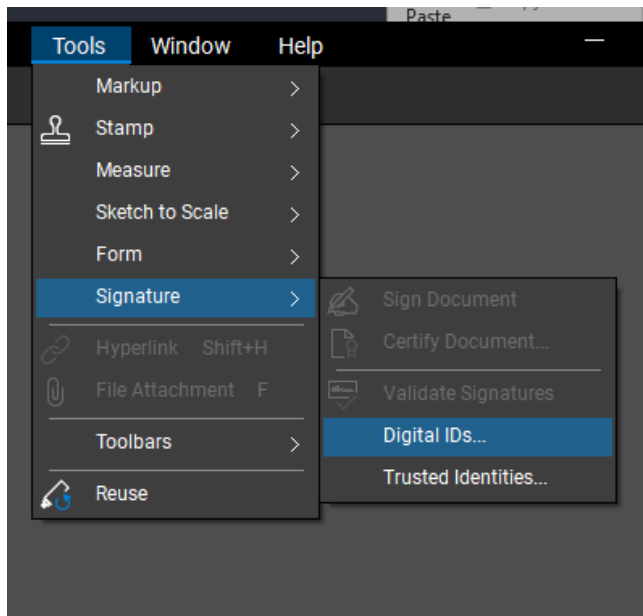


IdenTrust - Setting Up and Selecting Your Certificate

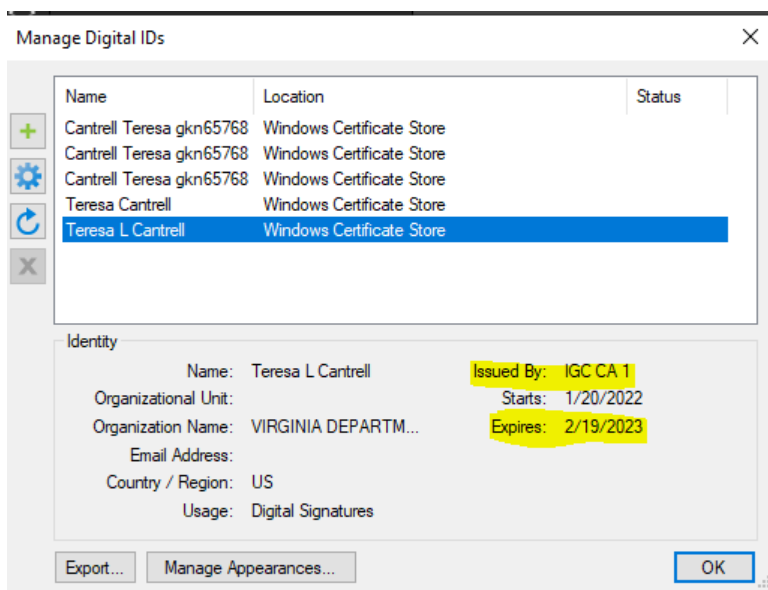
Once you have renewed your IdenTrust certificate you will need to choose the new certificate in Bluebeam and set up the appearance.

Setting up your new IdenTrust certificate

In Bluebeam click on Tools – Signature – Digital IDs



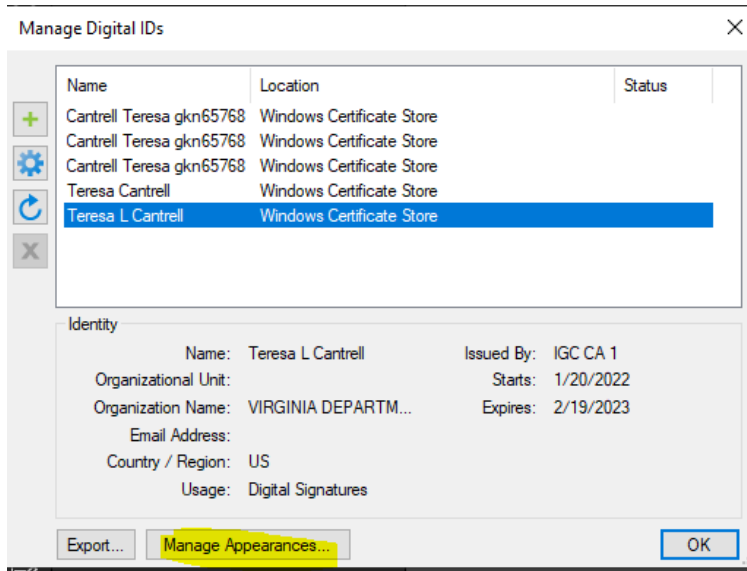
In the box you will want to choose the last certificate. Once you choose it you will see the expiration date in the Identity area.



IdenTrust - Setting Up and Selecting Your Certificate

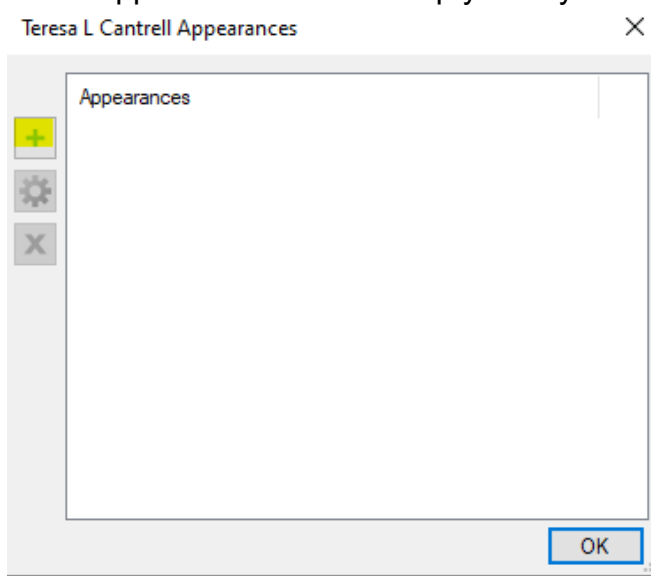
****Make sure that the Issued By is IGC – this is your IdenTrust certificate****

While you still have the certificate selected you will want to click on ‘Manage Appearances’



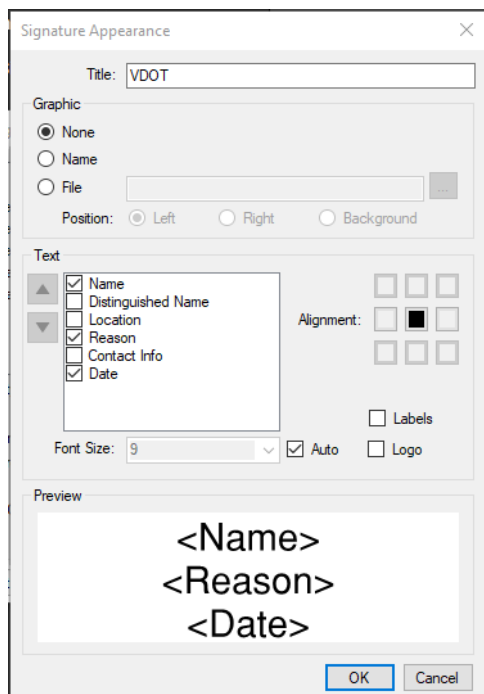
In the ‘Appearances’ box you will either a) see Standard or b) it will be empty.

- If you see Standard then you can double click it to edit it.
- If the ‘Appearances’ box is empty then you will click on the green + box



The Signature Appearance should be set up as below

- Title – VDOT
- Graphic – Set to none
- Text – Name, Reason, and Date should be the only ones selected
- Alignment – Center
- Labels – Uncheck
- Logo – Uncheck
- Auto – Checked

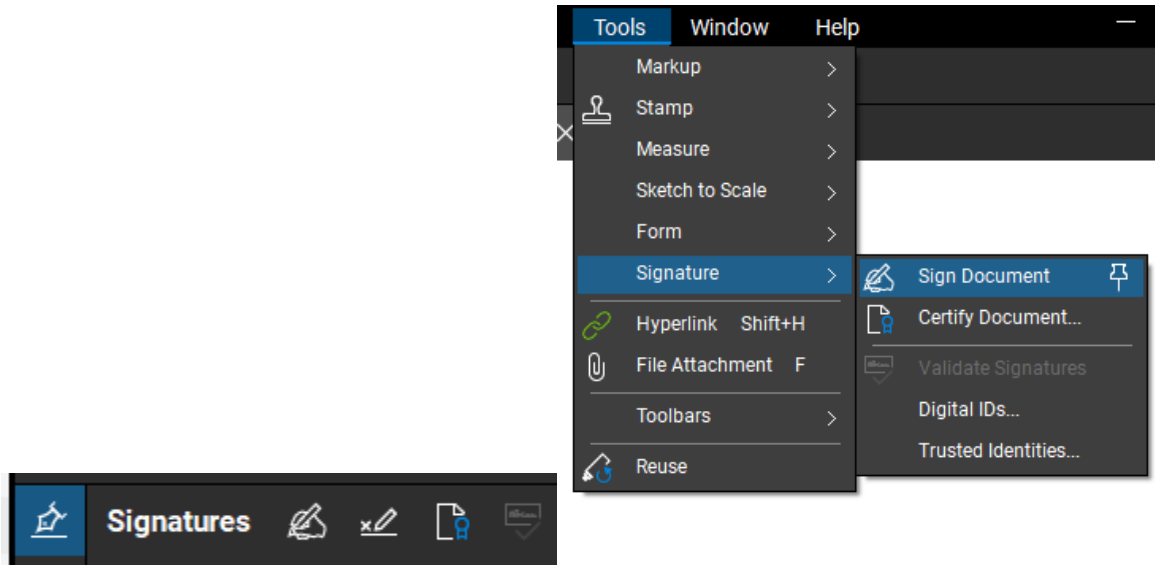


Once you have set up the appearance click OK. Choose OK to close the Manage Digital IDs popup.

Selecting your new IdenTrust certificate

In Bluebeam go to File – New PDF. This will open up a blank PDF that we are going to test the new certificate on.

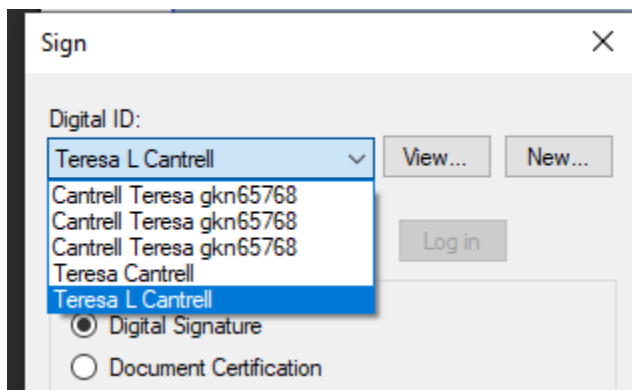
Once the blank PDF opens up click on the signing icon on the left hand side in the panel or go to Tools – Signature – Sign Document.



If you choose the Signing icon in the panel then you will need to also choose the hand holding the pencil as seen above.

Choose where you would like to sign the PDF and draw your box.

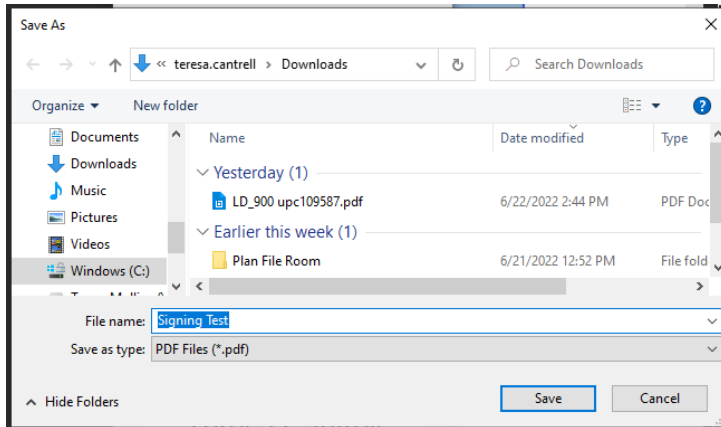
In the 'Sign' popup you will want to choose your Digital ID by clicking the drop down arrow. Your newest one will be the last one in the Digital ID dropdown.



IdenTrust - Setting Up and Selecting Your Certificate

Once you have chosen your ID then you will click OK.

You will then save the PDF to your location of choice and name it what you wish.



Click Save

You will then get the 'Credential Required' box where you enter in your password for your certificate. Once you have entered in your password click 'Allow'.



Your certificate has now been set up and selected. Once you have went through this process it will auto select the new certificate for you.

IdenTrust - Setting Up and Selecting Your Certificate

