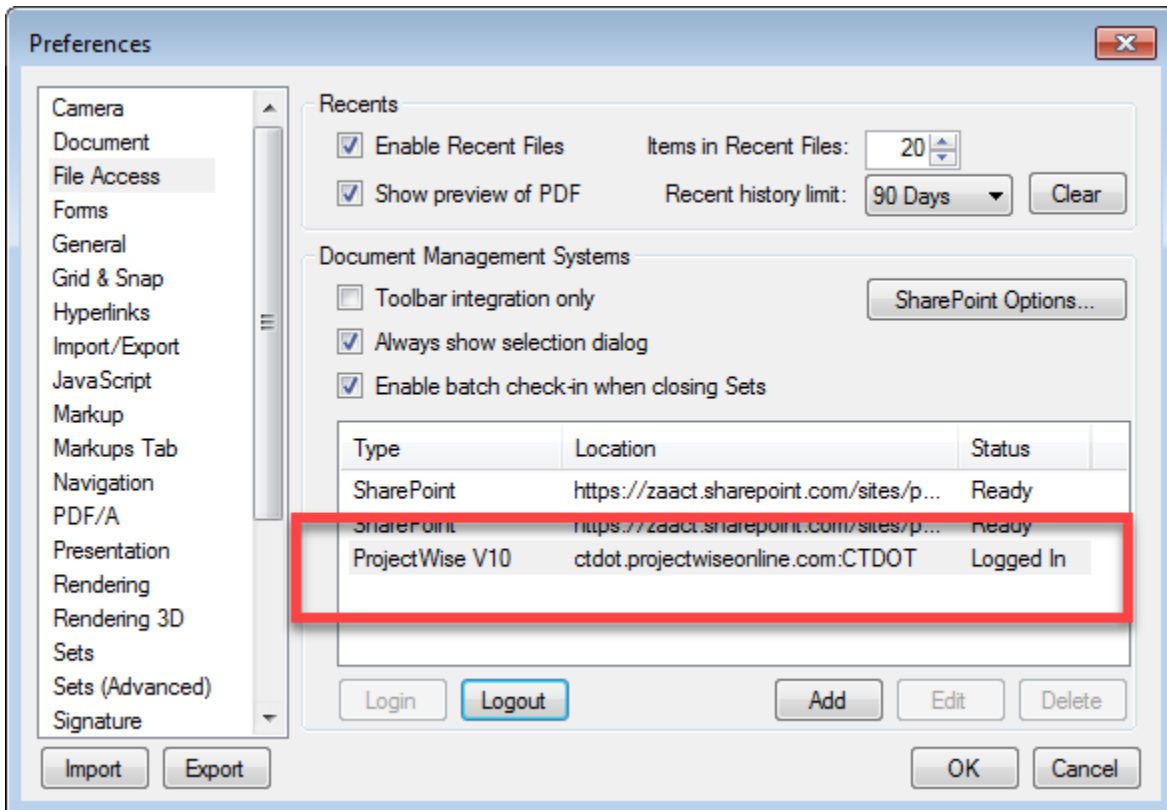Figure 20 - Integrating Projectwise

After you click *Log in* the status should read *Logged In* as shown below:

Figure 21 - Projectwise Integration