User Guide

SCO FDOT Sign(SGN)

Prepared by:
State Construction Office (SCO)
Construction System Section

January 2015

Document Control

Version	Change	Made By	Date
1.000	Document created	Mike Johnson	11/13/2017
1.100	Updated	Mike Johnson	02/07/2018
1.200	Added PSSP Section	Mike Johnson	03/15/2019

Topics Covered

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General

The State Construction Office FDOT Sign application was created to allow users to Digitally Sign a PDF document that has one or more digital signatures already applied to the document.

Definitions

External Users: Public, Vendors, etc.…

Access

To sign a PDF document using this system, the user must either have an Active Directory(AD) or Internet Subscriber Account(ISA).

External Users must use the ISA accounts to submit an issue. Users may create an account using this application or by going to https://isa.fdot.gov/. ISA accounts are free.

Internet Subscriber Account(ISA)

What is an Internet Subscriber Account?

An Internet Subscriber Account (ISA) is an account designed to be used by non-FDOT users who need to access specific FDOT web applications and resources

Who can create an Internet Subscriber Account?

Any non-FDOT user who needs to access specific FDOT web applications and resources.

How do I change my password?

You can change your password from the ISA log in screen. Under the Log In button is a "Change Password" link that will allow you to set a new password using your current password.

How do I reset my password if I've forgotten it?

You can reset your password from the ISA log in screen. Under the Log In button is a "Forgot Password" link that will allow you to request a password reset email if you can successfully answer your Security Question.

Can I update my email address tied to my account?

Yes, you can update your email address from your Account Information screen. Log In and select the "Account Info" menu option. Next to your email address should be a "Change Email" button. Click this to begin the email change process. After submitting your new email address, you will receive an email with a link that you must follow to complete the email change.

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Can I update my Challenge Question and/or Answer?

Yes, you can update your Challenge Question and/or Answer from your Account Information screen. Log In and select the "Account Info" menu option. Inside the Challenge Question section is an "Update Challenge Question/Answer" button that will allow you to change your challenge question and update the answer.

Can I manage what applications I have access to?

You can manage the applications and roles you have on your Account Information screen. You can request new roles using the "Request Role" option in the "Applications/Roles" section. You can also deactivate existing roles.

Active Directory(AD)

How do I change my password?

You can change your AD password from the AD login screen. There is a Change Password Link under the Login button.
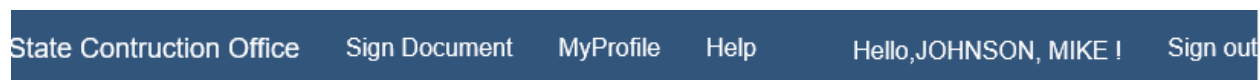
How do I reset my password if I've forgotten it?

To reset your AD account, you have two options.

1. Send an email to fdot.servicedesk@dot.state.fl.us request your AD account be reset.
2. You may use the Hitachi ID Identity And Access Management Tool if you have setup your questions.

Menu

The menu bar is located at the top of the page. This is the primary means of navigation.

| State Contruction Office | Sign Document | MyProfile | Help | Hello,JOHNSON, MIKE ! | Sign out |

You have Several options.

- State Construction Office
    - A link to the State Construction Office web site. This will also mean you will leave this site.
- Sign Document
    - A link to the Sign Document page. See Sign Document.
- MyProfile
    - A link to your profile information. See MyProfile
- Help
    - A link to the Help page. Where you can find this document and an email address for additional help if needed.
- SignOut - SignIn
    - This where you can sign out of the application or sign in.

Sign Document

You will be asked to provide some needed files.

1. The system will ask for your personnel Digital Certificate the first time you log in or once it expires you will be asked to replace with a valid certificate.
2. A PDF file to sign. Once you successfully sign the document the file is deleted from the server. You will be asked to upload a new PDF.

MyProfile

Note: Logging in the first time, you should see a screen like the one below. You will need to complete this screen before proceeding.

IMPORTANT: This step cannot be completed on the iPad. You must complete this step on a PC using IE, Chrome, Firefox, or other browser of your choice.

If this is not the first time you logged then skip to Load PDF.

MyProfile

Please Upload your Certificate. This site requires this in order to sign PDF files.
If your not sure what this is or how to export your certificate see the Help tab for instructions.

Select Certificate   [   ] [Browse...]

Please Provide Certificate Password in order to validate.
Certificate Password   [   ]

[Save]

Fill in the following information:

- Browse for your personnel Certificate. If you are not sure how to do this see Export Certificate.
- Provide your certificate password.
  - **Note: Passwords are not saved, and are only used to validate and sign the PDF document.**

Click on the submit button [Save], You will then be redirected to the Load PDF page.

Load PDF

Load PDF

Please browse for the PDF you wish to sign and upload.

Select PDF   [   ] [Browse...]

[UpLoad]

Fill in the following information:

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1. Browse for a PDF document you wish to sign.
2. Select Upload.

Sign Document form

Once you have provided a PDF document to sign you will see a page like the one below.

Sign Document

Certificate Password	
Reason	Signed on behalf of ...
File Name	TEST PDF.PDF
Signature Blocks	Select Signature ▼

[💾 Sign Document] [🔃 Clear Form] [⊗ Cancel]

View Doc

Fill in the following information:

1. Certificate Password.
   a. This will not be saved. Only used to sign the document.
2. Reason.
   a. Provide a reason, for example if you are signing the document on behalf of someone else. Otherwise just leave blank and the system will set this to N/A
3. Filename.
   a. Filename of the PDF, you may change this to anything you want.
      i. Follow filename constraints.
4. Signature Block.
   a. Select the signature block you wish to sign.
5. View Document.
   a. Used to open the document so you can review it or just look at what you are signing.

Document Signed

Once you have signed the document, you will be directed to the following page.

Document Signed

The PDF Document TEST PDF.PDF was successfuly signed by Signature2 . Please use the button below to dowload the signed document.

Note: The Document has not been saved. If you leave this page without downloading the file you will have to start over.

[💾 DownLoad Signed Document]

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Important: You must click on the Download Signed Document to open or save the signed document. If you close the browser or leave this page you will lose the signed document and will need to start over by clicking on the menu item Sign Document.

Download button

Clicking on the download button will prompt you to open or save. See below for example.

Do you want to open or save **TEST PDF.PDF** (27.9 KB) from **codev2.dot.state.fl.us**?   Open   Save ▾   Cancel   ✕
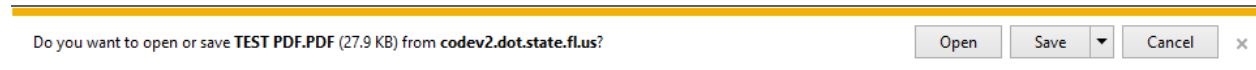
MyProfile

The Myprofile page allows you to manage your personal digital certificate. You can upload a new certificate from this page.

You may be directed to this page, if your certificate has expired, been revoked, or has become corrupted and can no longer be read.

Change Certificate

MyProfile

Current Certificate   MYCERT.PFX   Change

Click on the Change button.

This will display the following.

Select Certificate   Browse...

Please Provide Certificate Password in order to validate.

Certificate Password |

Update   Cancel

Fill in the following:

1. Browse for certificate.
2. Certificate password.

Click Update once you're ready to replace your certificate.

You may now select Sign Document from the menu.

Signing PDF with Multiple Signature Blocks

To sign a document that has multiple signature blocks, you simply send the document to person responsible for the first signature have them sign the document using Adobe or by using this application.

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Take the signed document forward to the next person, repeat this process until all signature blocks are signed.

Export Certificate – Admin Rights required

To export your personnel certificate please follow the steps below.

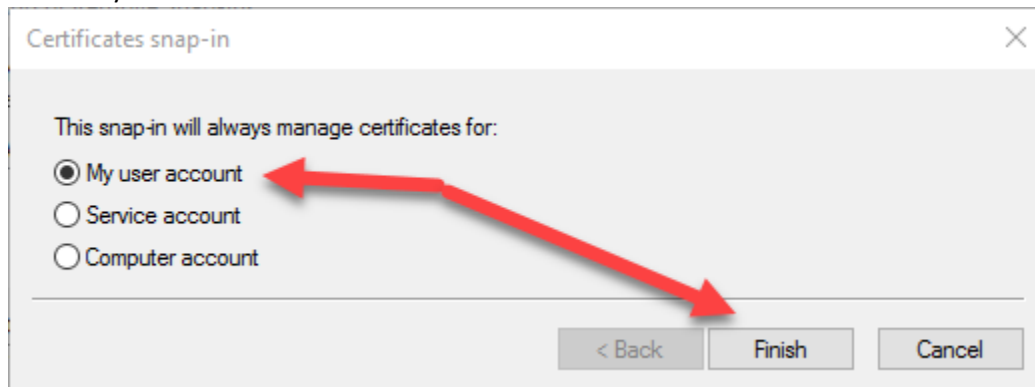1. Type the following(mmc.exe) into the Search the web and windows box. Located to the right of
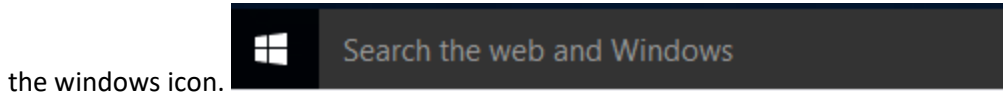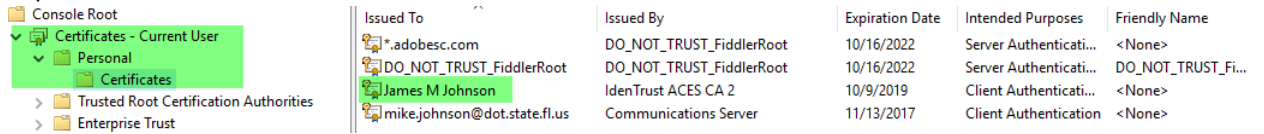

the windows icon.
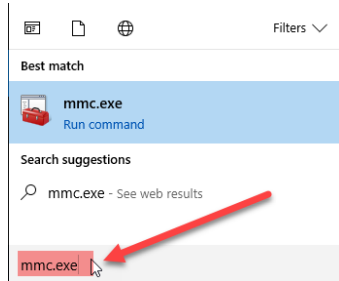
2. Click on the mmc.exe item.
   a. You may have to click Yes if prompted.
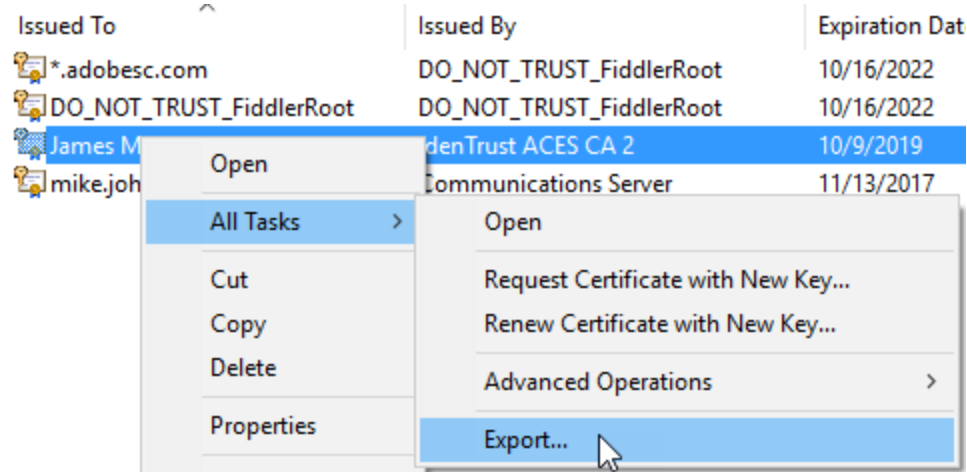3. Press the following key combination. Ctrl + m.
   a.
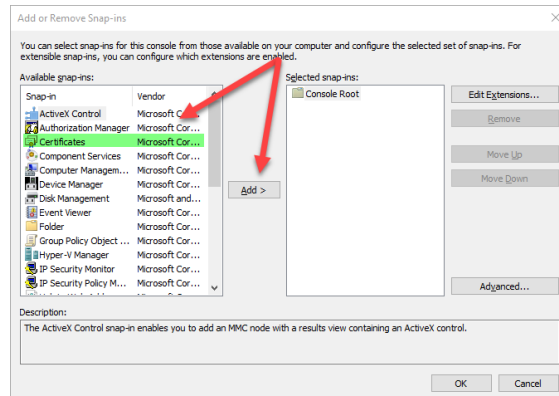
   b. Select Certificates and click on the Add button.
4. Select My User Account then click finish.

5. Select Ok.
6. Expand the Certificate item.

    a. Then expand Personal
    b. Then select Certificates
7. Right Click on your Certificate.

8. Select All Tasks, then click on Export
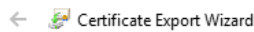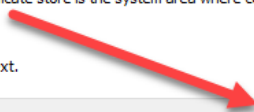
9. Click Next.

10. Make sure to select the Yes, export the pricate Key.

← 🖃 Certificate Export Wizard

Export Private Key
   You can choose to export the private key with the certificate.

Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

Do you want to export the private key with the certificate?

   ⦿ Yes, export the private key

   ○ No, do not export the private key

                                                        Next   Cancel

   a. Click next.

Export File Format
   Certificates can be exported in a variety of file formats.

Select the format you want to use:

   ○ DER encoded binary X.509 (.CER)

   ○ Base-64 encoded X.509 (.CER)

   ○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)

      ☐ Include all certificates in the certification path if possible

   ⦿ Personal Information Exchange - PKCS #12 (.PFX)

      ☑ Include all certificates in the certification path if possible

      ☐ Delete the private key if the export is successful

      ☑ Export all extended properties

      ☑ Enable certificate privacy

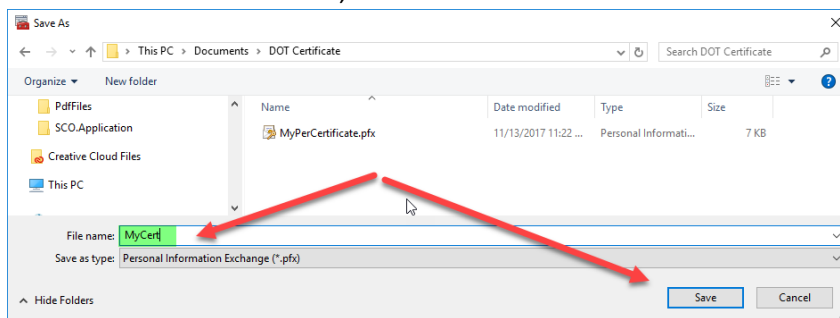   ○ Microsoft Serialized Certificate Store (.SST)

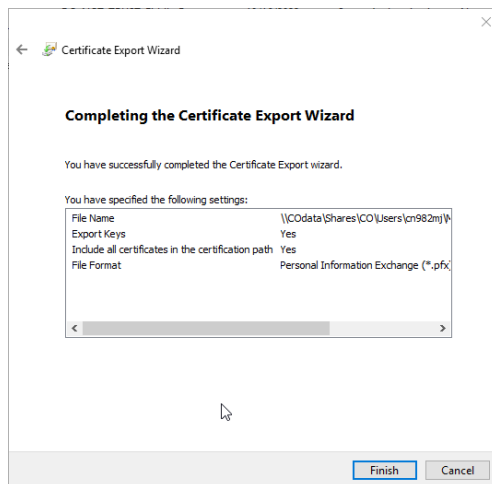11. Make sure to select the following items.
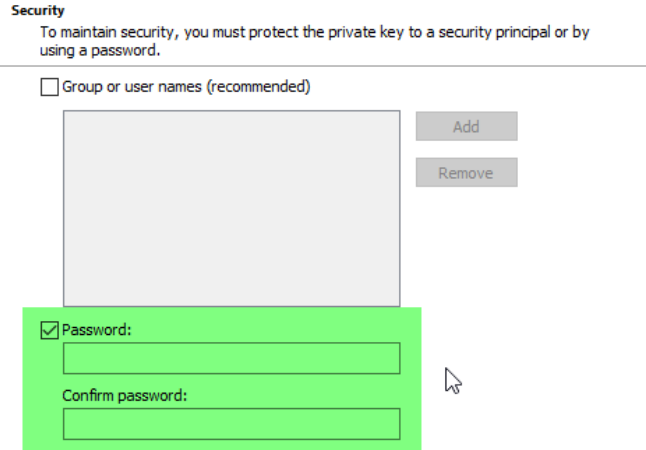
   a. Select Next.

12. Make sure to select Password:
    a. Provide the password that will used when you use the Certificate.
    b. Select Next.
13. Select Browse, navigate to the location where you wish to save the file.
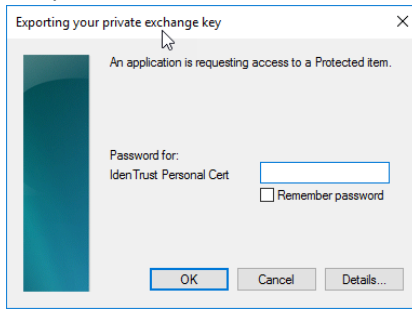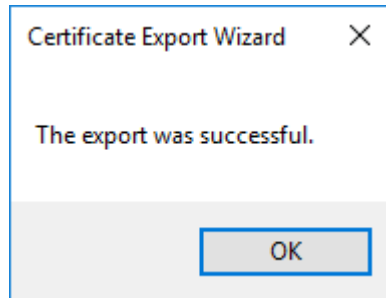14. Provide the name of the file,

    a. Select Save.
15. Click Next.

16. Click Finish.

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17. You need to provide the current Password that was assigned to the Certificate at the time it was
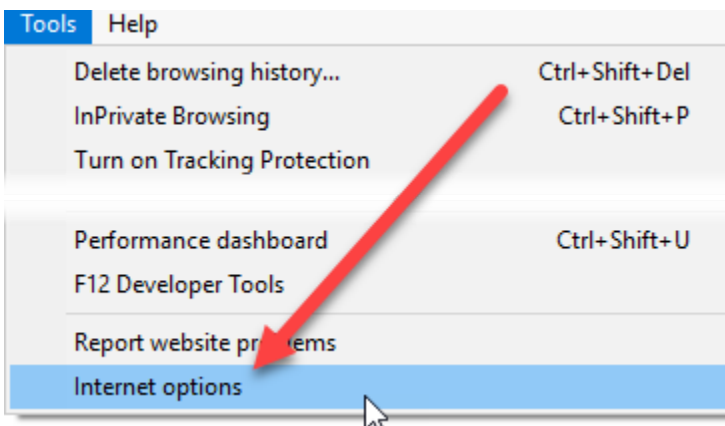

created.

18. Click Ok.
19. Close the Console app.

Export Certificate – Admin rights not required

Internet Explorer

1. From the menu bar, select Tools, then select Internet options

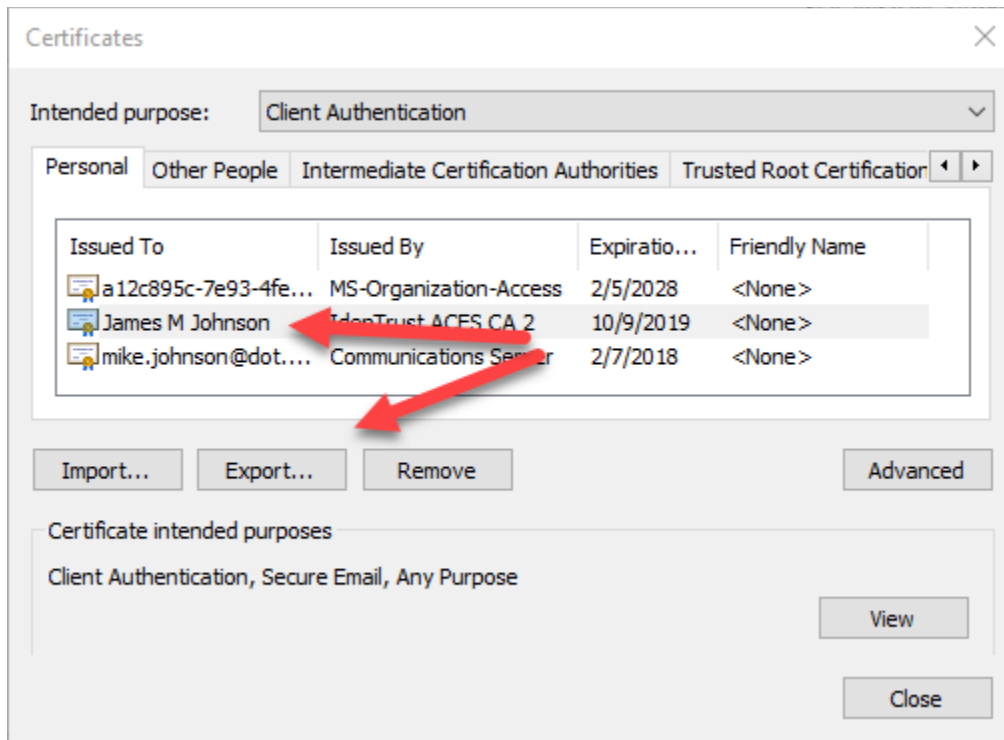2. Select Content tab, then select Certificates
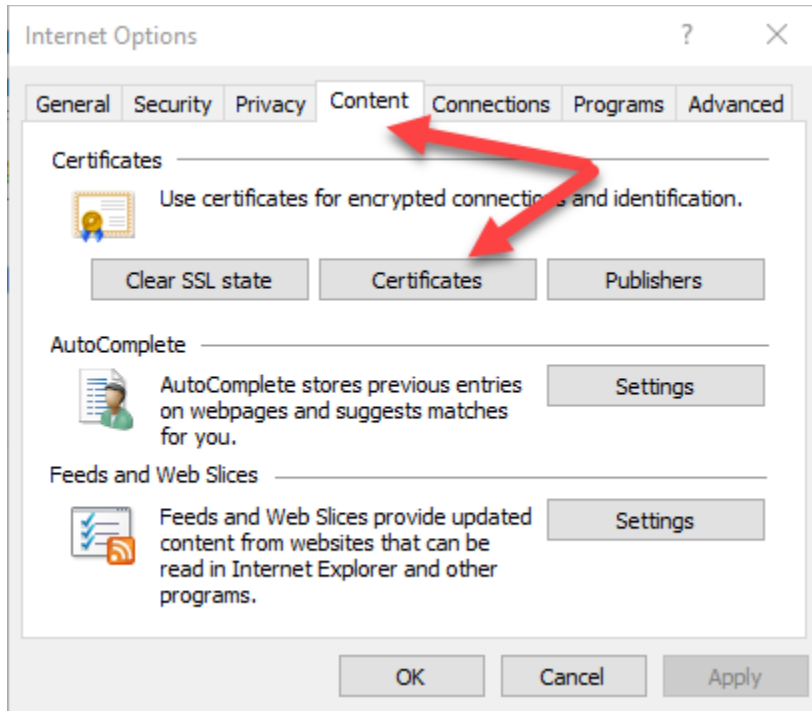
3. Select Client Authentication from the Drop down.
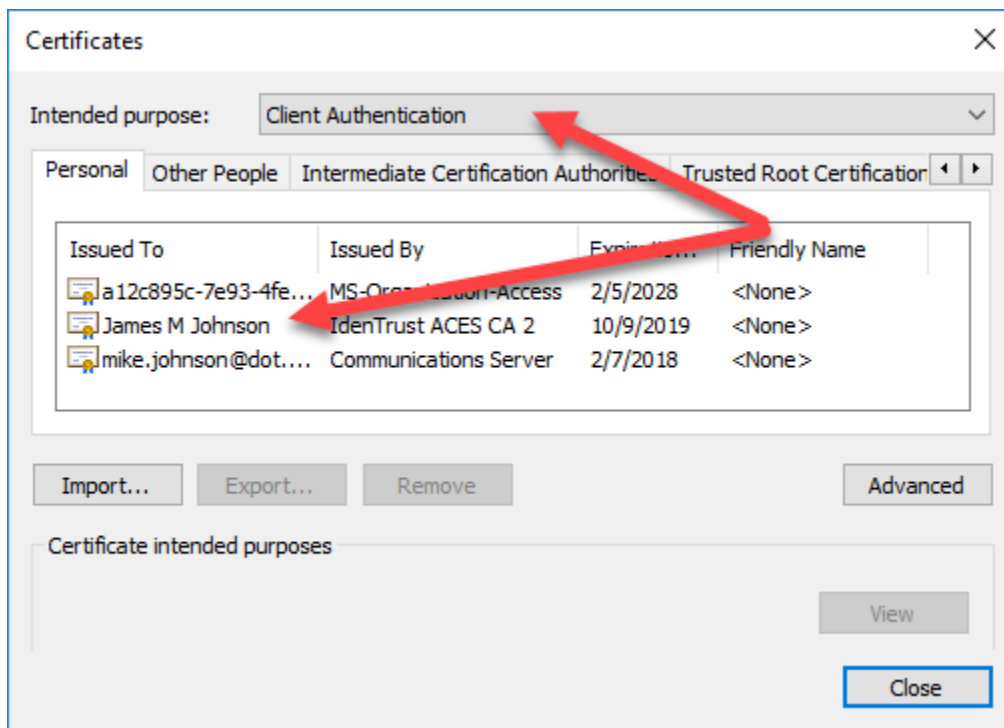
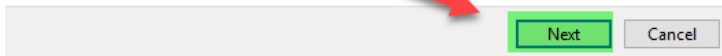
4. Select your Certificate, then select Export.

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5. Click Next.

6. Make sure to select the Yes, export the pricate Key.

← 📑 Certificate Export Wizard

Export Private Key
You can choose to export the private key with the certificate.

Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.

Do you want to export the private key with the certificate?

◉ Yes, export the private key

○ No, do not export the private key

[Next]   [Cancel]

a. Click next.

Export File Format
Certificates can be exported in a variety of file formats.

Select the format you want to use:

○ DER encoded binary X.509 (.CER)

○ Base-64 encoded X.509 (.CER)

○ Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)

☐ Include all certificates in the certification path if possible

◉ Personal Information Exchange - PKCS #12 (.PFX)

☑ Include all certificates in the certification path if possible

☐ Delete the private key if the export is successful

☑ Export all extended properties

☑ Enable certificate privacy

○ Microsoft Serialized Certificate Store (.SST)

7. Make sure to select the following items.
    a. Select Next.

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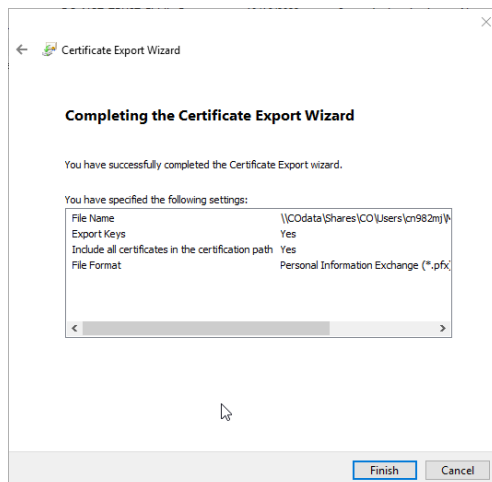State Construction Office (SCO)
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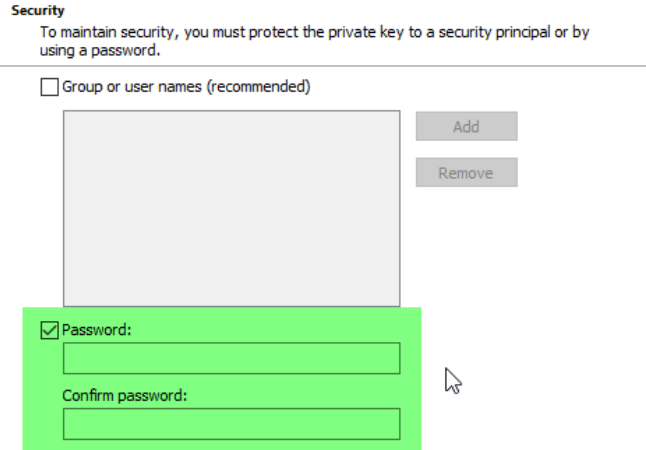
8. Make sure to select Password:
    a. Provide the password that will used when you use the Certificate.
    b. Select Next.
9. Select Browse, navigate to the location where you wish to save the file.
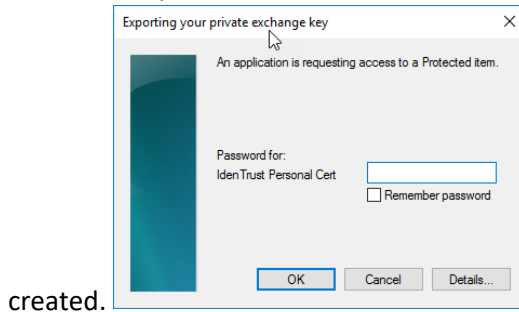10. Provide the name of the file,
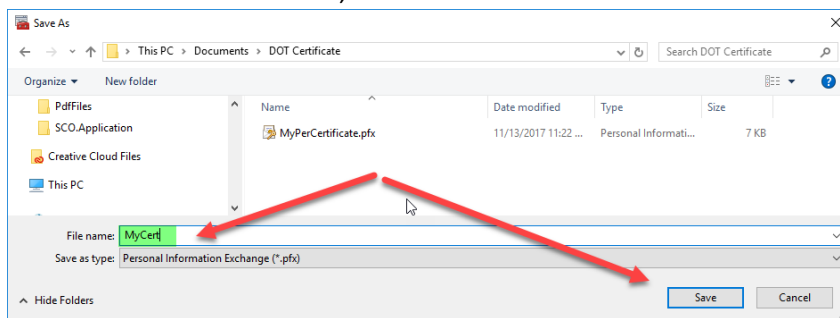
    a. Select Save.
11. Click Next.

12. Click Finish.

13. You need to provide the current Password that was assigned to the Certificate at the time it was

created.

Click Ok.

Sign Document using PSSP

Important: If you have not used FDOT Sign before and this will be your first time. You must make sure you are on a computer not an iPad/iPhone. iPad do not support uploading Certificate Files from the browser. So please complete the steps outlined under MyProfile before using this feature on an iPad or iPhone

1. Click on the **Sign Document** link under the FDOT Sign column.
   a. This will take you to the FDOT Sign Application.
      i. If you are at a FDOT computer or logged into FDOT servers via VPN you will not be prompted to login.
      ii. If you are outside of FDOT servers you will be asked to log in.
   b. Once you log into FDOT Sign application you will be asked to provide PSSP log in credentials.
2. Provide your PSSP credentials:
   a. Click Down Load Document.
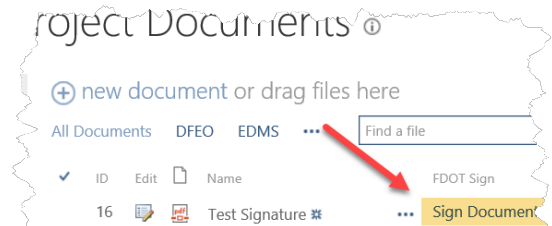
3. Provide the required information.
   a. Certificate Password.
   b. Reason, if needed.
   c. Select Signature
      i. If there is more than one signature block.
   d. Click on Sign Document.

4. Once the document is signed you will be given to options.
   a. Down Load Signed Document
   b. Send to PSSP
      i. The second option will replace the original document on PSSP with the signed document.

5. Select Send to PSSP.
6. If all goes well you see the following message.
7. The file is now updated on PSSP site.