How to Obtain and Use a Digital Signature

- What is ACES? … Access Certificates for Electronic Services

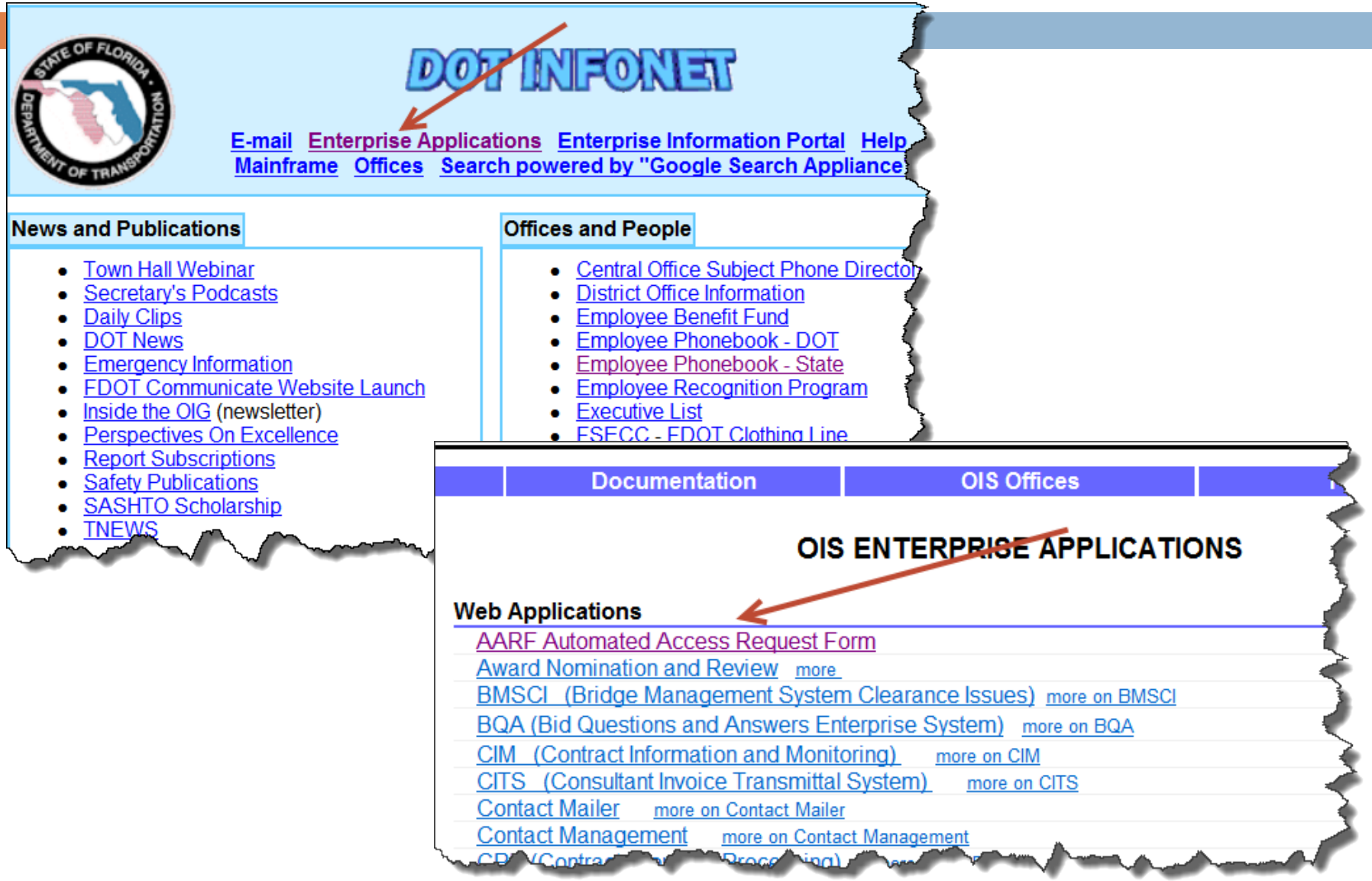
- ACES is a program created and sponsored by GSA to facilitate secure on-line access to government information and services through the use of Public Key Infrastructure and digital signature technology. ACES was created to secure electronic transactions between Business to Government and Consumer to Government. Agencies can enable government applications to require an ACES Digital Certificate which has Identity authentication with "real time" validation of Digital signatures for submission of electronic forms.

How to Obtain and Use a Digital Signature

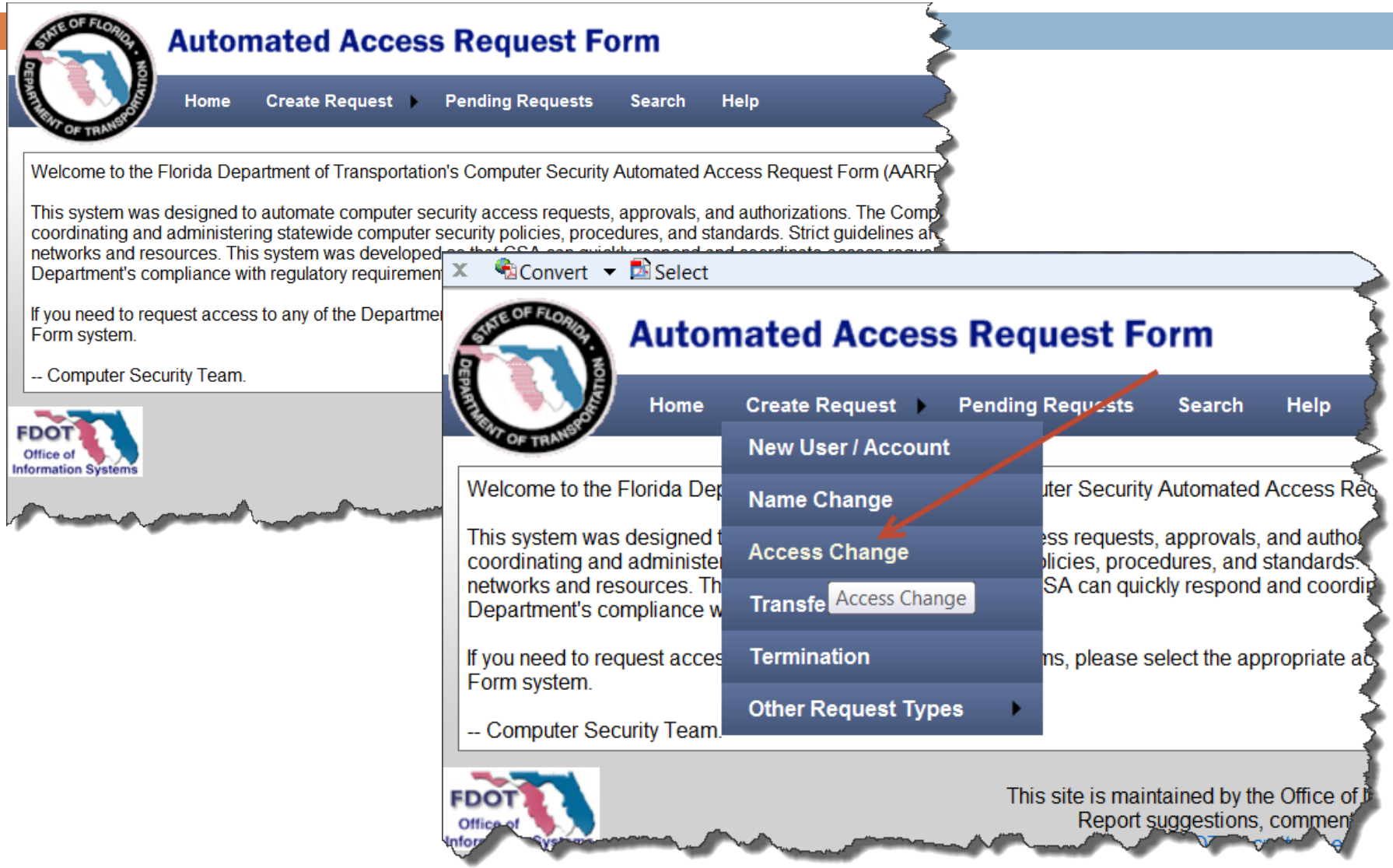
This presentation/training will cover:

- How to Request a Digital Signature… through AARF
- How to Obtain an ACES Digital Signature … through IdenTrust
- How to use…

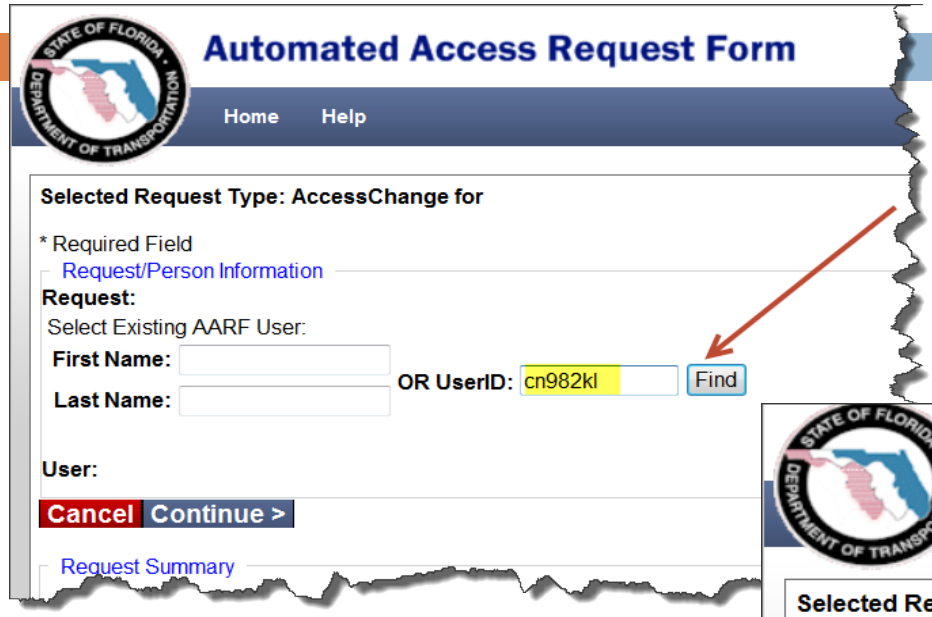
How to request through AARF

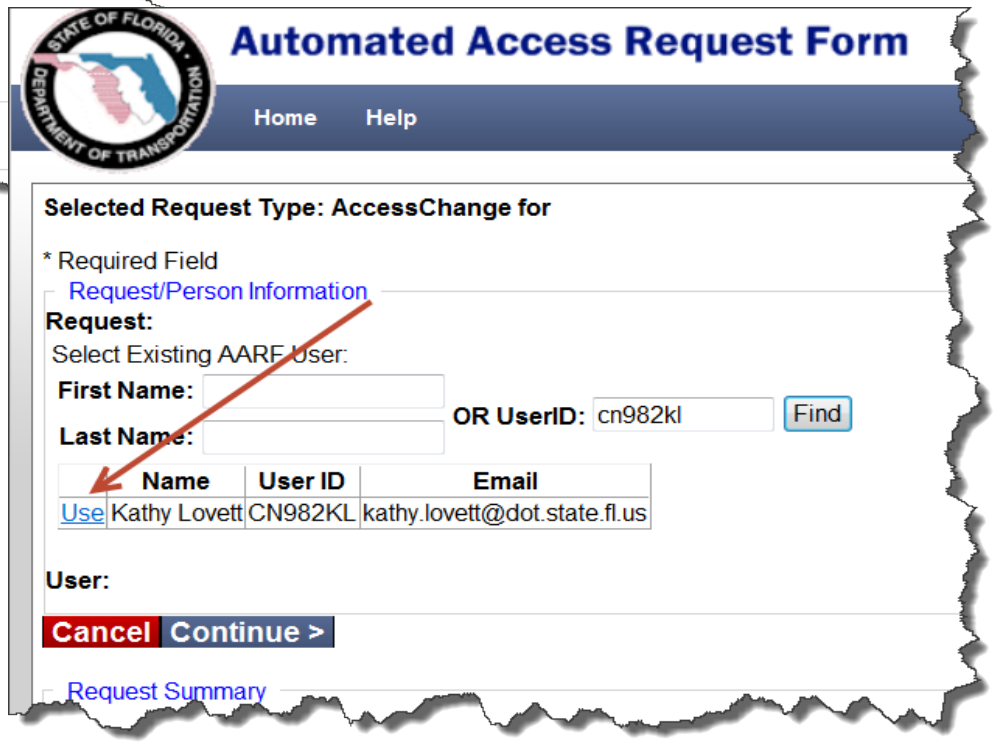


How to request through AARF



How to request through AARF

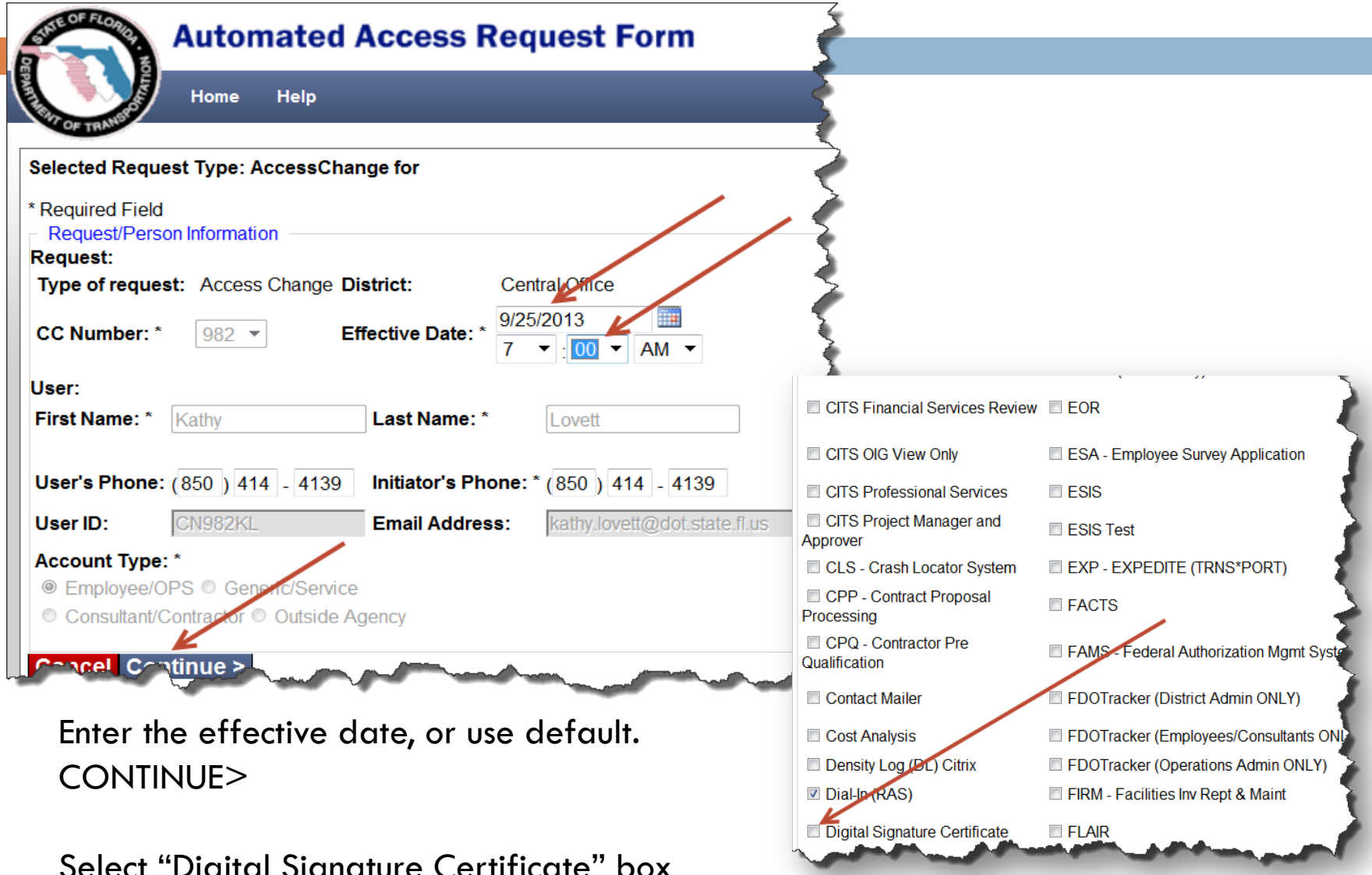




Look for the User ID or enter their name, then press FIND

Once found, select USE, then CONTINUE>

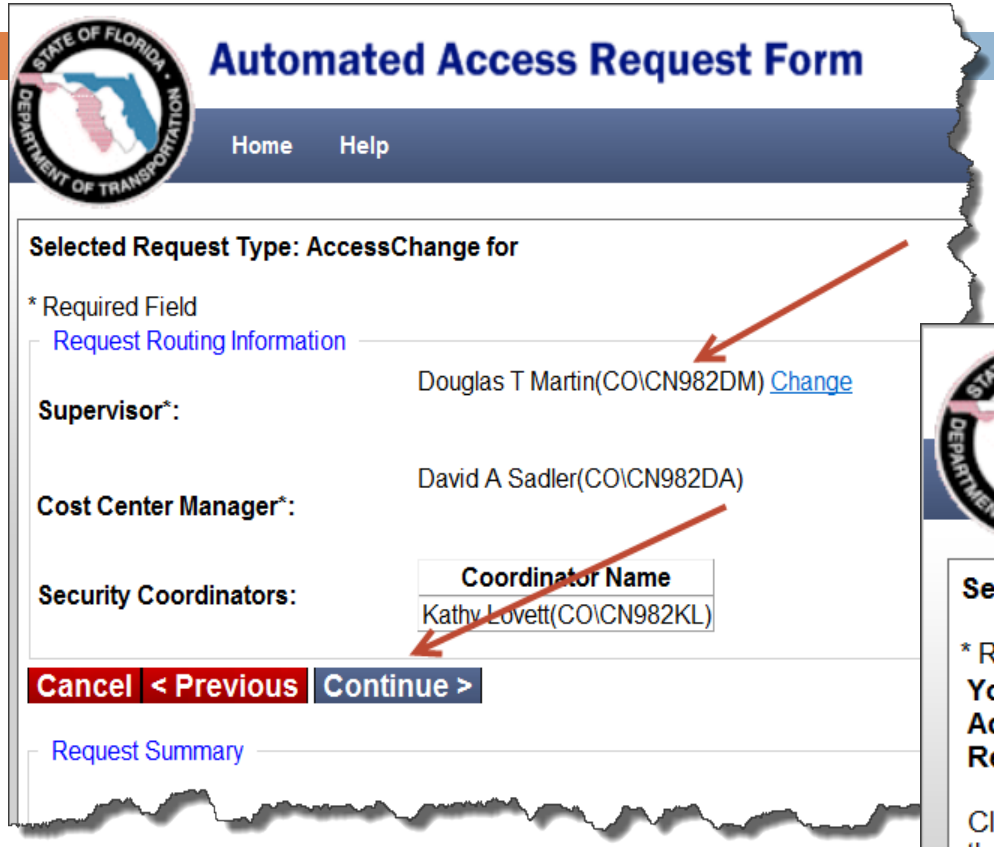
How to request through AARF

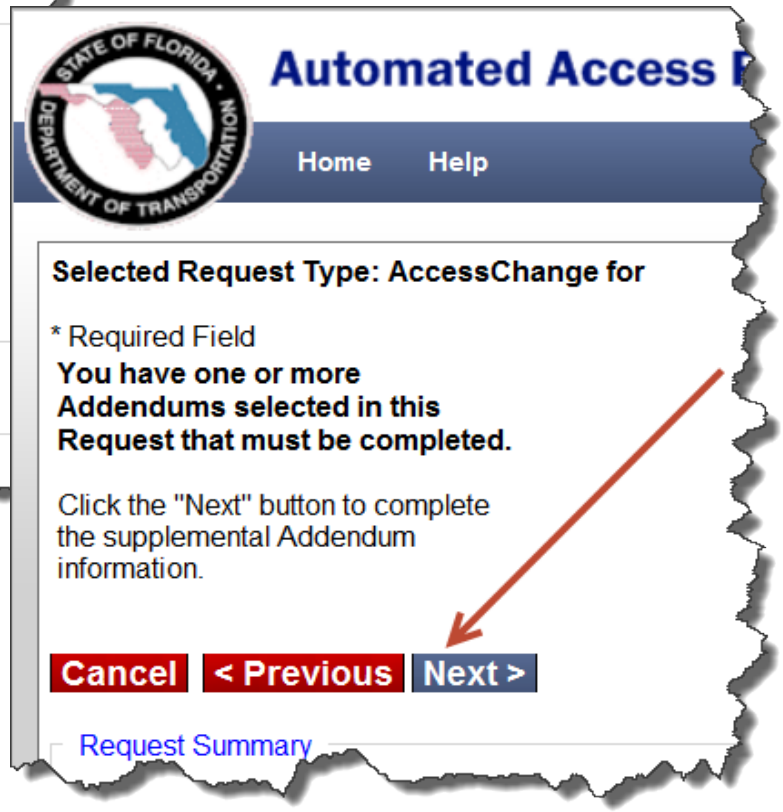


Enter the effective date, or use default.
CONTINUE>

Select “Digital Signature Certificate” box

How to request through AARF

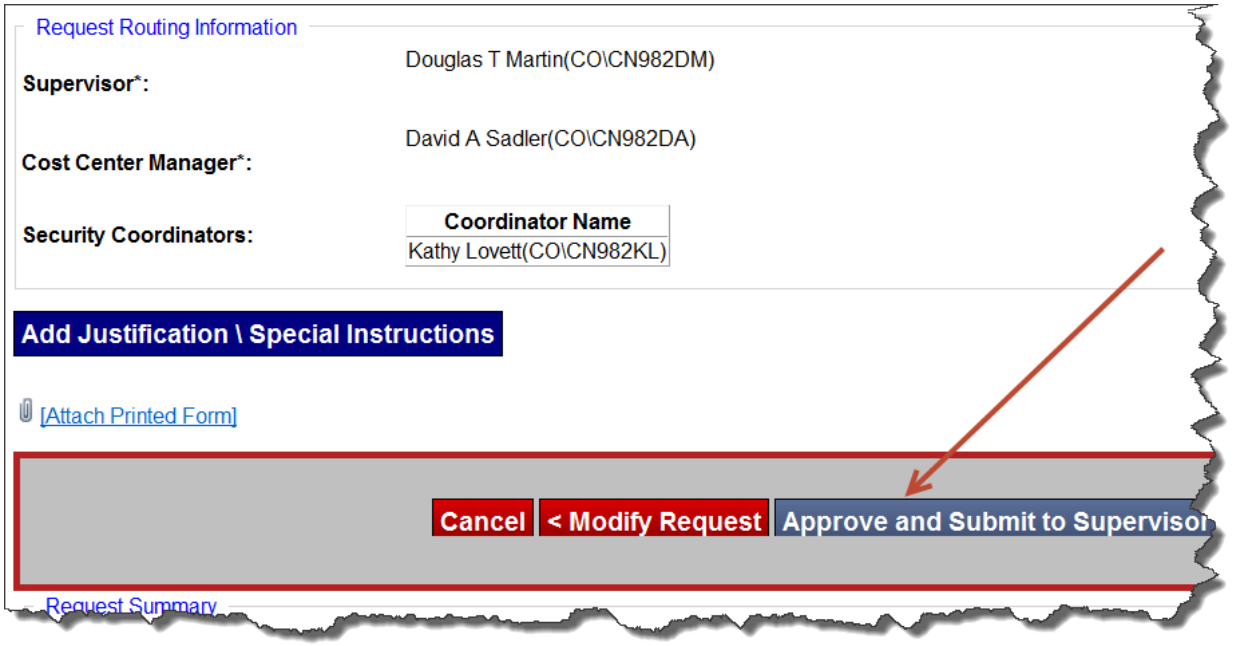




Verify supervisor is correct, then CONTINUE>

Select NEXT>

How to request through AARF



The request will be sent to the supervisor of the individual requesting the certificate. Once the supervisor approves the request, AARF will send it to the cost center manager. Once the cost center manager approves the request, AARF will send it to the security coordinator for final approval. Once all approvals are complete, the Office of Information Systems will issue the voucher so you can purchase the digital certificate from IdenTrust. The voucher issuance can take up to 48 hours.

Add a justification:
Ex: To sign electronic documents without the need for printing and scanning. To improve document delivery and system efficiency. To reduce cost.

Select “Approve and Submit to Supervisor”

How to obtain an IdenTrust ACES Digital Certificate

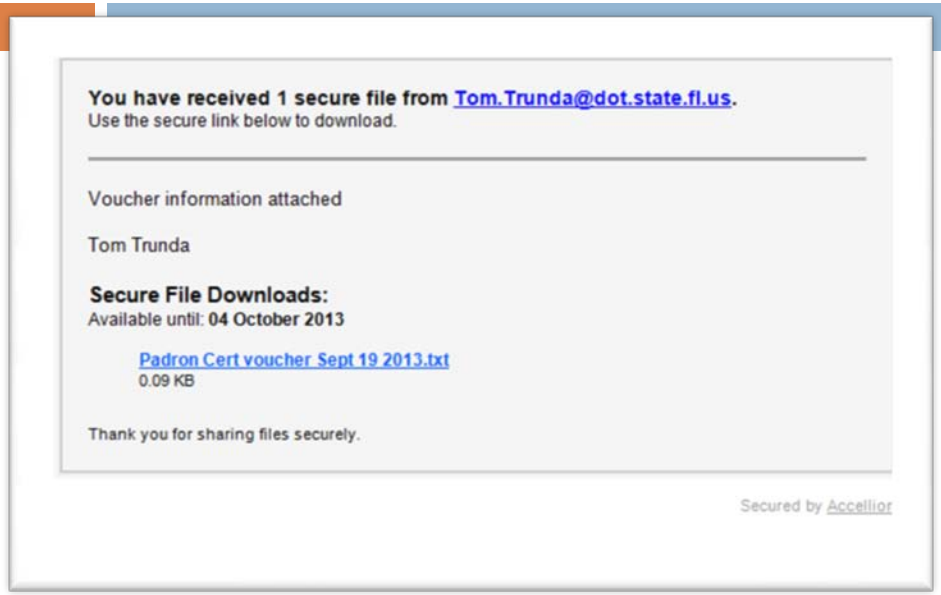
1) Follow Email instructions

2) Navigating through the IdenTrust web site

3) Getting Started and Using Your Certificate

4) ACES Digital Certificate Information Contacts

How to obtain an IdenTrust ACES Digital Certificate


You have received 1 secure file from Tom.Trunda@dot.state.fl.us.
Use the secure link below to download.

Voucher information attached

Tom Trunda

Secure File Downloads:
Available until: **04 October 2013**

Padron Cert voucher Sept 19 2013.txt
0.09 KB

Thank you for sharing files securely.

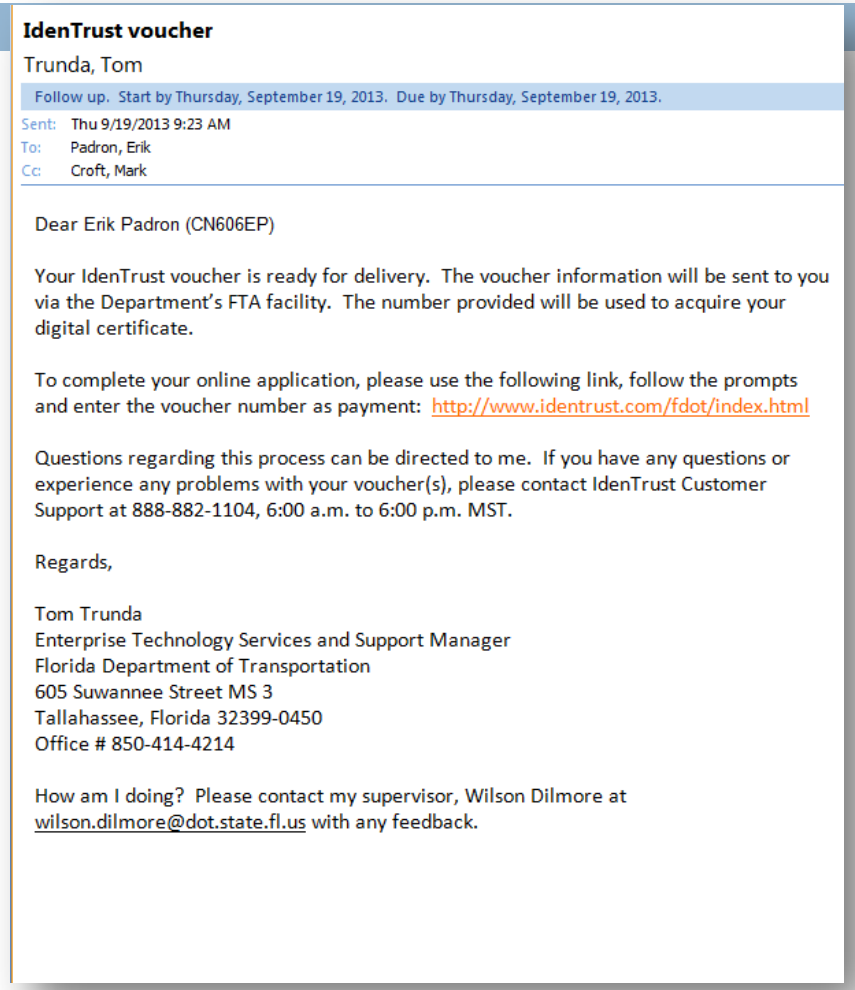
Secured by Accellion

You will receive two emails- 1) Secure link, and 2) Website link

1) Download the file- you'll need your email and Windows Password to retrieve the text file.

The text file will have your certificate voucher number to pay for your digital signature

2) Click on the website link and complete the online application- select BUY


IdenTrust voucher

Trunda, Tom

Follow up. Start by Thursday, September 19, 2013. Due by Thursday, September 19, 2013.

Sent: Thu 9/19/2013 9:23 AM
To: Padron, Erik
Cc: Croft, Mark

Dear Erik Padron (CN606EP)

Your IdenTrust voucher is ready for delivery. The voucher information will be sent to you via the Department's FTA facility. The number provided will be used to acquire your digital certificate.

To complete your online application, please use the following link, follow the prompts and enter the voucher number as payment: http://www.identrust.com/fdot/index.html

Questions regarding this process can be directed to me. If you have any questions or experience any problems with your voucher(s), please contact IdenTrust Customer Support at 888-882-1104, 6:00 a.m. to 6:00 p.m. MST.

Regards,

Tom Trunda
Enterprise Technology Services and Support Manager
Florida Department of Transportation
605 Suwannee Street MS 3
Tallahassee, Florida 32399-0450
Office # 850-414-4214

How am I doing? Please contact my supervisor, Wilson Dilmore at wilson.dilmore@dot.state.fl.us with any feedback.

FDOT - *Professional Licensure Digital Signing and Sealing*

IdenTrust
WE PUT THE TRUST IN IDENTITY

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Professional Licensure Digital Signing and Sealing

FDOT will begin using PKI based digital signatures on selected pilot projects.

Laws & Rules set by the Florida Board of Professional Engineers in Florida Statutes 471 and as implemented in Florida Administrative Code 61G15-23 allow Florida Professionally Registered Engineers to use digital signature for signing and sealing documents that are delivered electronically. Other professions are directed to their respective Boards of Professional Regulation for rules concerning the use of digital signature. The digital certificates can be purchased from IdenTrust Services, LLC using the links below. Both FDOT staff and consultants can purchase the digital certificates from IdenTrust. Consultants will be responsible for purchasing their own certificates. Signatories may utilize Adobe Acrobat 9 (or newer), Bluebeam 10 (or newer), or other equivalent software as the signing solution to place the seal and digital signature in PDF files and recommend consultants use the same for consistent, predictable and repeatable (CPR) results.

FDOT recognizes the need for entities, citizens, and public employees to interoperate with the department for the purpose of conducting business electronically. The agency will be using IdenTrust Services to provide such persons and entities with X.509 v.3 Digital Certificates. The digital certificates will be managed and controlled by IdenTrust Services as part of the Access Certificates for Electronic Services (ACES) program. IdenTrust Services, LLC will supply Certificate Authority (CA) service to entities and citizens located within or desiring to interface with the department in a Public Key Infrastructure (PKI).

- IdenTrust digital certificates are NIST Level 3 assurance for verifying your identity.
- IdenTrust digital certificates can support images of signatures or seals and instructions are included under "Related Content" on the right side of this page.
- IdenTrust digital certificates can be applied using PDF software (purchased separately).

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 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 BUY
Delivery Time 5-7 Business Days			

How to Trust IdenTrust ACES Root Certificate in Adobe Reader

CUSTOMER SUPPORT

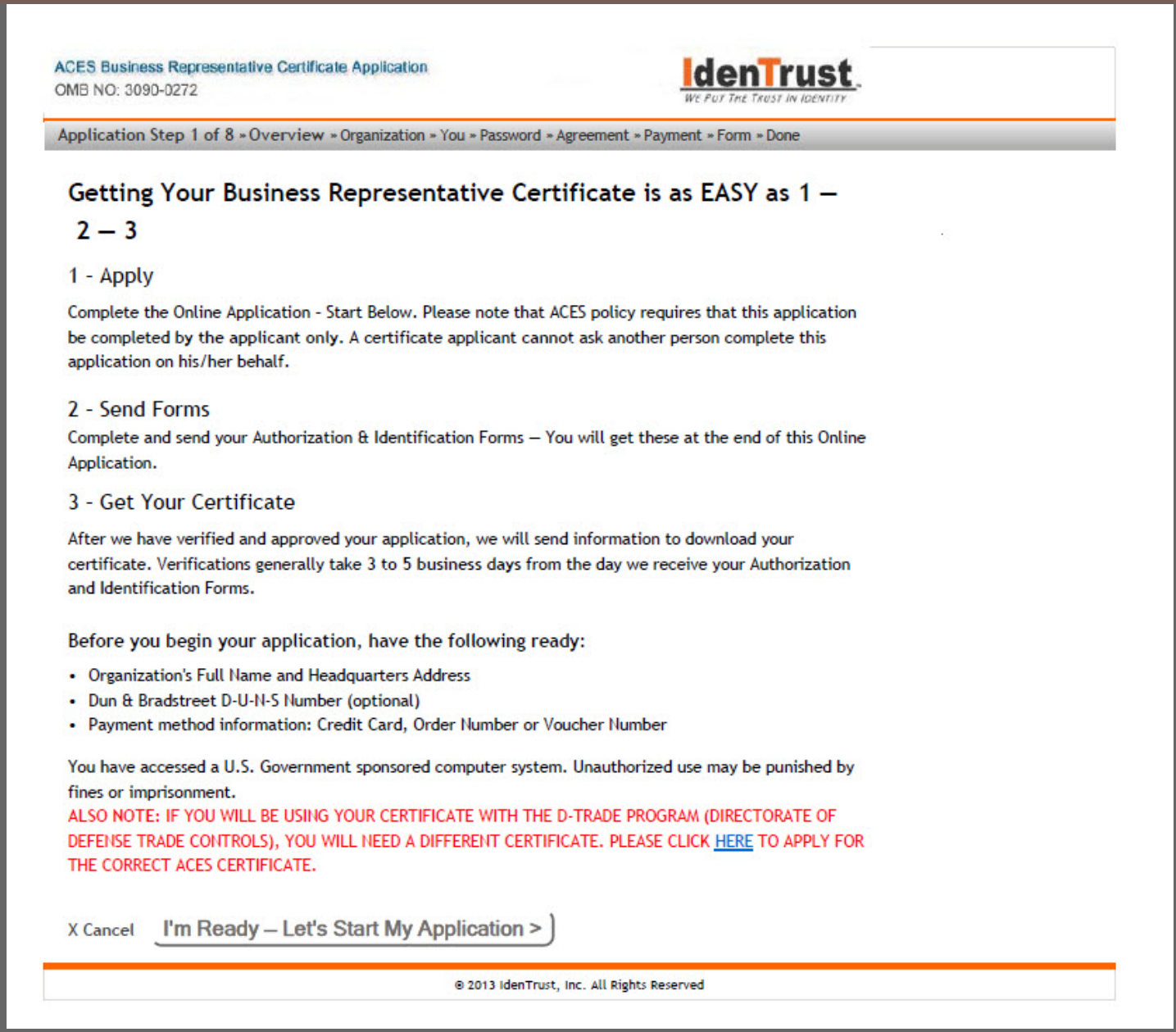
- Helpdesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)

M-F, 6am-6pm MST

RELATED CONTENT

- Step-by-Step Business Registration Process
- Creating a Custom Signature Appearance in Adobe 9
- Certificate Center
- ACES Policy Documents
- About ACES
- ACES FAQ
- ACES Voucher Order Form
- Digital Delivery FDOT D2

Getting Your ACES Business Representative Certificate



ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 1 of 8 » Overview » Organization » You » Password » Agreement » Payment » Form » Done

Getting Your Business Representative Certificate is as EASY as 1 – 2 – 3

1 - Apply

Complete the Online Application - Start Below. Please note that ACES policy requires that this application be completed by the applicant only. A certificate applicant cannot ask another person complete this application on his/her behalf.

2 - Send Forms

Complete and send your Authorization & Identification Forms – You will get these at the end of this Online Application.

3 - Get Your Certificate

After we have verified and approved your application, we will send information to download your certificate. Verifications generally take 3 to 5 business days from the day we receive your Authorization and Identification Forms.

Before you begin your application, have the following ready:

- Organization's Full Name and Headquarters Address
- Dun & Bradstreet D-U-N-S Number (optional)
- Payment method information: Credit Card, Order Number or Voucher Number

You have accessed a U.S. Government sponsored computer system. Unauthorized use may be punished by fines or imprisonment.
ALSO NOTE: IF YOU WILL BE USING YOUR CERTIFICATE WITH THE D-TRADE PROGRAM (DIRECTORATE OF DEFENSE TRADE CONTROLS), YOU WILL NEED A DIFFERENT CERTIFICATE. PLEASE CLICK HERE TO APPLY FOR THE CORRECT ACES CERTIFICATE.

X Cancel I'm Ready – Let's Start My Application >

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ACES Business Representative Certification Application

Step 2

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 2 of 8 » Overview » **Organization** » You » Password » Agreement » Payment » Form » Done

Let's Find Your Organization

E-mail and Postal Code

Your organization may already be registered. If it is, you only need to search and choose it from the list.

*Indicates required fields

E-mail Address* erik.padron@dot.state.fl.us
Headquarters Postal Code* 32399

Note: Please enter the postal code for your **organization's headquarters**. If you do not work at the organization's headquarters, this postal code may be different from that of your local office.

Your headquarters address is the address recognized as your organization's national headquarters. Example: You might work at the South Valley branch of a bank; however, the headquarters address would be where your national office is located.

X Cancel < Back Next >

Customer Support

- HelpDesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
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ACES Business Representative Certification Application

Step 2a

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 2 of 8 » Overview » **Organization** » You » Password » Agreement » Payment » Form » Done

Is Your Organization Headquarters Listed?

Your organization's information is used to complete the necessary verifications for your certificate. Please ensure that this is the information for the **organization's headquarters** rather than information for a branch office.

(•) Use the existing headquarters address selected below:

FLORIDA DEPARTMENT OF TRANSPORTATION, 605 Suwannee Street Tallahassee, FL 32399-0450, US
FLORIDA DEPARTMENT OF TRANSPORTATION, 605 Suwannee Street Tallahassee, FL 32399, US

( ) Enter a new headquarters address

X Cancel < Back Next >

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- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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ACES Business Representative Certification Application

Step 2c

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 2 of 8 » Overview » **Organization** » You » Password » Agreement » Payment » Form » Done

Where Would You Like Your Instructions Mailed?

After we have verified all of your information and approved your application, we will send you instructions for retrieving (downloading) your certificate. These instructions will be sent **3 to 5 days business days** after we have received your Authorization and Identification forms.

After My Application is Approved, Mail My Instructions to:

○ Organization Headquarters Address

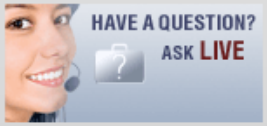
FLORIDA DEPARTMENT OF TRANSPORTATION
605 Suwannee Street
Tallahassee, Florida 32399-0450
UNITED STATES

◉ My Mailing Address

* Indicates required fields

Organization	FLORIDA DEPARTMENT OF TRANSPORTATION
Address Line 1*	1000 NW 111 Ave
Address Line 2	
City*	Miami
State*	Florida
Postal Code*	33172-5800

X Cancel < Back Next >



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ACES Business Representative Certification Application

Step 3

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 3 of 8 » Overview » Organization » You » Password » Agreement » Payment » Form » Done

Getting to Know You

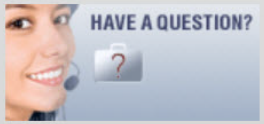
Your Information

The information you provide below will be checked against sources within your organization to verify your identity and the authenticity of your application. **Only your full name, organization information and e-mail address will appear in your Business Representative Certificate.** We will hold all your personal information in strict confidence and will not share it with any third party without your prior consent. Please see our Privacy Policy for more information.

* Indicates required fields

First Name*	John
Middle Initial	
Last Name*	Doe
Job Title*	Roadway Design Engineer
Office Phone Number*	813-975-4854 Ext.
Office Fax Number	812-975-6724
E-mail Address	richard.mccall@dot.state.fl.us

X Cancel < Back Next >



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- 801.924.8140 (outside the US)
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ACES Business Representative Certification Application

Step 3a

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 3 of 8 » Overview » Organization » You » Password » Agreement » Payment » Form » Done

Let's Confirm Your Information

Your Mailing Address

Organization Name:	FLORIDA DEPARTMENT OF TRANSPORTATION
Address Line 1:	11201 N. McKinley Drive
Address Line 2:	District 7 Headquarters
City:	Tampa
State:	Florida
Postal Code:	33612-6456

Your Information

Name:	John Doe
Job Title:	Roadway Design Engineer
Office Phone Number:	813-975-4854
Office Fax Number:	812-975-6724
E-mail Address:	richard.mccall@dot.state.fl.us

X Cancel < Back Yes, This is Correct – Continue >

Customer Support

- HelpDesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
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ACES Business Representative Certification Application

Step 4

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 4 of 8 » Overview » Organization » You » **Password** » Agreement » Payment » Form » Done

Remember Your Passwords

Here at IdenTrust, we are often contacted by people who have forgotten their passwords. We will always try to help. Unfortunately, in many cases, there is nothing we can do, and you, the customer, will have to **start over to apply for a new certificate.**

There are two passwords you will need to remember:

Account Password

Next, you will create your Account Password with Secret Questions and Answers. This password will be used to download your certificate after your application is approved. If this Account Password is forgotten, you may reset it using Your Secret Questions and Answers.

If you are unable to recall the Answers to your Secret Questions, **you will have to start over and apply again.**

Browser Key Protection Password

After your application is approved and you are downloading your certificate, you will have an option to select "High" security to create this password to protect your certificate. This password is used each time you use your certificate.

If you forget this private key password, you will need to replace your certificate from the IdenTrust Certificate Management Center.

X Cancel < Back **I Don't Want That – I'll Remember My Passwords >**

Customer Support

- HelpDesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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ACES Business Representative Certification Application

Step 4a

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 4 of 8 » Overview » Organization » You » **Password** » Agreement » Payment » Form » Done

Create Your Account Password

Account Password

Tips for Creating Your Account Password:

- lowercase or uppercase letters, or numbers
- 8-30 characters in length
- may *not* use special characters (,), \, ", /, = and *

Reminder

Your Account Password ••••••••
Re-type Account Password ••••••••

Secret Questions

Please select three questions and create your answers. Your Account Password only be reset by typing your answers exactly as you do here. Answers are limited to 1-30 characters, using letters and numbers only.

Question 1 In what city or town was your first job?
Your Answer Tampa
Question 2 In what city did your parents meet?
Your Answer San Diego
Question 3 What is the name of the high school you first attended?
Your Answer Robinson

X Cancel < Back Next >

Customer Support

- HelpDesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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ACES Business Representative Certification Application

Step 5

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 5 of 8 » Overview » Organization » You » Password » **Agreement** » Payment » Form » Done

Accepting the Subscriber Agreement

In order to continue with the application, you must read and accept the following Subscriber Agreement. By accepting the Subscriber Agreement, you understand and agree to IdenTrust's responsibilities and warranties as the provider of your Certificate, as well as your obligations and warranties to IdenTrust. Please view our Privacy Policy.

SUMMARY OF TERMS:

By accepting the SUBSCRIBER AGREEMENT, you:

- PROVIDE COMPLETE AND ACCURATE RESPONSES AND ALLOW IDENTRUST TO VERIFY SUCH INFORMATION DURING THE CERTIFICATE APPLICATION PROCESS;
- REVIEW THE ACCURACY OF INFORMATION IN YOUR CERTIFICATE(S);
- KEEP YOUR PRIVATE KEY (INCLUDING PASSWORDS, TOKENS AND DEVICES HOLDING THE PRIVATE KEY) SECURE;
- USE YOUR PRIVATE KEY(S) ONLY FOR AUTHORIZED PURPOSES;
- REQUEST REVOCATION OF A CERTIFICATE IF YOU EVER SUSPECT THAT THE SECURITY OF ITS PRIVATE KEY MAY HAVE BEEN COMPROMISED;
- PROMPTLY ADVISE IDENTRUST OF ANY CHANGES IN YOUR REGISTRATION INFORMATION AND RESPOND TO NOTICES FROM IDENTRUST CONCERNING YOUR CERTIFICATE; AND
- ACCEPT SUBSTANTIAL LIMITATIONS UPON IDENTRUST'S LIABILITY SET FORTH IN SECTION 7 OF THIS AGREEMENT;
- AGREE TO THE COMPLETE TERMS OF THIS AGREEMENT; AND
- ACKNOWLEDGE THAT YOU HAVE READ THE PRIVACY POLICY.

View complete Subscriber Agreement

☐ I have reviewed, and I hereby sign and accept the complete terms of the Subscriber Agreement

To accept this information and continue the Application Phase, choose "Next >"
If you do not agree to these terms and conditions, choose "Cancel" and your application will be terminated.

X Cancel < Back Next >

Customer Support

- HelpDesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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ACES Business Representative Certification Application

Step 6

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 6 of 8 » Overview » Organization » You » Password » Agreement » **Payment** » Form » Done

Paying for Your Digital Certificate

Review Your Purchase

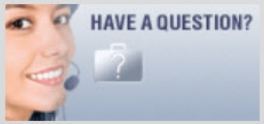
You are purchasing the following item(s):

Business Representative Certificate	$119.00 USD
Total Price	$119.00 USD

How Would You Like to Pay?

- ○ Credit Card
- ○ Order Number
- ◉ Voucher Number

X Cancel < Back Next >



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- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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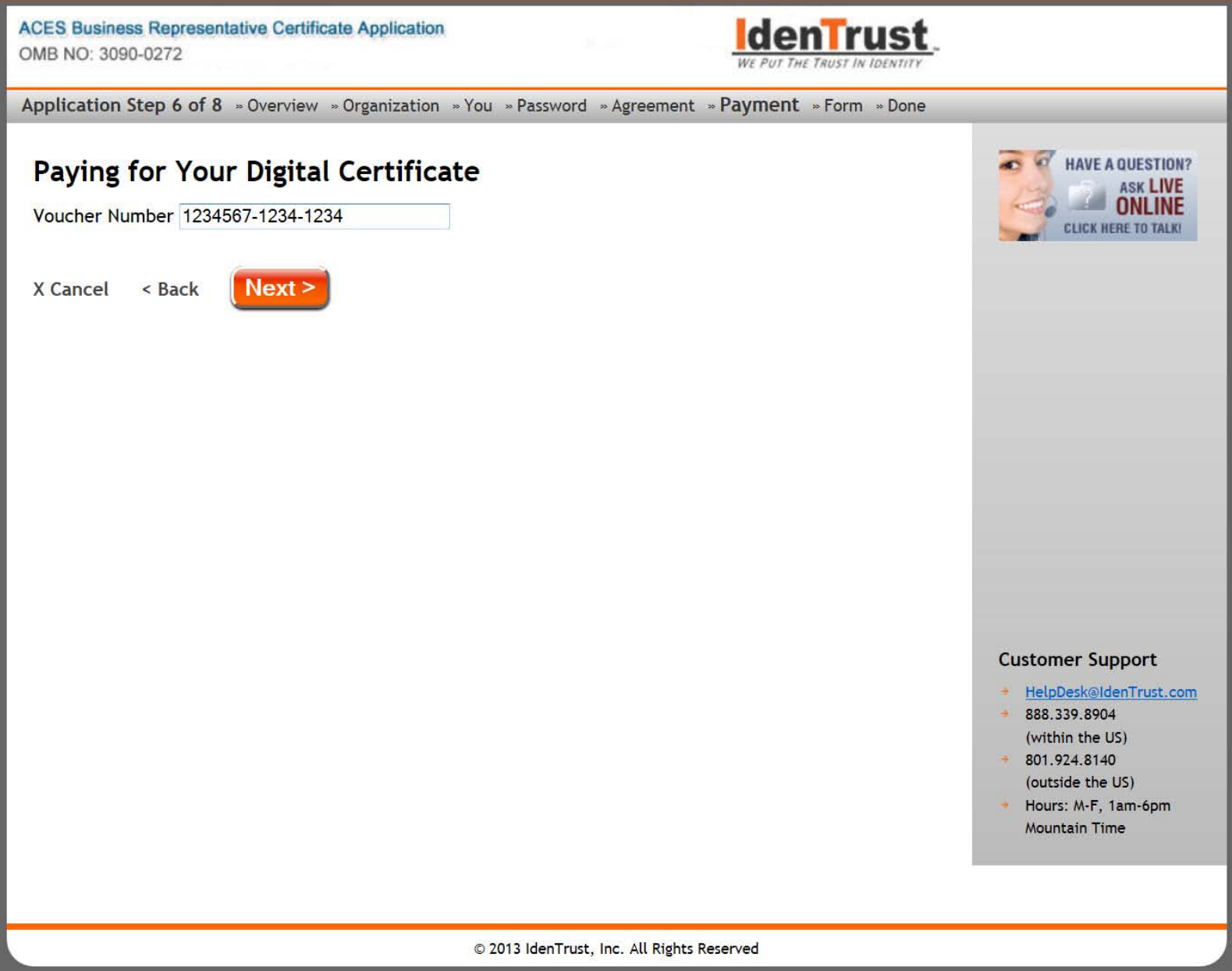
ACES Business Representative Certification Application

Step 6a



ACES Business Representative Certification Application

Step 7

ACES Business Representative Certificate Application
OMB NO: 3090-0272

IdenTrust
WE PUT THE TRUST IN IDENTITY

Application Step 7 of 8 » Overview » Organization » You » Password » Agreement » Payment » **Form** » Done

Almost Done – We Need Your Forms

Submitting the Authorization Forms

In order to complete the application process, you are required to complete the Authorization Forms and have an Organization Officer within your organization approve the forms and submit them to DST.

Follow the instructions provided in the Authorization Forms

Your application cannot be approved until we receive your Authorization Forms

Save Your Forms Packet

Be sure to save your personalized forms !!!

Note: The forms packet is a PDF file which will open in Adobe Acrobat Reader. If you currently do not have Adobe Acrobat Reader installed on your system, you will need to download it now.

Next >

If you miss this step you will need to call IDENTRUST to have them send you blank forms

Customer Support

- HelpDesk@IdenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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ACES Business Representative Certification Application

Step 7

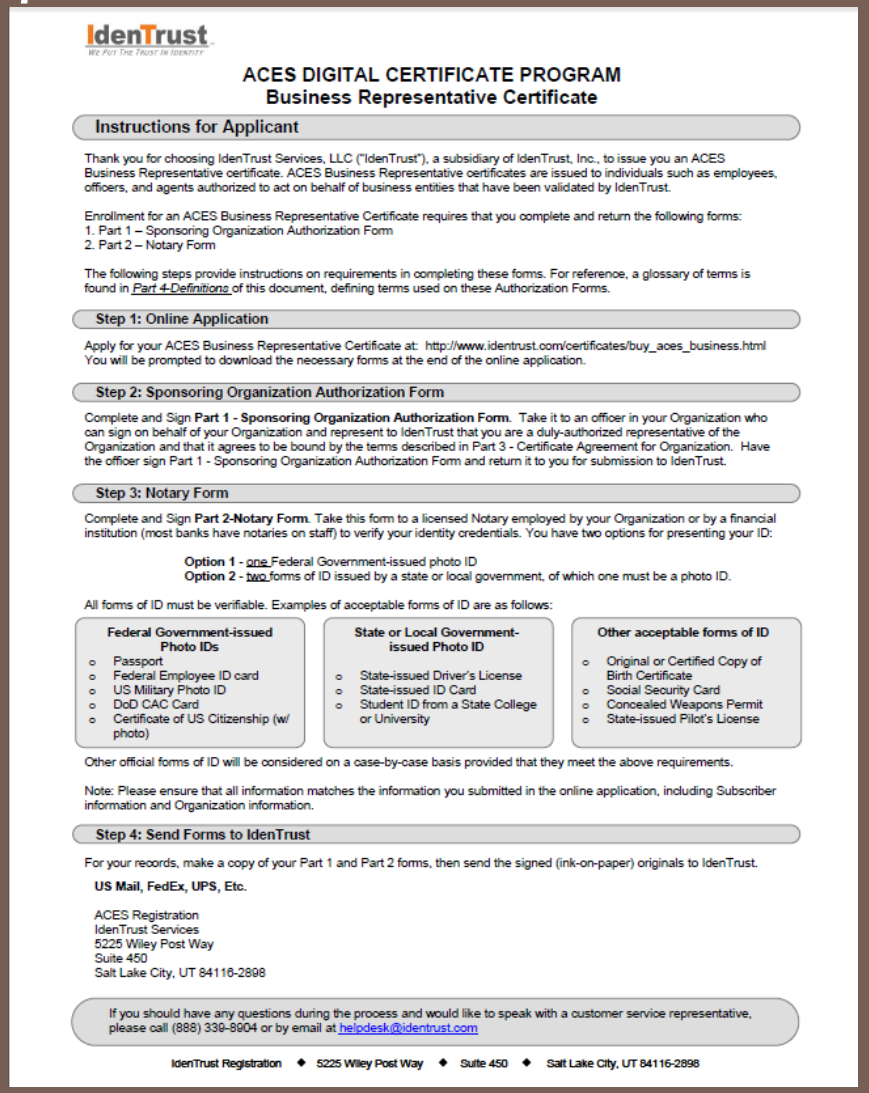
IdenTrust

Forms Packet
Copyright 2013

ACES Business Representative Certificate

Print only what is needed

The instructions and terms/conditions must be read but do not need to be printed. Please print only the pages you need to send to IdenTrust. For most applicants, this includes two pages; Part 1: Sponsoring Organization Authorization Form and Part 2: Notary Form.



IdenTrust
We Put The Trust In Identity

ACES DIGITAL CERTIFICATE PROGRAM
Business Representative Certificate

Instructions for Applicant

Thank you for choosing IdenTrust Services, LLC ("IdenTrust"), a subsidiary of IdenTrust, Inc., to issue you an ACES Business Representative certificate. ACES Business Representative certificates are issued to individuals such as employees, officers, and agents authorized to act on behalf of business entities that have been validated by IdenTrust.

Enrollment for an ACES Business Representative Certificate requires that you complete and return the following forms:
1. Part 1 – Sponsoring Organization Authorization Form
2. Part 2 – Notary Form

The following steps provide instructions on requirements in completing these forms. For reference, a glossary of terms is found in *Part 4-Definitions* of this document, defining terms used on these Authorization Forms.

Step 1: Online Application

Apply for your ACES Business Representative Certificate at: http://www.identrust.com/certificates/buy_aoes_business.html
You will be prompted to download the necessary forms at the end of the online application.

Step 2: Sponsoring Organization Authorization Form

Complete and Sign **Part 1 - Sponsoring Organization Authorization Form.** Take it to an officer in your Organization who can sign on behalf of your Organization and represent to IdenTrust that you are a duly-authorized representative of the Organization and that it agrees to be bound by the terms described in Part 3 - Certificate Agreement for Organization. Have the officer sign Part 1 - Sponsoring Organization Authorization Form and return it to you for submission to IdenTrust.

Step 3: Notary Form

Complete and Sign **Part 2-Notary Form**. Take this form to a licensed Notary employed by your Organization or by a financial institution (most banks have notaries on staff) to verify your identity credentials. You have two options for presenting your ID:

Option 1 - one Federal Government-issued photo ID
Option 2 - two forms of ID issued by a state or local government, of which one must be a photo ID.

All forms of ID must be verifiable. Examples of acceptable forms of ID are as follows:

Federal Government-issued Photo IDs	State or Local Government-issued Photo ID	Other acceptable forms of ID
○ Passport ○ Federal Employee ID card ○ US Military Photo ID ○ DoD CAC Card ○ Certificate of US Citizenship (w/ photo)	○ State-issued Driver's License ○ State-issued ID Card ○ Student ID from a State College or University	○ Original or Certified Copy of Birth Certificate ○ Social Security Card ○ Concealed Weapons Permit ○ State-issued Pilot's License

Other official forms of ID will be considered on a case-by-case basis provided that they meet the above requirements.

Note: Please ensure that all information matches the information you submitted in the online application, including Subscriber information and Organization information.

Step 4: Send Forms to IdenTrust

For your records, make a copy of your Part 1 and Part 2 forms, then send the signed (ink-on-paper) originals to IdenTrust.

US Mail, FedEx, UPS, Etc.

ACES Registration
IdenTrust Services
5225 Wiley Post Way
Suite 450
Salt Lake City, UT 84116-2898

If you should have any questions during the process and would like to speak with a customer service representative, please call (888) 339-8904 or by email at helpdesk@identrust.com

IdenTrust Registration ◆ 5225 Wiley Post Way ◆ Suite 450 ◆ Salt Lake City, UT 84116-2898

Your forms should look like these

ACES Business Representative Certification Application

Step 7 & 8

Finalize the Application Process for your Personalized Certification.

- The Forms that you saved will include your information within the PDF.

- To complete your application, you will need to confirm your email (using code within the email sent to you + sign-up password) AND complete and mail:
  - Part I – Sponsoring Organization Authorization Form
    (The "Organization Officer" is your Cost Center Manager)
  - Part II - Notary Form
    (The two IDs will be your FL Drivers License, and your FDOT ID)

- Type in the information and **Print both Forms.** **The following slide will have examples..**
- Then get **Part I signed,** and **Part II Completed by the FDOT Notary.** If you don't know your Notary, see April Presley in D6 Construction.
- **Mail both Forms to IdenTrust**

***See the ACES Business Representative Certificate – Forms Packet for complete instructions, search the site for help, or contact**

ACES Business Representative Certification Application

Step 7 & 8

Finalize the Application Process for your Personalized Certification.

Organization suspects any loss, disclosure, or other compromise of the Subscriber's Private Key; (2) information contained in the Certificate is no longer accurate or current (e.g., the Subscriber changes his or her name); or (3) Subscriber is no longer employed by, associated with, authorized by or affiliated with Organization; and

The undersigned personally warrants and represents that he or she has authority to accept the terms a Authorization and to bind the Organization by his or her signature.

Erik Padron	
Print Applicant's Legal First and Last Name	Organization Officer Signature
FLORIDA DEPARTMENT OF TRANSPORTATION	Mark Croft
Print Organization Name	Print Organization Officer Name
605 Suwannee Street	District Construction Engineer
Organization Headquarters' Address	Print Organization Officer Title
Tallahassee, FL 32399-0450	10/03/13
City, State, Zip	Date

ALL FIELDS MUST BE COMPLETED

Two verifiable forms of ID issued by a state or local government. At least one must be a photo ID (See "Instructions to Subscribers" on page 1 for acceptable forms of ID)

Photo ID		Second ID	
Doc. Type/Title:	Florida Drivers License	Doc. Type/Title:	FDOT ID
Doc. Issuer:	FHWSMV	Doc. Issuer:	FDOT, District 6
Serial/Unique #:	P123-456-78-910-1	Serial/Unique #:	(ppl first ID #)
Exact Name:	Erik Padron	Exact Name:	Erik Padron
Issue Date:	01/01/2011	Issue Date:	(date employed or re-issued)
Expiration Date:	01/01/2018	Expiration Date:	Employment Termination

- Get **Part I signed**, and **Part II Completed by an FDOT Notary.** If you don't know your Notary, see April Presley in D6 Construction.

- **Mail both Forms to IdenTrust**

***See the ACES Business Representative Certificate – Forms Packet for complete instructions, search the site for help, or contact**

RETRIEVING A CERTIFICATE FAQ's

Once we have approved your application for a certificate, we will send you an approval letter by US mail; the approval process usually takes about 3-5 business days. You can then retrieve your software certificate by following the directions in the letter.

Select from these frequently asked questions about retrieving your certificate:

1. How do I retrieve my software certificate?
2. Can I use my certificate on any computer?
3. Can I retrieve my certificate a second time?

For additional help look at the Frequently Asked Questions page. FAQ

1. How do I retrieve my software certificate?
You will be able to retrieve your certificate only after your application has been approved and you receive your approval letter in the mail. The letter will contain the retrieval website address and an activation code. You will use these, along with the passphrase that you created during the application, to retrieve your certificate.

We recommend that you use Internet Explorer 7 or above to install your certificate. The certificate cannot be retrieved by MSN, Google Chrome or AOL browsers.

Instructions for retrieval:

1. Go to www.IdenTrust.com/get-cert.html
2. Click "Next"
3. Enter your activation code and passphrase (The activation code is on the letter that was mailed to you.)
4. Follow the onscreen instructions until you get to the congratulations screen

Your certificate is now installed on your machine and ready for use.

2. Can I use my software certificate on any computer?
You create the certificate in a browser on your computer when you retrieve it. It can only be used on that computer (in that browser) unless you export it to another computer (or browser). If you have retrieved your certificate on one computer and would like to use it on another computer (or browser) as well, you will need to export the certificate and then import it to the other computer or browser.

3. How do I retrieve my software certificate a second time?
As a security measure, your activation code is valid for only one use.

If your computer has had hardware or software problems and your certificate has been lost or corrupted, you will need to replace your certificate.

If you wish to use your certificate on another computer, you will need to export your existing certificate to that computer. Please see question 2 (**Can I use my software certificate on any computer?**) above.

RELATED CONTENT
- Certificate Management Center
- Application Status
- FAQ: Before You Buy
- HOW-TO: Backup a Certificate
- HOW-TO: Replace a Certificate
- FAQ: General
- FAQ: ACES
- FAQ: ECA
- FAQ: State of Washington
- PKI Basics
- Certificate Security and Protection
- Help using your Certificate
- Change Control Schedules
- Support Main
- Contact Support

FEDERAL AGENCY PROGRAMS

Department of State
- D-Trade

Department of Treasury IRS
- Secure Data Transfer
- MeF Electronic Filing Certificate

General Services Administration
- eOffer

STATE AGENCY PROGRAMS

Florida
- City of Tallahassee
- Department of Transportation

Once you receive your e-signature…

1) You will need to RETRIEVE your certificate online,
   a) Go to www.IdenTrust.com/get-cert.html
   b) Enter activation code and passphrase (activation code will be in a mailed letter)
   c) Follow instructions on site, up to "Congratulations" screen

2) Once received- you can add e-signatures to a variety of MS Office documents.. Word, Excel, Outlook.. PDFs, and FDOT Document Library forms (once modified by CO) Further instructions to follow on How to guide..

ACES Digital Certificate Information Contacts

District 6

Erik Padron (S. Miami-Dade Resident Engineer)
(305) 640-7418
erik.padron@dot.state.fl.us@dot.state.fl.us

Amy Calvo (TSSO Network Supervisor)
(305) 470-5220
amy.calvo@dot.state.fl.us

ACES Digital Certificate Information Contacts (continued)

Central Office

Bruce Dana (Manager – ECSO)
(850) 245-1606
bruce.dana@dot.state.fl.us

Quinton Tillman (CADD Applications Engineer)
(850) 245-1630
quinton.tillman@dot.state.fl.us

IdenTrust

Page Corbo (Government Sales)
(703) 724-9009
Page.Corbo@IdenTrust.com

Customer Support
(888) 339.8904
HelpDesk@IdenTrust.com

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