Sign a document with your digital Signature

- 1. Open Adobe Acrobat X Professional.
- 2. Choose View from the menu bar.
- 3. Under View go to Tools and select Sign and Certify

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1	Name of Utility Coordinator Megan Scherer	Ja <u>v</u> aScript <u>A</u> ccessibility	s erer@dot.wi.gov	Area Code - Telephone Number (262) 548-5924	
	Name of Firm or Region/Office	Analyze		Date Prepared	

Select Sign Document from list that pops up on right hand side of screen.
 A box will appear, click ok

5. A box will appear, click ok	
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Using your mouse, click and drag to draw the area where you would like the	► Protection
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	Sign Document
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Name or H	Apply Ink Signature
For WisDOT Region Utility Representative Use Only	Time Stamp Document
Project Description (Check all applicable) This is a Trans 220 project This is NOT a Trans 220 project	B Validate All Signatures
A copy of the Utilities Special Provision as described in FDM Procedures 18-10-40, 19-10-40, and 19-15-25 is attached. Utility(s) Clear for Letting (Check one if applicable)	The Mary Sing & Castify
The above contains any utility(s) within the improvement project limits and all necessary coordination arrangements have been made.	More sign & Certify
Within the improvement project limits, the project will not conflict with or impact every utility. Any utility(s) not in conflict or impacted by the project need not be listed in the table above.	Certify

6. Click and drag a box over the area you would like to place your digital signature.

F0	r WISDOT Region Utility Representative Use Only	
Project Description (Check all applicat	ble)	
This is a Trans 220 project	This is NOT a Trans 220 project	
A copy of the Utilities Special Pro Utility(s) Clear for Letting (Check one	vision as described in FDM Procedures 18-10-40, 19-10- e if applicable)	40, and 19-15-25 is attached.
The above contains any utility(s) been made.	within the improvement project limits and all necessary or	pordination arrangements hav
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- 7. The following window should pop up
- 8. Type in the password you used when creating your digital ID.
- 9. Click Sign.

Password:			
Certificate Issuer: Megan S	cherer	Info	-
	Appearance:	Standard Text	•
Megan	Digitally sign DN: cn=Mega	ed by Megan Scherer an Scherer,	
Scherer	emailemegan.scherer@dot.wi.gov, c=US Date: 2013.10.24 11:54:36 -05'00'		
🔲 Lock Document After Si	gning		2

- 10. A window will pop up so that you may save the signed document
- 11. Once you found where you would like to save the signed document, click save.
- 12. You should now see your signature on the document.