## Send your Certificate to Others

- 1. Open Adobe Acrobat X Professional.
- 2. Open Microsoft Outlook or other e-mail program that is loaded on your PC or labtop.
- 3. Choose View from the menu bar.
- 4. Under View go to Tools and select Sign & Certify.



- 1. Select More Sign & Certify from bar that shows up on right side of the window
- 2. Under More Sign & Certify select Security Settings...

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- 5. Select Digital IDs on the left
- 6. Click the Export Button



- 7. Select Email the data to someone
- 8. Click Next to send your certificate as an FDF file to another user.

Data Exchange File - Export Options	X
You have chosen to export the following data:	
My Certificate(s)	
Certificates are exported to allow the recipients to Validate signatures created by you and to encrypt documents for you, Exporting your certificate does not export your private key.	
Export Options	-
Select whether you want to save the data to a file or share it via email:	
💽 Email the data to someone	
🔘 Save the data to a file	
Next Cancel	3

9. For <u>To:</u>, Type (or copy and paste) in the following email addresses. Include a semicolon between each of them:

Warren.LaDuke@dot.wi.gov; Julie.DeBauche@dot.wi.gov; Jeremy.Iwen@dot.wi.gov; Richard.Vela@dot.wi.gov; DOTDTSDCOUtilityCoordination@dot.wi.gov

10. Click Email.

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To:	Warren.LaDuke@dot.wi.gov; Julie.DeBauche@dot.wi.g
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To open Acrobat	and process the file attachment, you need Adobe 6.0 Professional or Standard, Adobe Reader 6.0, or

- 11. An e-mail similar to the one shown below will pop up.
- 12. Click Send.
- 13. With these steps complete, you will be able to digitally sign a PDF document, send documents to anyone who has your certificate, and that person will be able to verify that the digital signature on the document is really yours.

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14. If you need guidance signing a document with your digital Signature, proceed to "Sign Document with Signature."