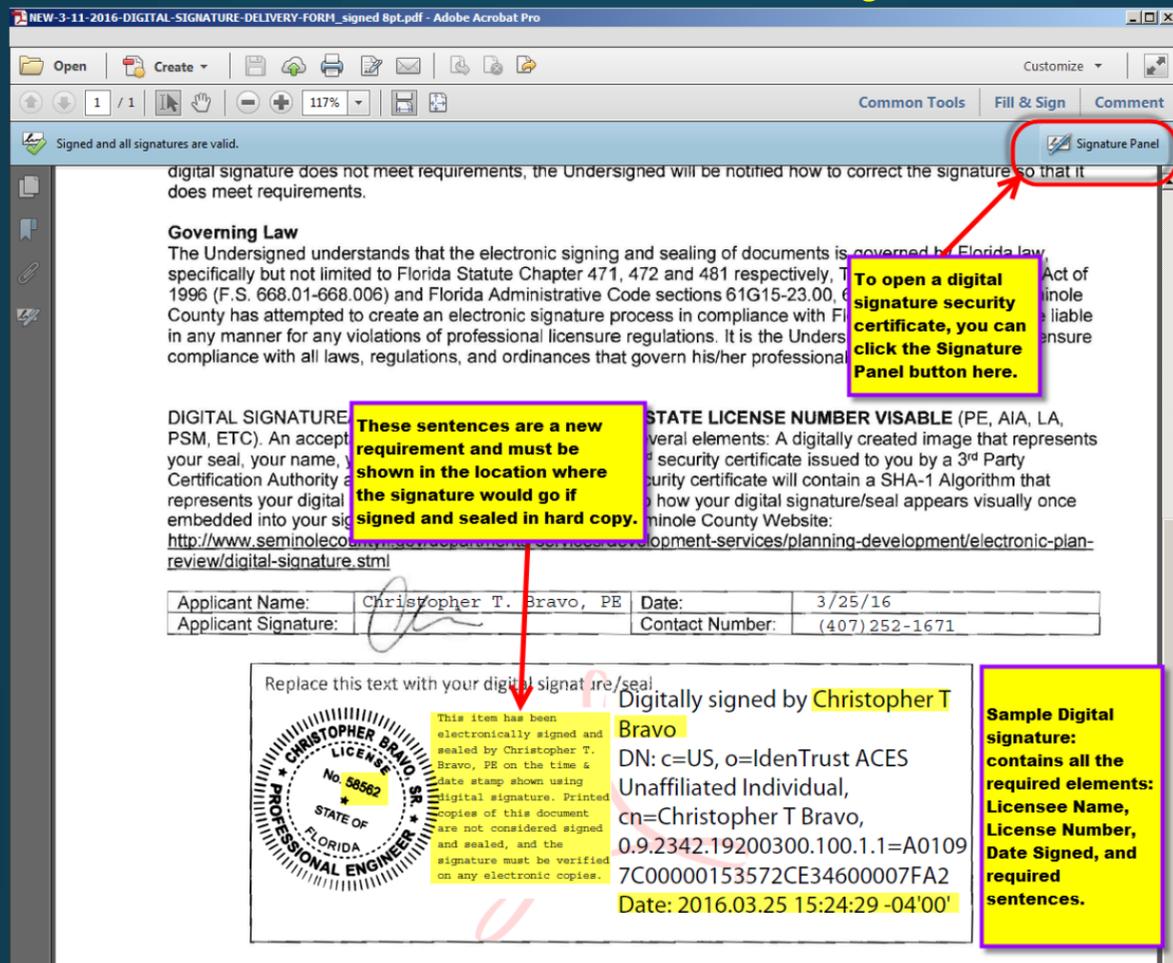


# New to Digital Signatures?

## What Does the County Look For in a Properly Signed Electronic File?

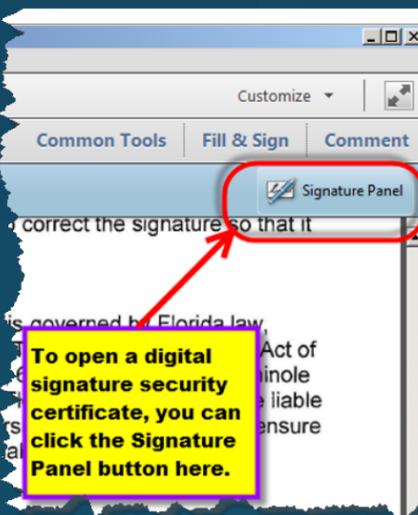
1. An clean image that represents your seal with NO handwritten signature across it. (Or, if you are a State Licensed Professional Engineer, you have the option of not using an image of your seal and instead adding a 3<sup>rd</sup> sentence as described in the requirements page).
2. The date the document was digitally signed/sealed.
3. Your State License number.
4. Two sentences must be contained in the area that the file would be signed/sealed if in hard copy. It is highly recommended that the sentences be contained as an image and imported into the customized appearance of your digital signature.
5. Evidence of a 3<sup>rd</sup> Party Certification Authority (CA) as the security certificate issuer.

## SAMPLE: Visual Details We Look For Using Adobe XI

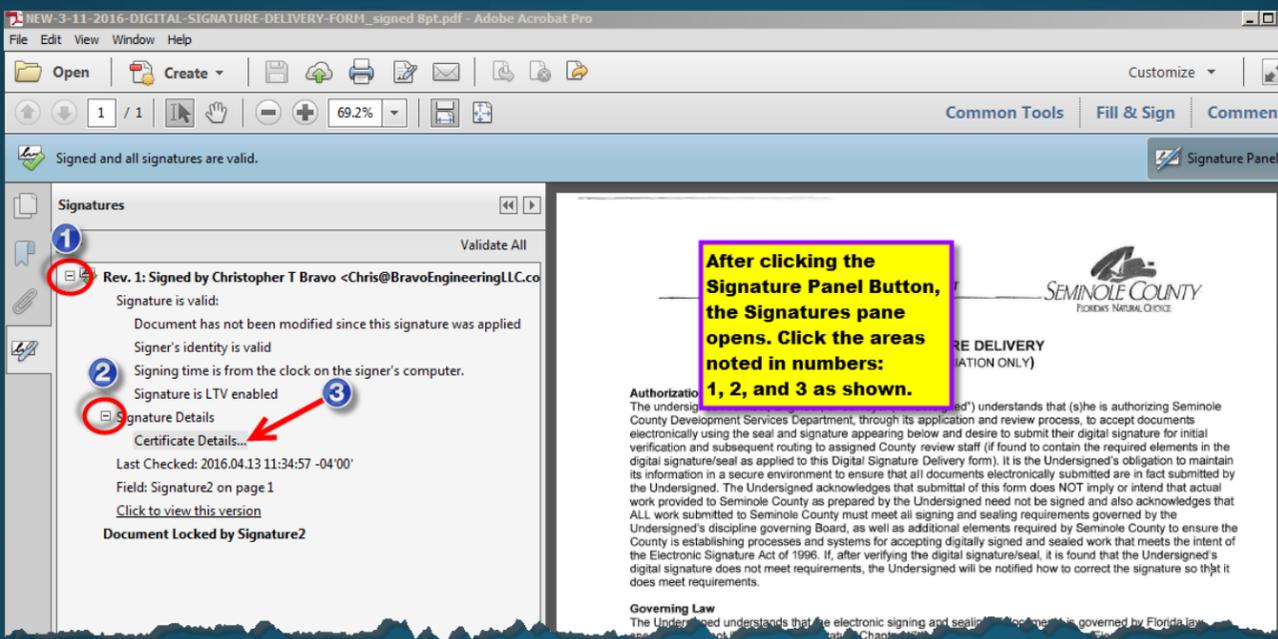


## SAMPLE: Opening the Certificate to Check for the 3<sup>rd</sup> Party CA

1.



2.



3.



Anyone that your electronically signed/sealed file signed with a digital signature is given to should be able to open the security certificate and see these details using the Public Key automatically included with the file once your digital signature/seal has been applied.

The Details Tab is also checked to ensure that the SHA-1 (at a minimum) is available, and there is no indication of any issues with the digital signature within any tabs or areas of the certificate.