

Title Sheets – Adding Digital Signatures on Tier 1 Sheets

When adding Digital Signatures to Tier 1 Title sheets you will receive an email with a ProjectWise link to the Title Sheet in PDF format.

Click the link and ProjectWise will open (if you don't already have it open) and it will automatically take you to the file location.

Double click the file in Adobe or Bluebeam

The signature field blocks should already be in the file, there is no need to create a block yourself.

TIER 1 PROJECT

RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION
DISTRICT PLANNING AND INVESTMENT MANAGER
DISTRICT PROJECT DEVELOPMENT ENGINEER
APPROVED FOR RIGHT OF WAY ACQUISITION
DISTRICT ENGINEER/ADMINISTRATOR

RECOMMENDED FOR APPROVAL FOR CONSTRUCTION
DISTRICT PLANNING AND INVESTMENT MANAGER
DISTRICT PROJECT DEVELOPMENT ENGINEER
APPROVED FOR CONSTRUCTION
DISTRICT ENGINEER/ADMINISTRATOR

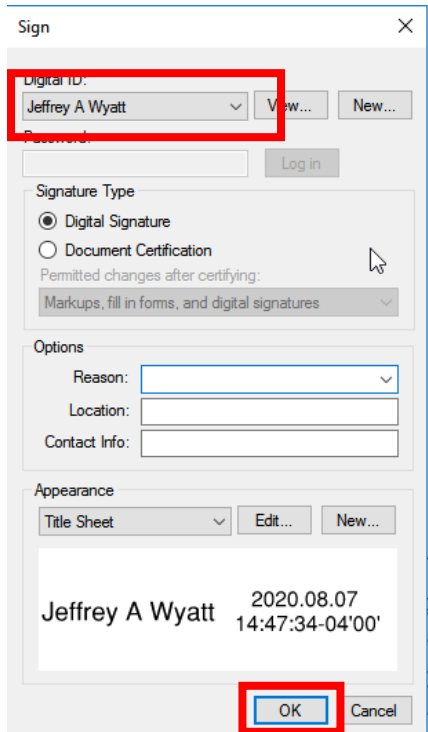
Click the signature block where you need to put in your digital signature. Be sure that your signature has been correctly configured to match the one shown below. For instructions on how to configure your signature appearance, please see the [Setting Up Default Title Sheet Signatures.docx](#) job aid.

Jeffrey A Wyatt	2019.09.09 10:29:54-04'00'
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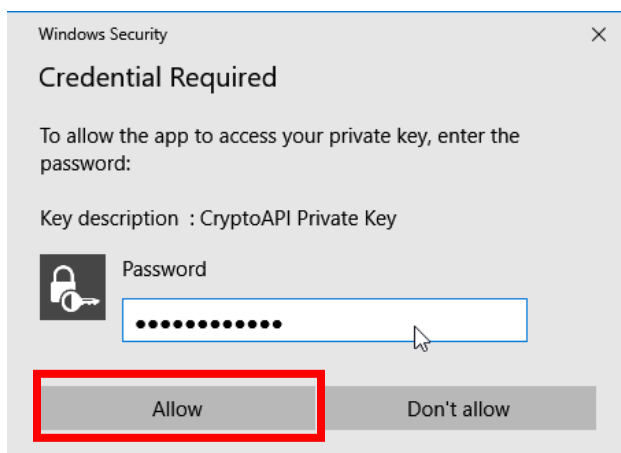
Bluebeam Instructions

- Select the correct Digital ID on the Sign window
- Click OK



A window will pop up asking you to save the document – after you choose where you are going to save the document a security window will pop up

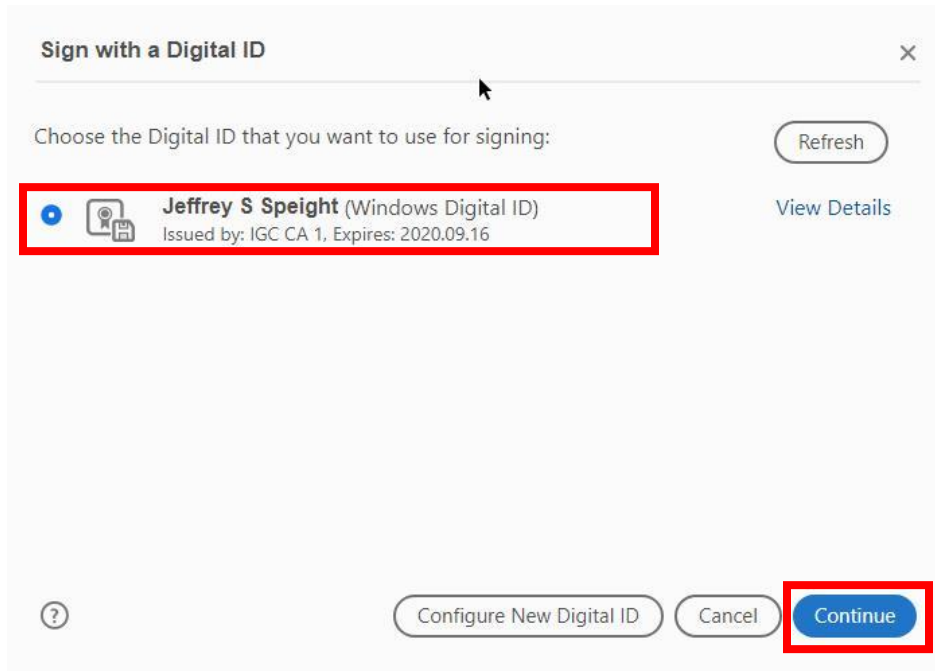
- On the security window that comes up enter your certificate password
- Click Allow.



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Adobe Instructions

- Select your digital ID
- Click Continue



- Select your saved appearance from the drop down
- Enter your password
- Click Sign

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The screenshot shows a dialog box titled "Sign as 'Kevin Takala'". At the top, there is a header bar with a close button (X). Below the header, there is a section with "Appearance" and a dropdown menu showing "Created 2020.08.06 12:33:45 -04'..." with a downward arrow. To the right of this are "Create" and "Edit" buttons. The main area of the dialog displays the name "Kevin Takala" in a large font, with the date and time "2020.08.07 12:43:16 -04'00'" to its right. Below this, there is a checkbox for "Lock document after signing" and a link for "View Certificate Details". Underneath is the text "Review document content that may affect signing" and a "Review" button. At the bottom, there is a text input field with the placeholder "Enter the Digital ID PIN or Password..." and two buttons: "Back" and "Sign".

You may need to click the save button.

In either case, overwrite the local copy of the file from ProjectWise. This should be the default save location when the Save window comes up. Then, you can then close the file, and check it back into ProjectWise.

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