

Creating a Digital Signature for Fabricator's in FDOT Welding Forms, Instructions for Adobe Reader

Sample PQR or FWST Signature Block:

	Fabricator's AWS CWI #:	CWI Exp. Date:	
Fabrication Facility	Fabricator's AWS CWI Digital Signature (Click to sign)		Date Signed
	Inspection Firm CWI #:	CWI Exp. Date:	
Commercial Inspection Firm (Welding Witness)			Date Signed
Return this completed form to the FDOT State Materials Office, Structural Materials Section			

Sample WPS Signature Block:

WELDING PROCESS					FABRICATOR'S CWI DIGITAL SIGNATURE	
Pass or Weld Layer(s)	Filler Metal Diam.	Current	Volts	Travel Speed IPM	AWS CWI #:	CWI Exp. Date:
					Fabricator's AWS CWI Digital Signature (Click to sign)	
					UPLOAD FDOT CONSULTANT STAMP	

The signature blocks look different from one type of form to the next and are in different locations, however the digital signature process is the same for all three types of forms.

Note: After the form is digitally signed, all the Fabricator's fields will be locked down and cannot be changed. This is to protect your work so **before you digitally sign your form:**

1. Be sure all the Fabricator's fields are completed and correctly filled in.
2. Before you digitally sign the form be sure to **save the unsigned completed form** for your edification, then **save another unsigned copy of your completed form** using "Save As" and give it another name so you'll have a completed unsigned version of the form that can be changed should edits need to be made. (Adobe prompts you to save as, but it only saves a blank copy of the form. You will need to manually save a copy of the completed form.)

You only need to create your digital signature once. After it's been created successfully, you'll be able to use it again until it expires 5 years after initial creation.

- A. After you've correctly filled in the form and saved an **unsigned copy** of the completed form, locate the "Fabricator's AWS CWI Digital Signature" box on your form.
- B. Click in the Fabricator's AWS CWI Digital Signature box to start the digital signature creation process.

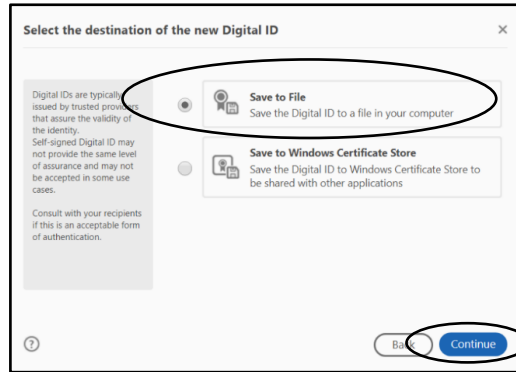
C. When you click in the signature box, a "Digital ID Configuration Required" Box will pop up.

1. Select "Configure Digital ID"
2. You'll get a pop up box as shown on to the right.
3. Select "Create a new Digital ID"
4. Select "Continue"

Note: You should only need to do this once. After you've created your digital signature, you can use it again.

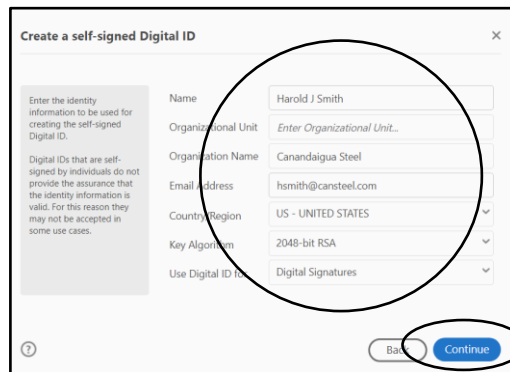
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1. You'll get a pop up box "Select the Destination of the new Digital ID" box as shown on the right
2. Select "Save the File"
3. Select "Continue"



- D. You'll get a pop up box "Create a self-signed Digital ID". This screen is where you'll fill in the information that will appear in your signature.

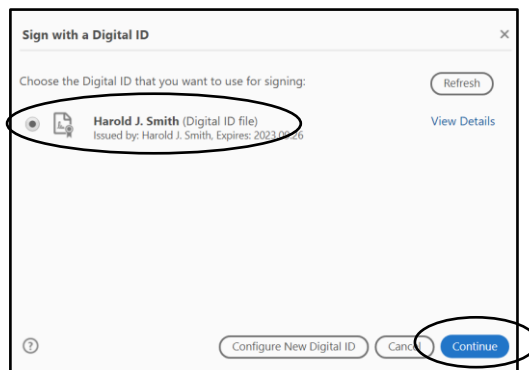
1. At a minimum, fill in your Name (if possible as it appears on your AWS CWI certificate/card), Organization Name (Fabrication Facility), and Email Address
2. The following should be filled in as follows:
 - a. Country/Region: US
 - b. Key Algorithm: Default
 - c. Use Digital ID for "Digital Signature"
3. Enter the information
4. Select "Continue"



5. Select the location to save the file. You can either save the file in the default location or you can browse to save it in a different folder.
6. Enter and save your password. FDOT requires your digital signature to be password protected for authentication.
7. Select "Save"



8. You'll get a pop up box "Sign with a Digital ID".
9. Choose the signature you want to use. (Most will have only one, but if you have more than one, choose the one for FDOT.)
10. Select "Continue"

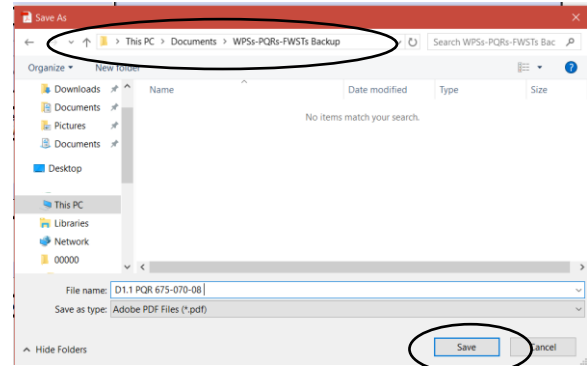


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- 11. Leave "Appearance" as "Standard Text"
- 12. Enter the password you created.
- 13. Select "Sign"



- 14. Adobe Reader will prompt you to Save a Backup Copy of the form. This step leaves your blank form blank in its original location, and saves the completed form in a different location.
- 15. Choose a location to save the completed and signed form
- 16. Select "Save"



E. Your digital signature will be placed in the document, and the document is locked to prevent changes to your entries.

	Fabricator's AWS CWI #: 12345678 CWI Exp. Date: 4/1/2019	
Canandaigua Steel Fabrication Facility	Harold J. Smith Digitally signed by Harold J. Smith Date: 2018.09.26 16:58:18 -04'00'	September 26, 2018 Date Signed
	Inspection Firm CWI #: CWI Exp. Date:	
Commercial Inspection Firm (Welding Witness)		Date Signed
Return this completed form to the FDOT State Materials Office, Structural Materials Section		