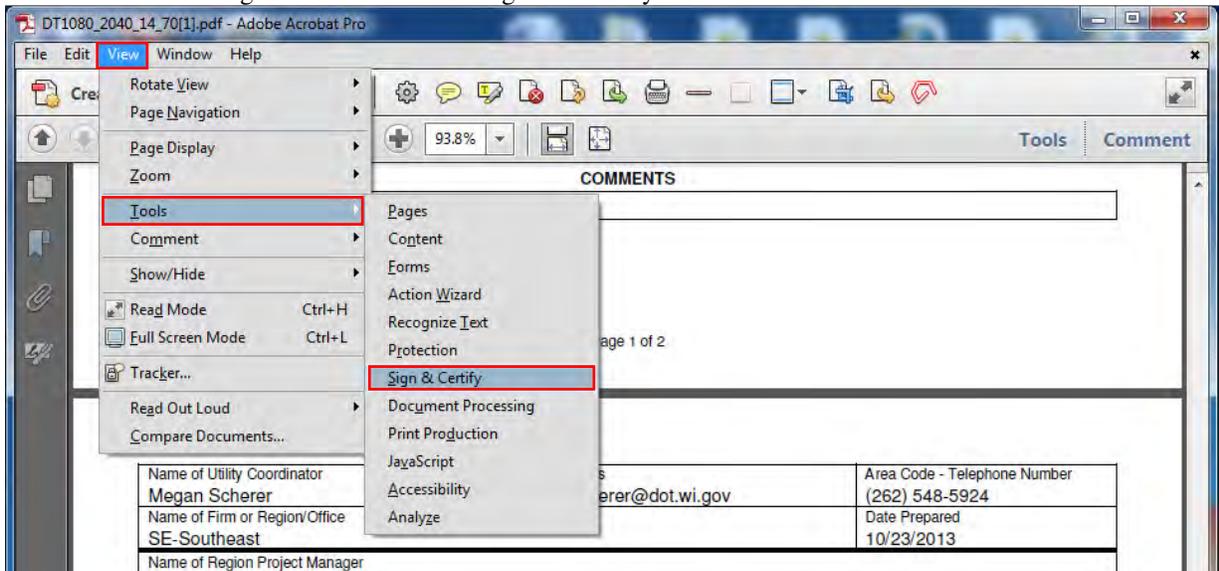
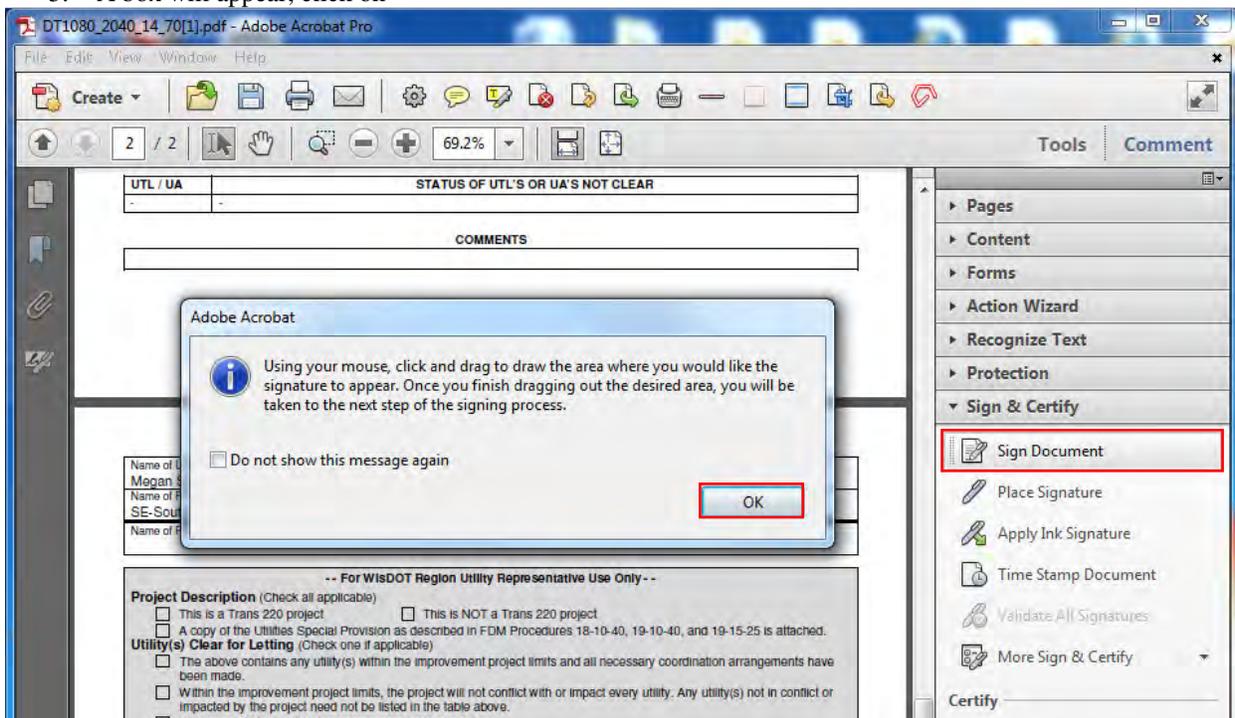


Sign a document with your digital Signature

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



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



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

Name of Region Project Manager

-- For WisDOT Region Utility Representative Use Only --

Project Description (Check all applicable)

This is a Trans 220 project This is NOT a Trans 220 project

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 above contains any utility(s) within the improvement project limits and all necessary coordination arrangements have been made.

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.

No known utility(s) within the improvement project limits.

Utility(s) Not Clear for Letting (Exception request submitted. When utility(s) clear, resubmit USR.) (Check all applicable)

Necessary coordination arrangements have not been made with utility(s). (See COMMENTS)

UTL's or UA's not clear. (See STATUS OF UTL'S OR UA'S NOT CLEAR)

I CERTIFY the above to be accurate to the best of my knowledge.

Region Utility Representative Print Name _____ Region Utility Representative Signature _____ Date _____

Paste Utilities Special Provision here (Place cursor in fill-in field to insert text.)

- The following window should pop up
- Type in the password you used when creating your digital ID.
- Click Sign.

Sign Document

Sign As: Megan Scherer <megan.scherer@dot.wi.gov>

Password: _____

Certificate Issuer: Megan Scherer Info...

Appearance: Standard Text

Megan Scherer

Digitally signed by Megan Scherer
DN: cn=Megan Scherer,
o=WisDOT, ou=SE TSS Utility Unit,
email=megan.scherer@dot.wi.gov,
c=US
Date: 2013.10.24 11:54:36 -05'00'

Lock Document After Signing

Sign Cancel

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