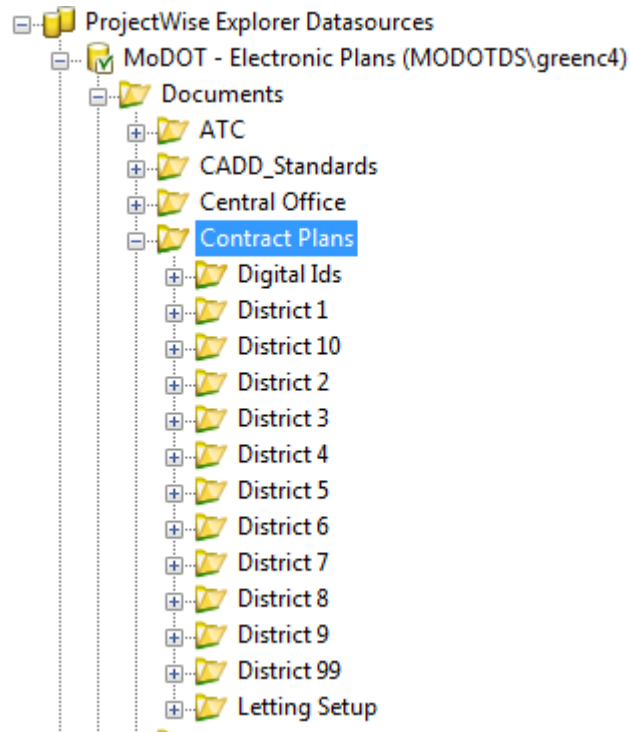
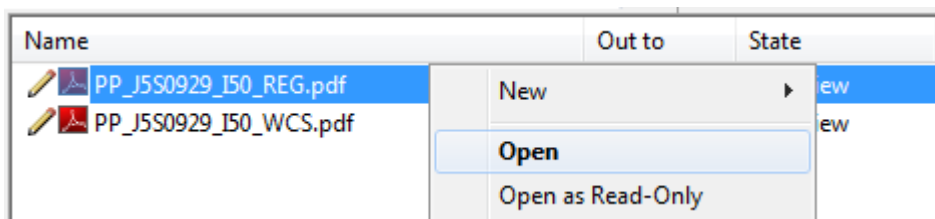


Digitally Signing PDF Files

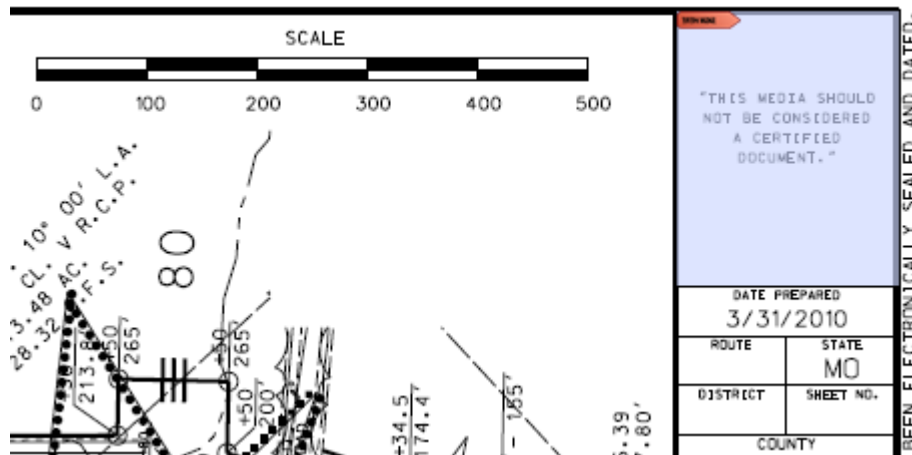
1. Launch/open the ProjectWise Explorer from the **icon** on the desktop or from **Start>>All Programs>>Bentley>>ProjectWise V8i>>ProjectWise Explorer**.
2. The first step in signing the contract plans is to open up the contract plan PDF file from ProjectWise. Locate the PDF file you are reviewing and planning to sign.



3. Once you have located the PDF file, open that file by **double left-clicking** on the file or by **right-clicking** over the file and selecting **Open**.



- After you have reviewed the PDF file and are ready to seal it, you will need to select the area designated to place your Digital ID and Seal, which is located in the title block area.



- After clicking the sealing area, a Sign Document dialog box will appear. You will need to do couple things in this dialog box. You will need to put in your **password** for signing and sealing the file that you previously have set up. Also make sure your **Appearance** is set to **your name**, not the Standard Text option that is in here. After those are completed, click the **Sign** button.

Sign Document

Sign As: Christian Schwandtner <christian.schwandtn> ?

Password: *****

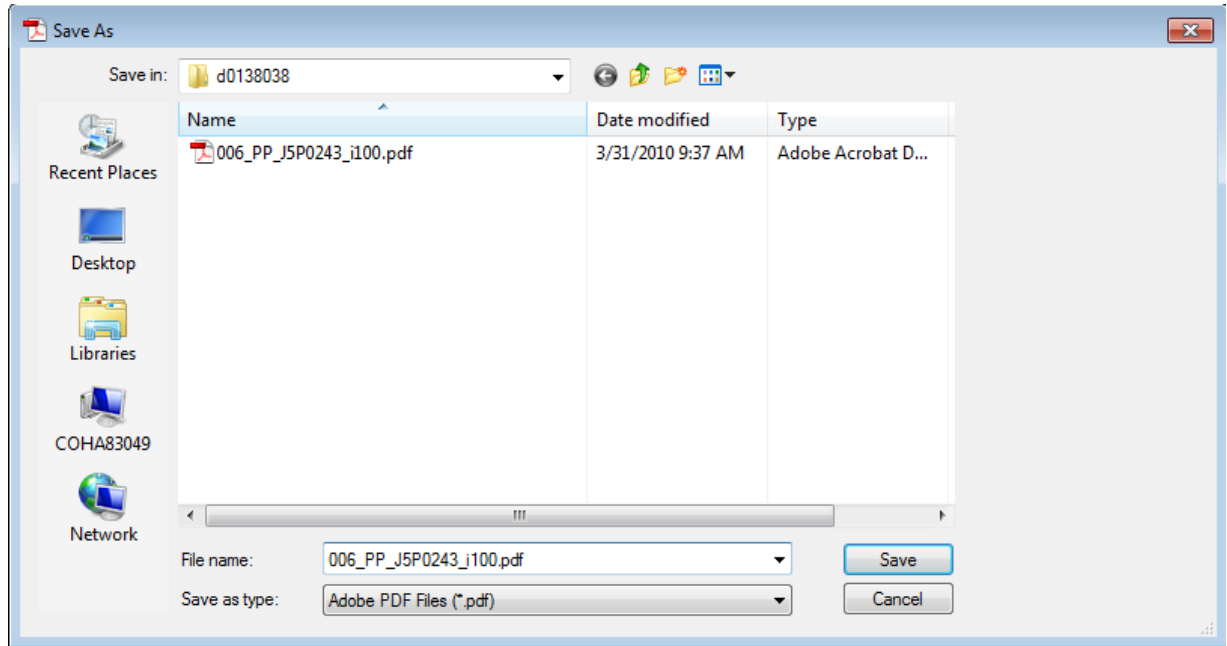
Certificate Issuer: Christian Schwandtner Info...

Appearance: Christian Schwandtn ?

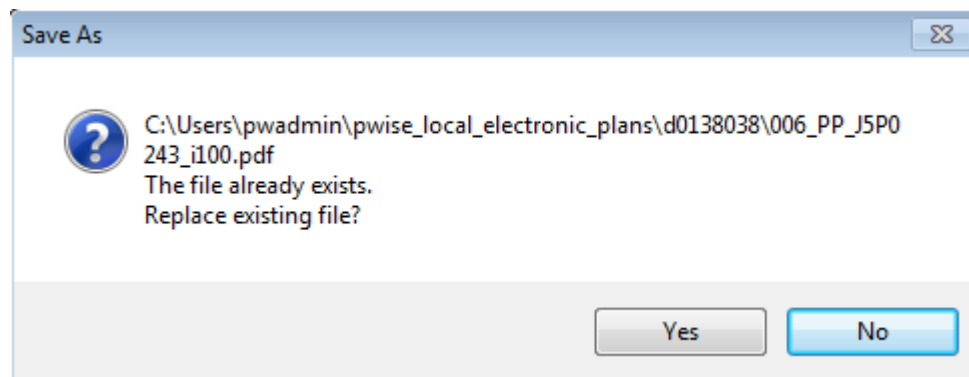
☐ Lock Document After Signing ?

Sign Cancel

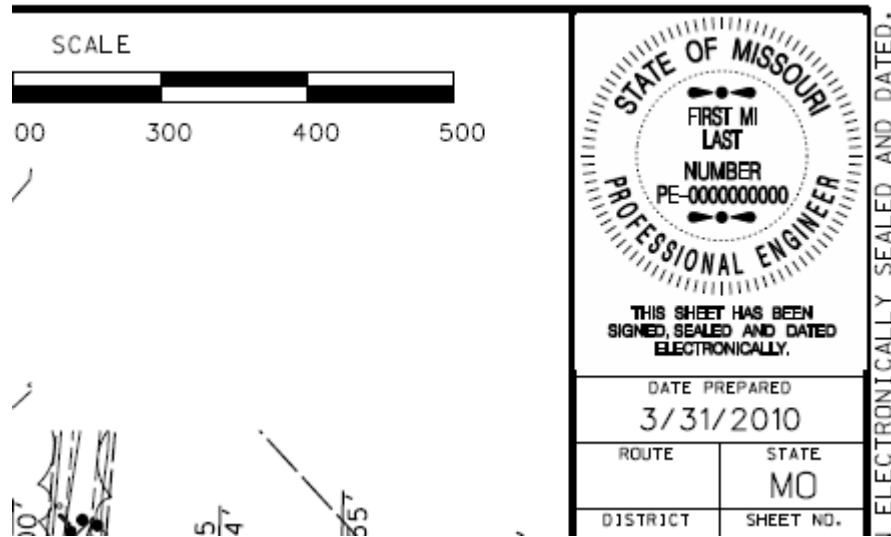
6. You will now be prompted to save the file. In the Save As dialog box, simply click the **Save** button.



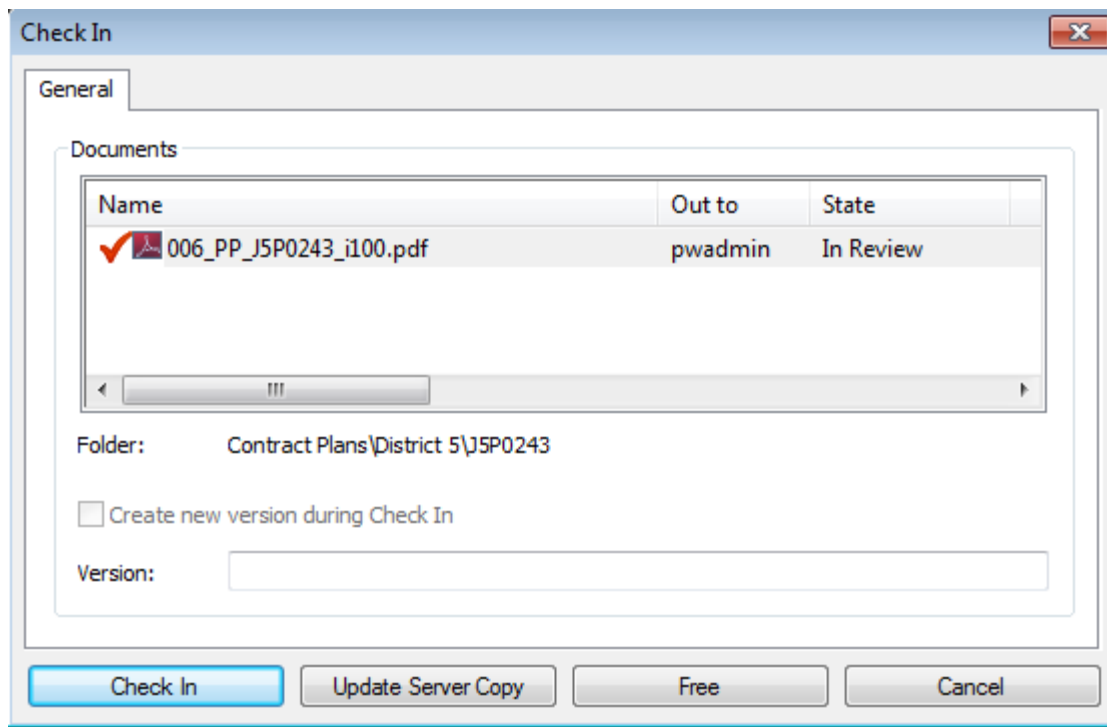
7. After the Save button is selected, you should get a message stating that the file already exists and do you want to replace the existing file. Click **Yes** so the seal can be placed in the PDF file.



8. Now you should see your seal appear in the title block area of the contract plans.



9. Now once you close out of the PDF file, you will be prompted to check in the document into ProjectWise.



10. After the PDF file has been signed and sealed, it will be necessary to change the state from “In Review” to “Signed and Sealed”. Over the selected file(s), right click it and go to **Change State – Next** to change the state to Signed and Sealed.

