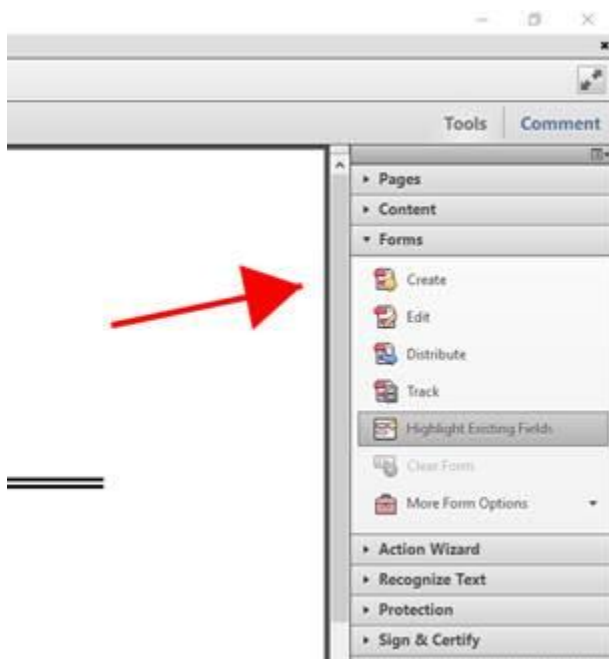


Digitally Signing Preliminary Plans in ProjectWise

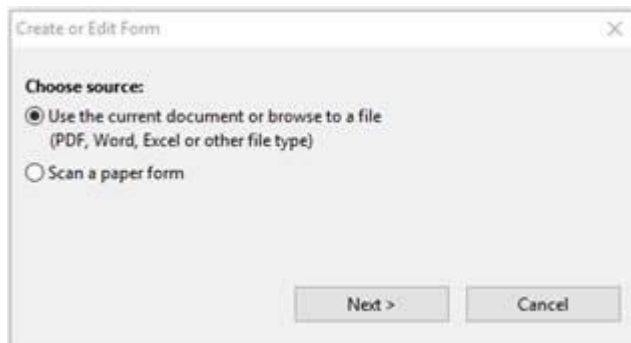
Here are some simple steps for digitally signing preliminary plans using ProjectWise and placing the PDF plans in the Specifications and Estimate folder under the job number. Make sure your District Engineer has access to this location.

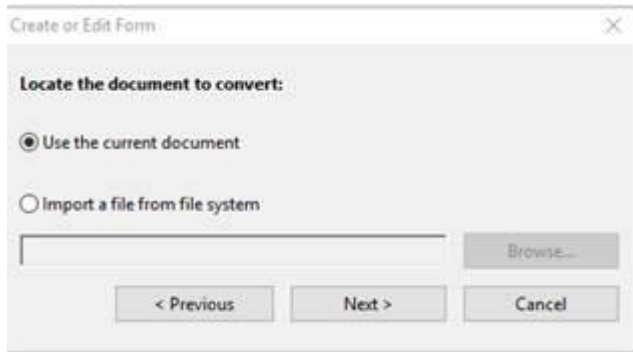
The following are the steps to use:

1. When you are finished with the preliminary plans Word document convert it to a PDF file.
2. Open the PDF file. Click on the **Tools** menu in the upper right-hand corner and under forms click on **Create**.

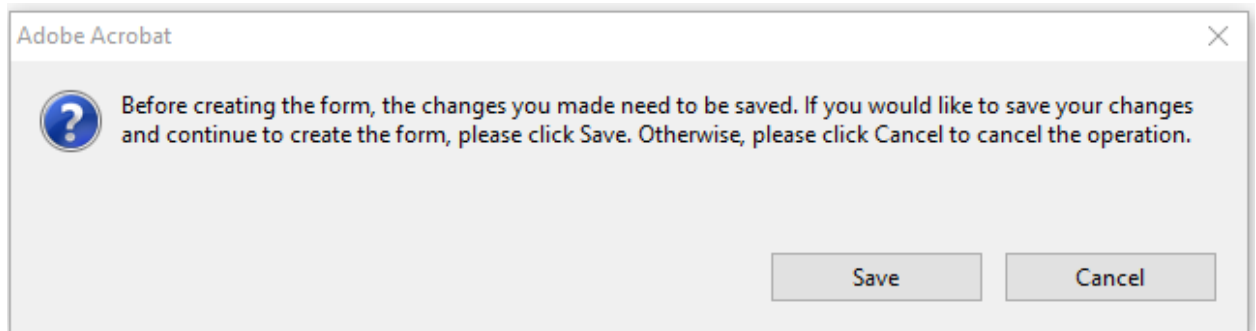


3. Once you click **Create** you will get the following popup boxes. Just press **<Next>** for each of these popups.

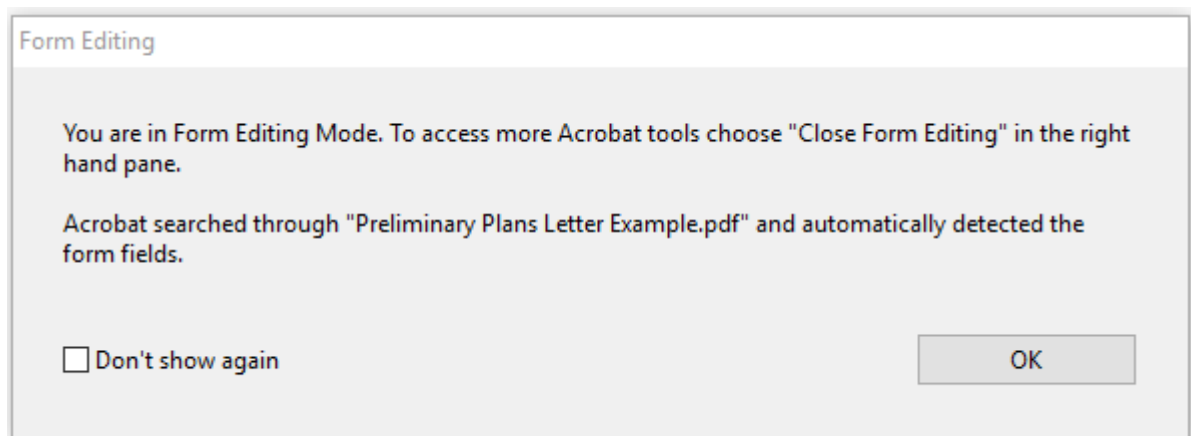




4. The next popup box will ask you to save the PDF document. Go ahead and press **<Save>** and save the document. This can be done off your desktop location.



5. Go ahead and press **<Ok>** on this next box. This will add fillable blocks for the comments, the district engineer and date inside the PDF file as shown below.



Attachments: Title Sheet, Typical Sections, Special Sheets, and Estimate

District Engineer Comments:

District Engineer Comments 1
District Engineer Comments 2
District Engineer Comments 3
District Engineer Comments 4

Approved by:
Steve Campbell, P.E.
District Engineer

Date

- At this point go ahead and delete the block for district engineer. We are going to add a new field for electronic signature. You can just click on the box and press delete. It should now look like this.

Attachments: Title Sheet, Typical Sections, Special Sheets, and Estimate

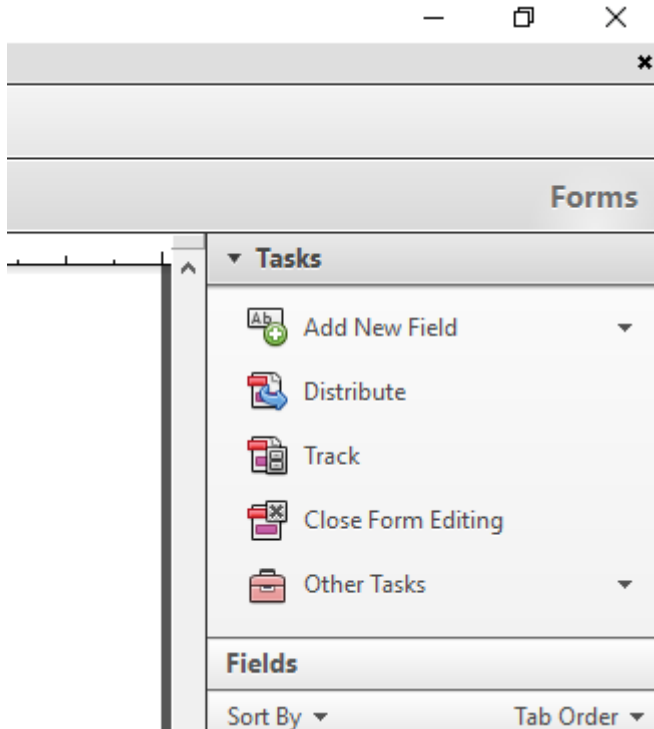
District Engineer Comments:

District Engineer Comments 1
District Engineer Comments 2
District Engineer Comments 3
District Engineer Comments 4

Approved by: _____
Steve Campbell, P.E.
District Engineer

Date

- In the upper right-hand corner, you should see the following options. Click on the dropdown menu **<Add New Field>** and then click on **<Digital Signature>**. This will create a box that you can place on the district engineer signature line. You may have to reduce the size of this box some.



Attachments: Title Sheet, Typical Sections, Special Sheets, and Estimate

District Engineer Comments:

District Engineer Comments
District Engineer Comments
District Engineer Comments
District Engineer Comments

Approved by:

Steve Campbell, P.E.
District Engineer

Date

8. Now you can save this file and combine it with the PDF plans, estimate and any other documents you want with the preliminary plans file. Do not combine the preliminary plans letter with the plans and estimate first because if you create the form as in Step 2 it will create comment blocks throughout the entire set of plans and estimate.
9. Next, copy the file to ProjectWise under the Specifications and Estimate folder. Then copy a link of this location and paste it into an email to the district engineer when you request review and approval. The district engineer should be able to click on the link in the email and it will take them directly to the file in ProjectWise where they will be able to click on the signature box

and add any comments to the file. When they click on the signature box they will have the choice to sign their seal or change it to just a signature. They will want to use the signature. Once they are done, they can click out of the file and it will ask them to save and check the file back in. Just do both of these.

10. Once the district engineer is finished, they can reply to the email stating it is complete. The project manager can then copy the file out to eProjects or leave it in ProjectWise.