

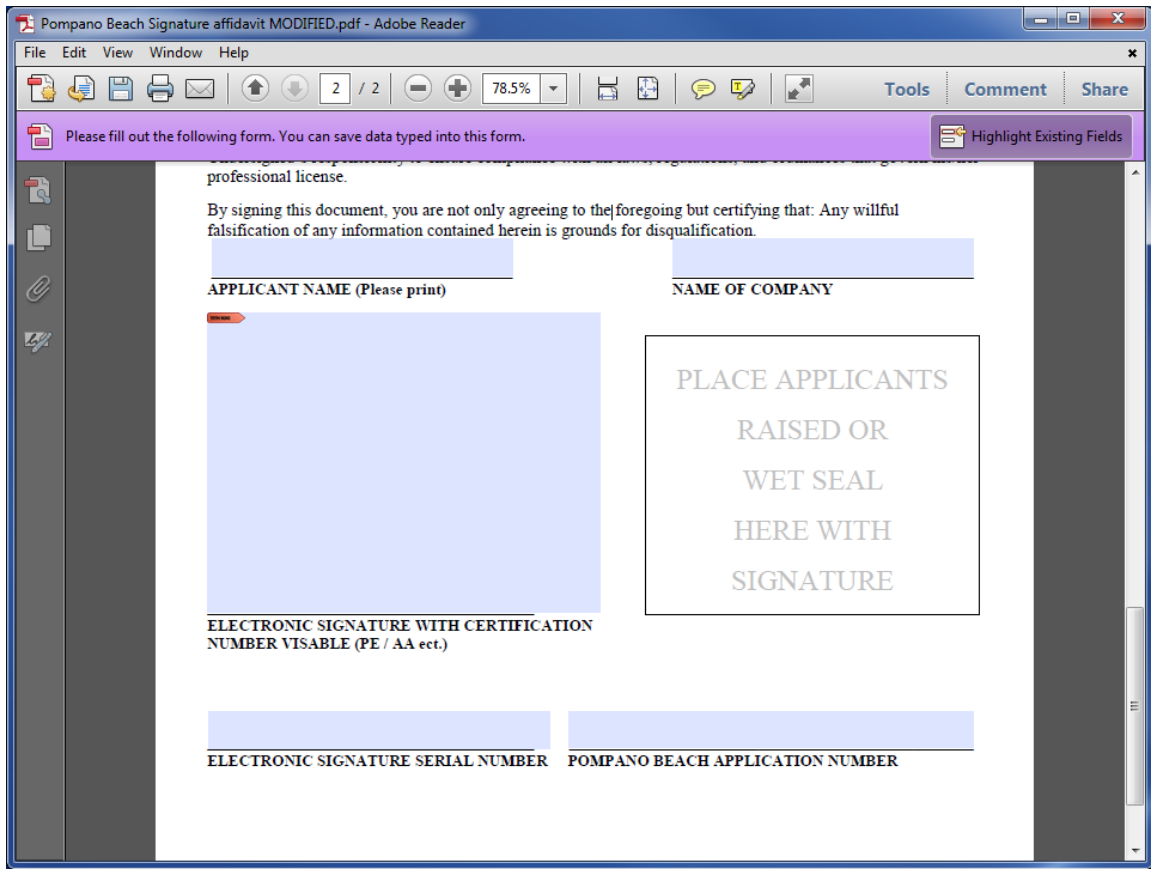
AFFIDAVIT GUIDE – ADOBE READER 11

Download a copy of the ‘Pompano Beach Signature affidavit.pdf’ file from the Pompano Beach website. The form can be found on the **Building Inspections** page, inside of the **Applications and Forms** box on the right hand side of the page.

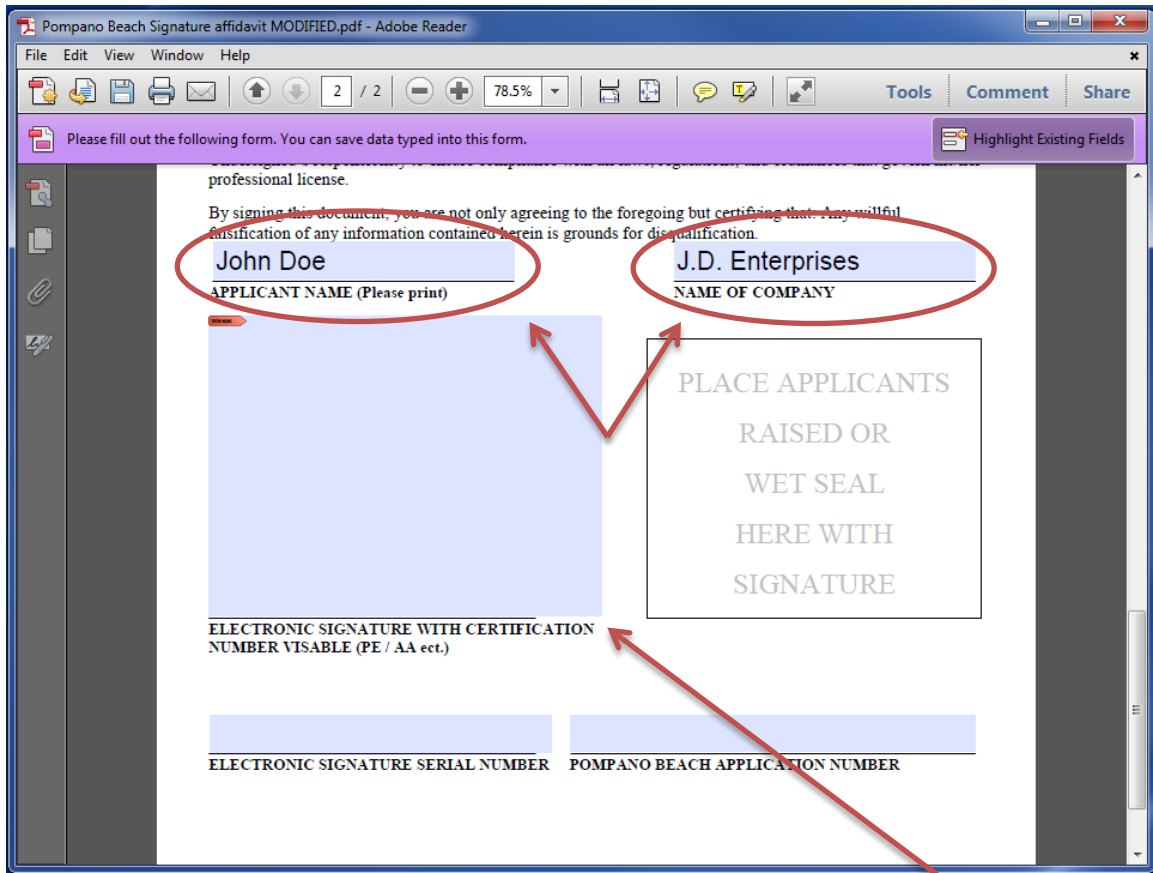
The link you want to click is labeled ‘**Signature Affidavit.**’

[CLICK HERE TO OPEN THE BUILDING INSPECATIONS WEBPAGE](#)

Open the file in Adobe Reader. Read through the first page so you understand what you’re agreeing to, and then scroll down to the second page. You should see the following boxes waiting to be filled out.



Begin by typing in your name and the name of your company inside of their appropriate boxes.

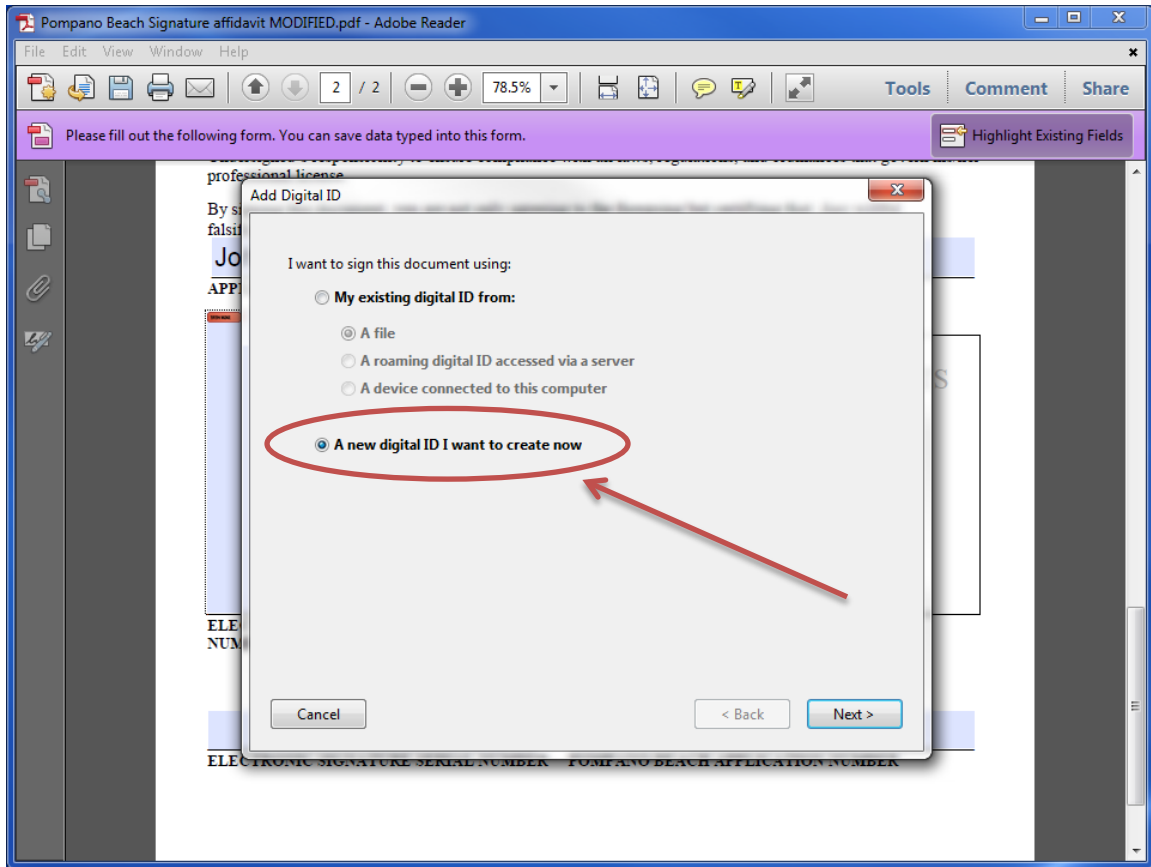


After you have filled the two boxes in, click on the large purple square labeled **'ELECTRONIC SIGNATURE WITH SERTIFICATION NUMBER VISABLE (PE / AA ect.)'**

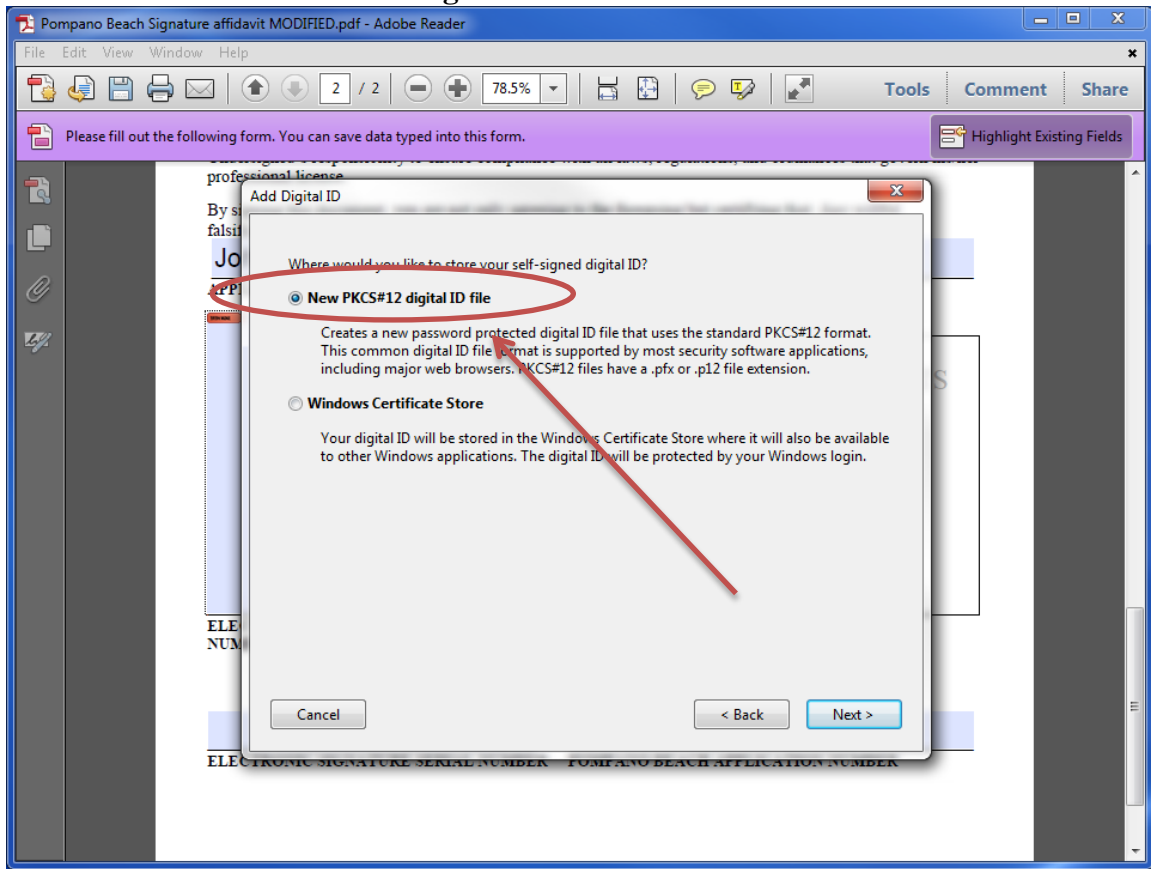
This will open a window (shown on the next page) that will allow you to add or create a new signature for you to attach to this document.

At this point, you can either use a signature you have previously created, or create a new digital signature. In this guide, we will create a new one.

Select the ‘**A new digital ID I want to create now**’ option and click **Next**.

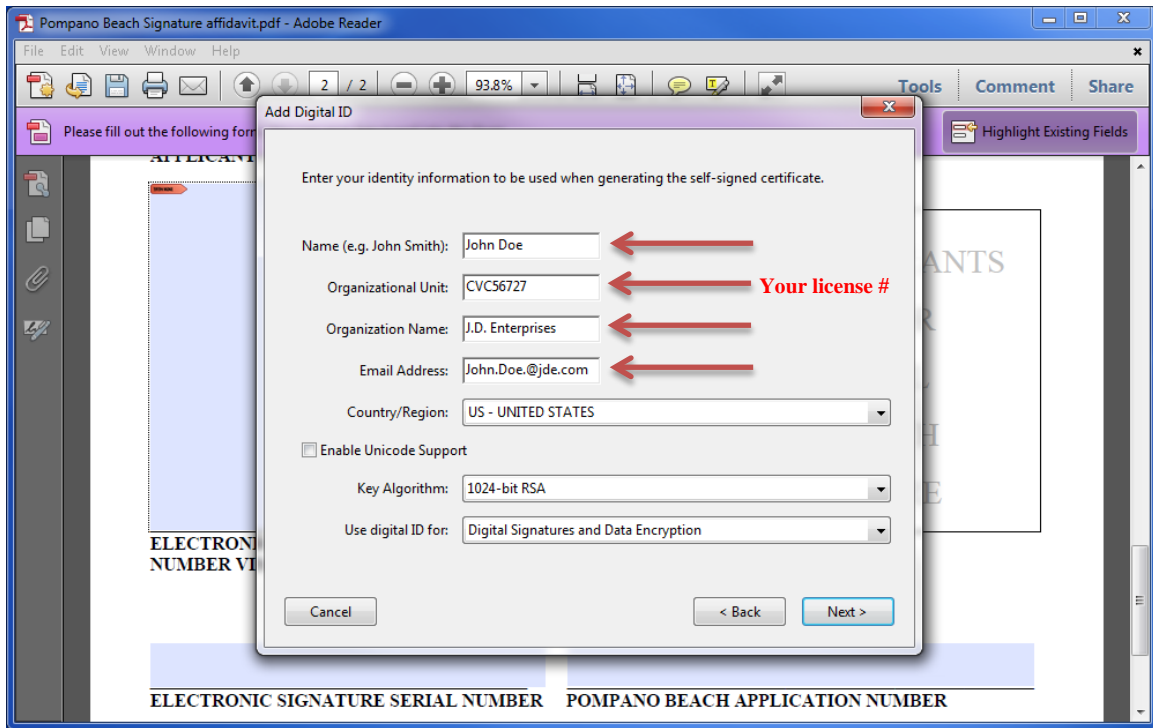


Make sure the 'New PKCS#12 digital ID file' is selected and click Next.



On this page, you will need to fill out the necessary information. (Your name, Organization Name, and your email address)

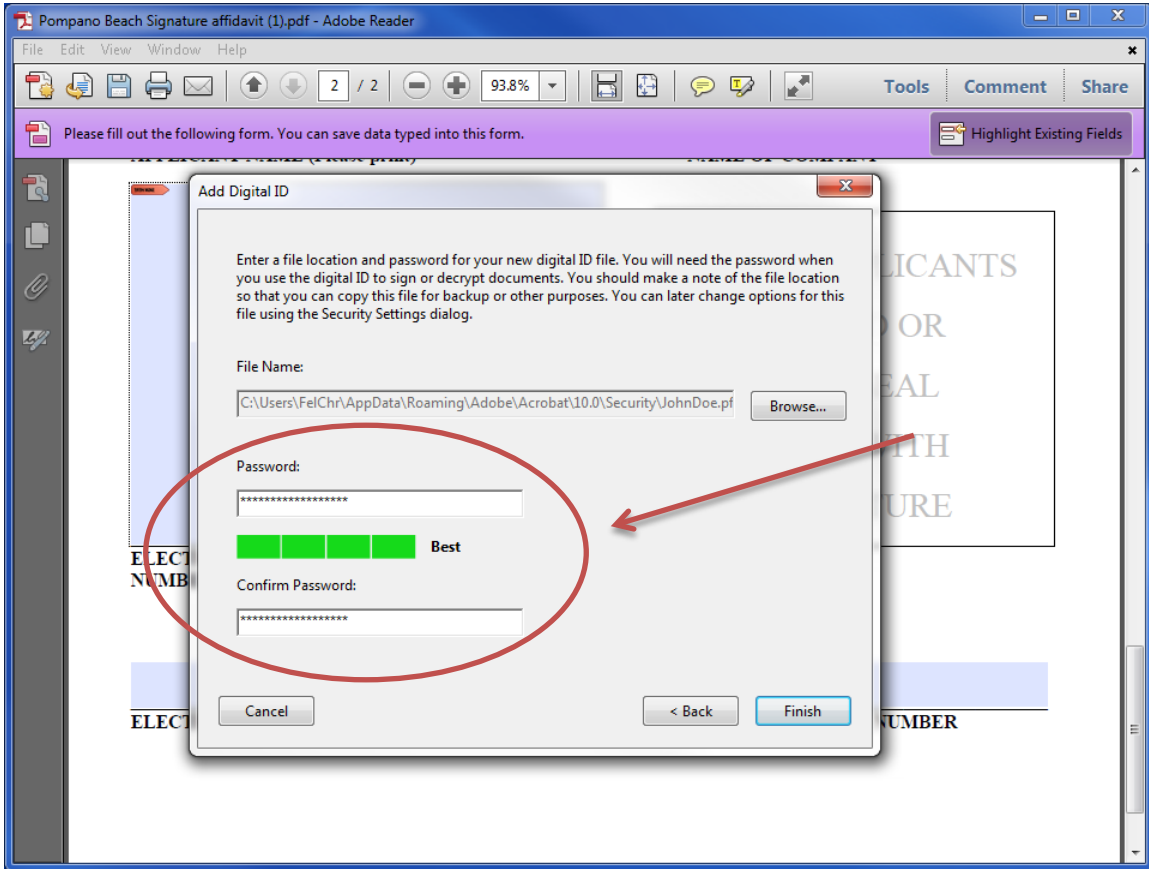
Important: In the *Organizational Unit* field, please enter your Contractor or Architectural license number.



You shouldn't need to change any of the other settings on this page, so click the **Next** button.

You will now need to create a password for this signature. This ensures that you are the only person that can sign a PDF document with this signature.

In the lower two textboxes, create a password and confirm it. When you're done, click **Next**.



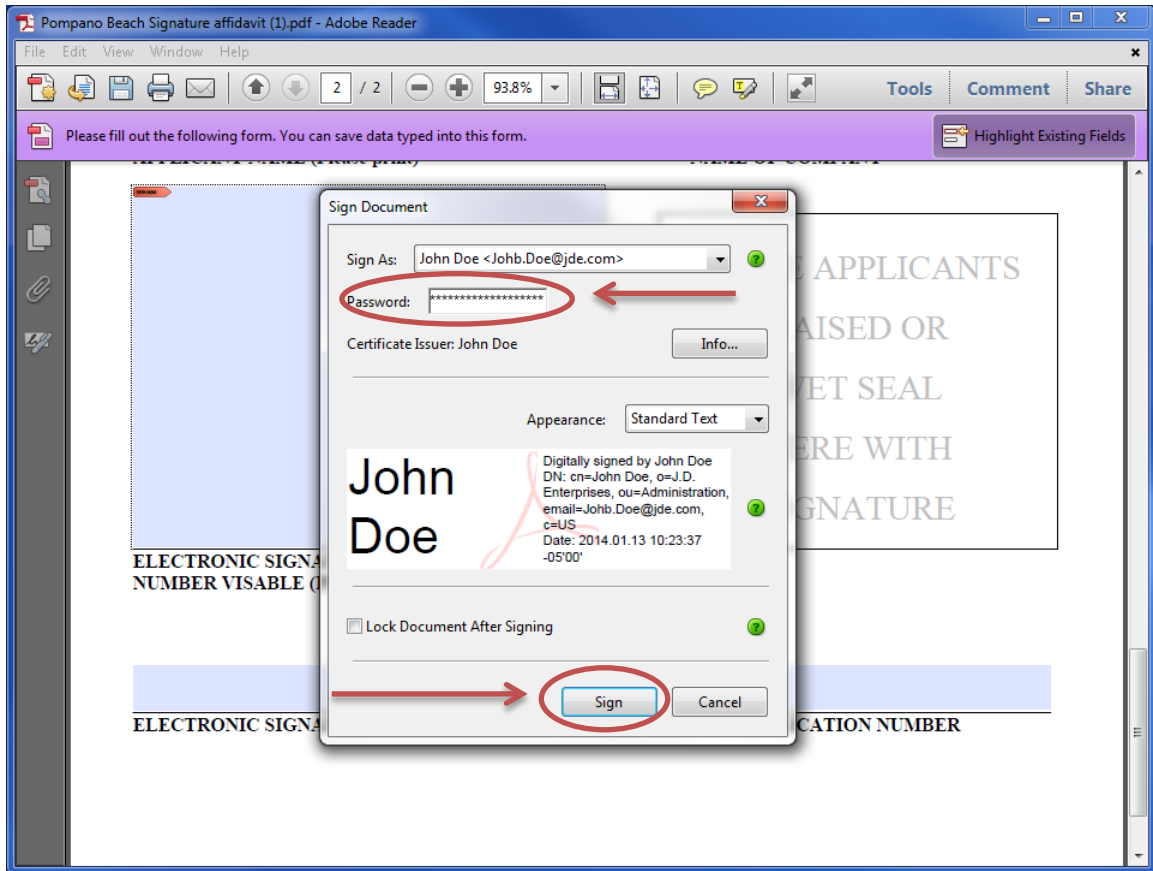
Note: You can also change where your computer saves this signature by clicking the **Browse** button next to the **File Name** box. This will allow you to save the signature file to a thumbdrive and use it on multiple computers.

In order for signatures to match, you will need to use this file, and only this file to sign documents.

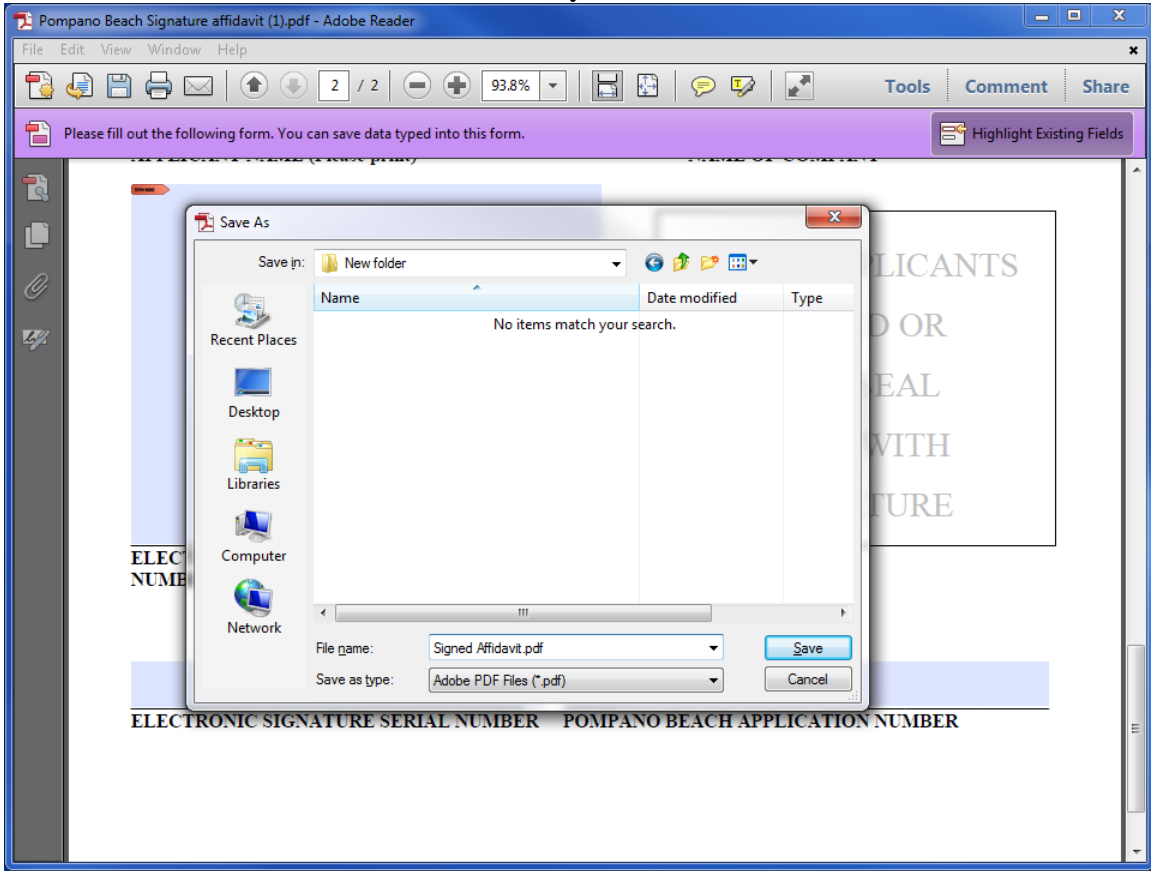
If this is the only computer you'll be using to sign documents with this signature, then you can ignore this note and continue.

Your signature has now been created.

Type in the password you just created in the Password box, and click the **Sign** button at the bottom.



You will be asked where you want to save the document now that it has been signed. Give it a new name, select a location where you can find it, and click the **Save** button.

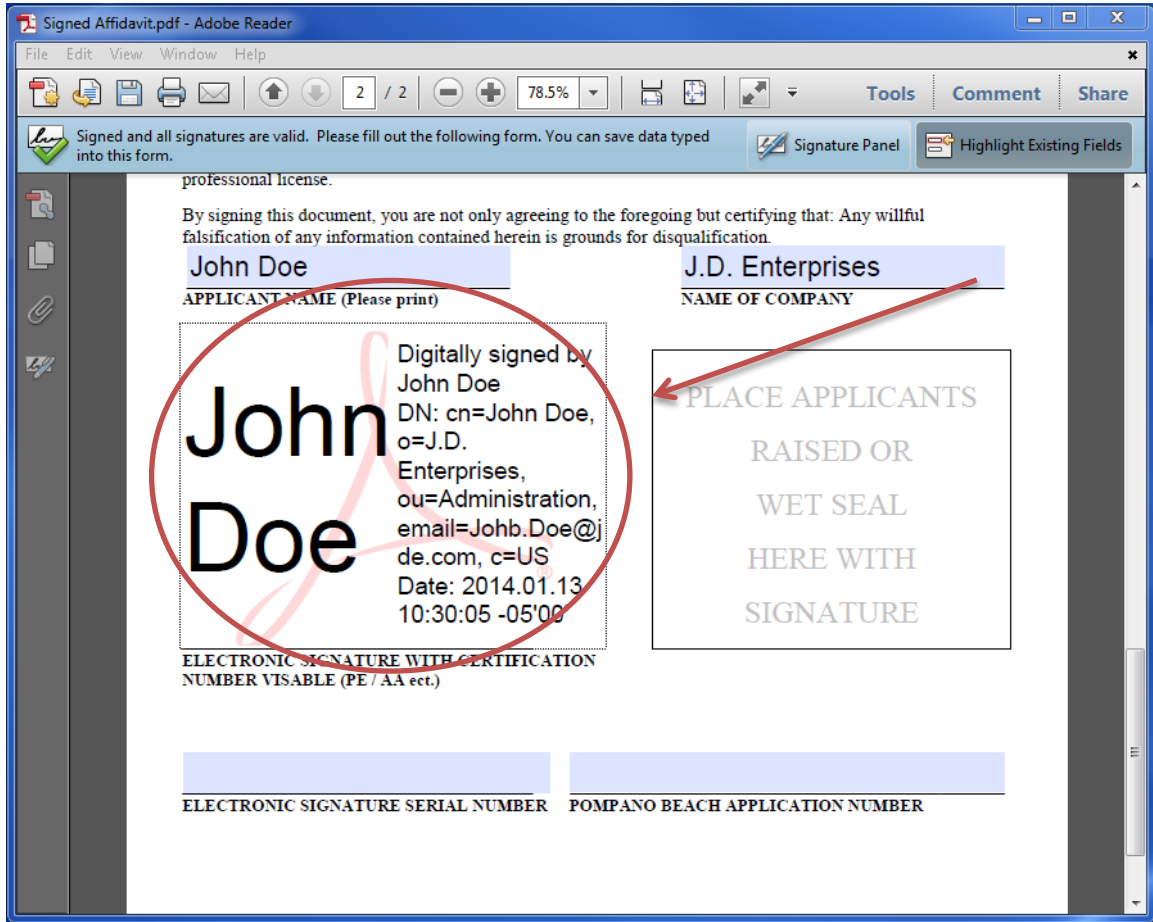


You have successfully signed the affidavit, but we're not done yet.

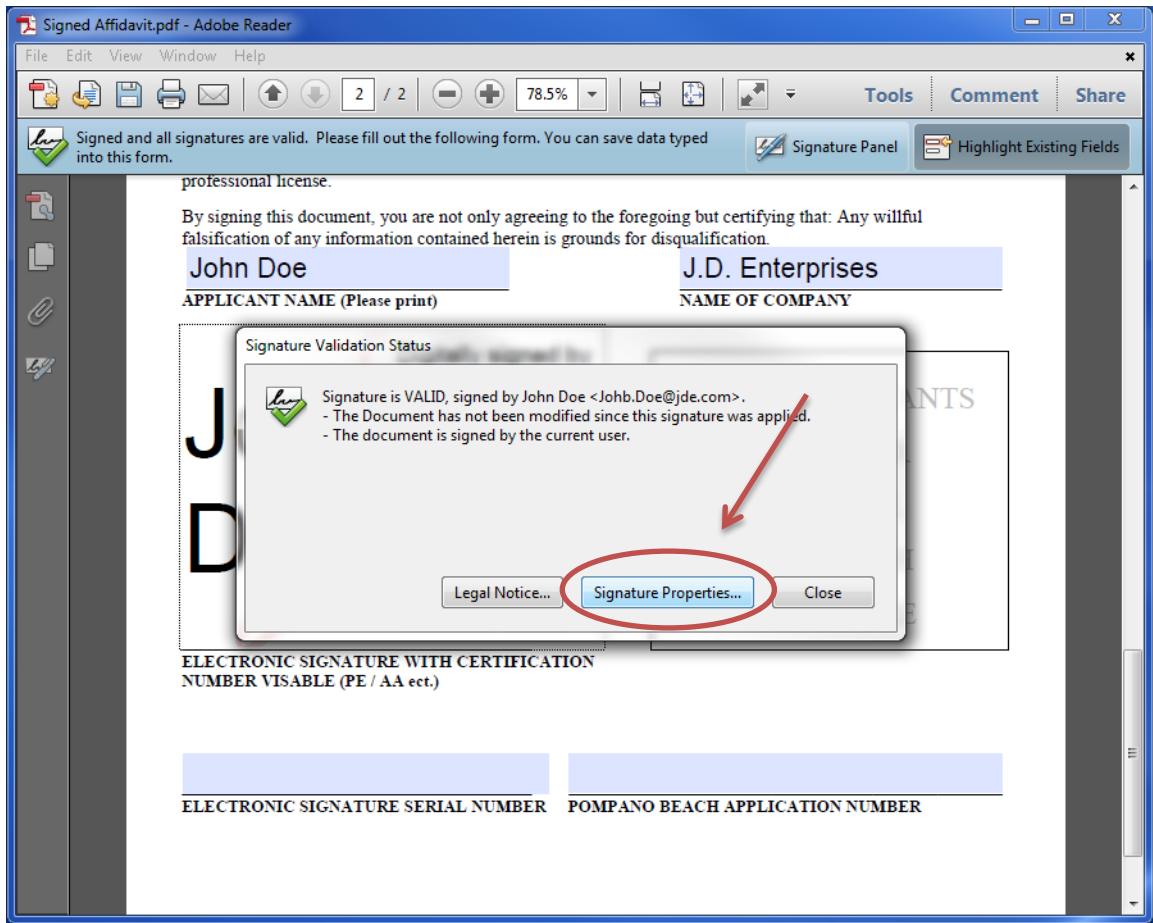
The City of Pompano Beach needs the **Electronic Signature Serial Number** associated with your signature. This way, we can personally verify that any digital documents that you send are indeed from you.

The following steps will show you how to get your signatures serial number.

Begin by clicking on the signature you just created.

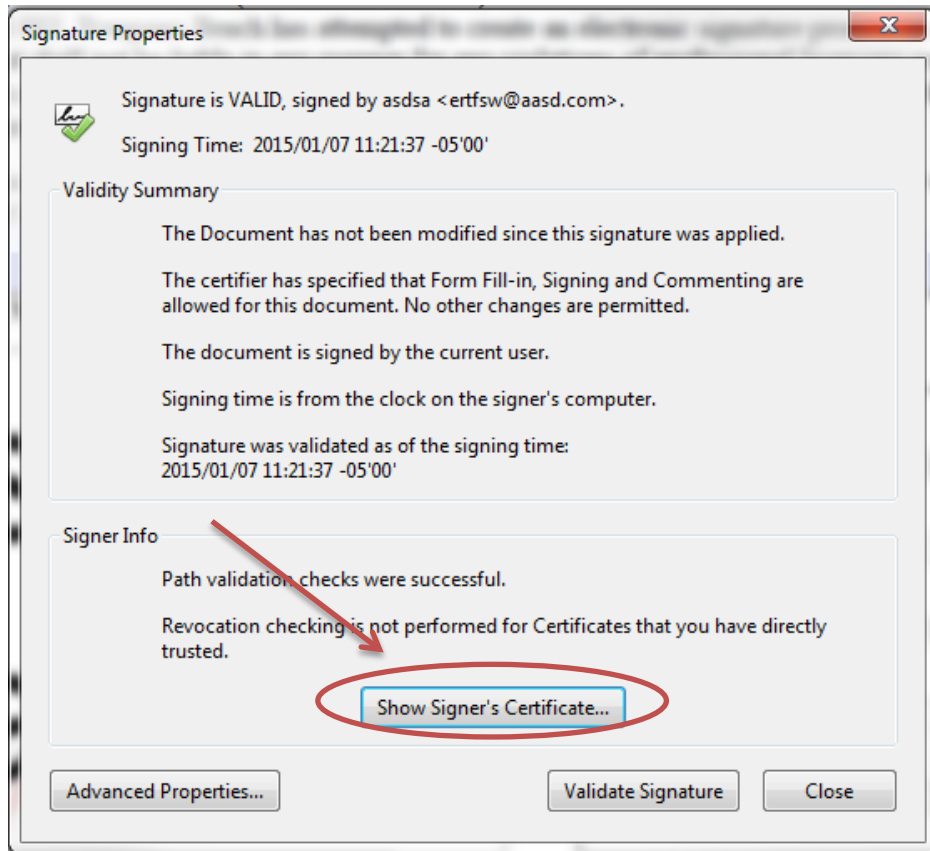


The following box should appear now. Click the **Signature Properties** button.

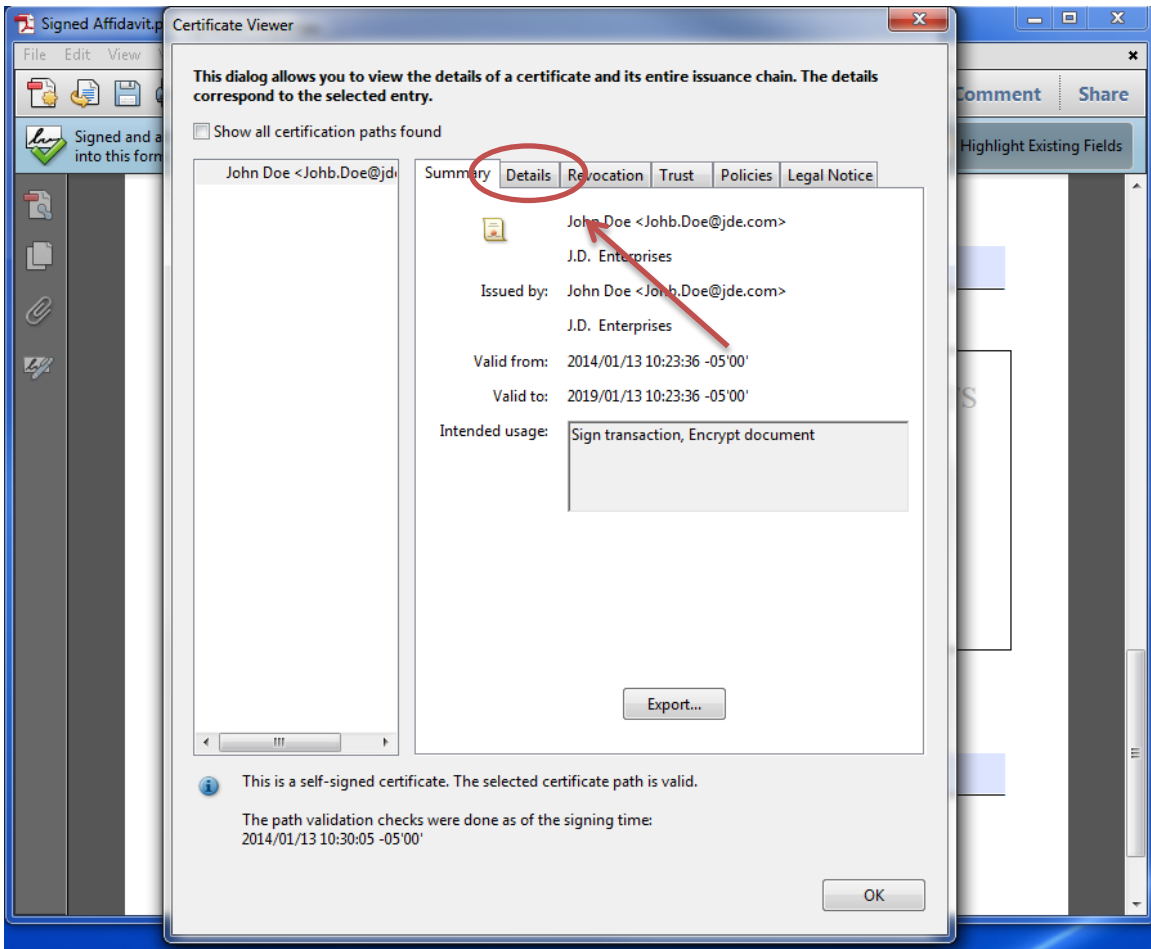


*(You can also RIGHT CLICK on the signature, and click **SHOW SIGNATURE PROPERTIES** if clicking on it normally didn't work.)*

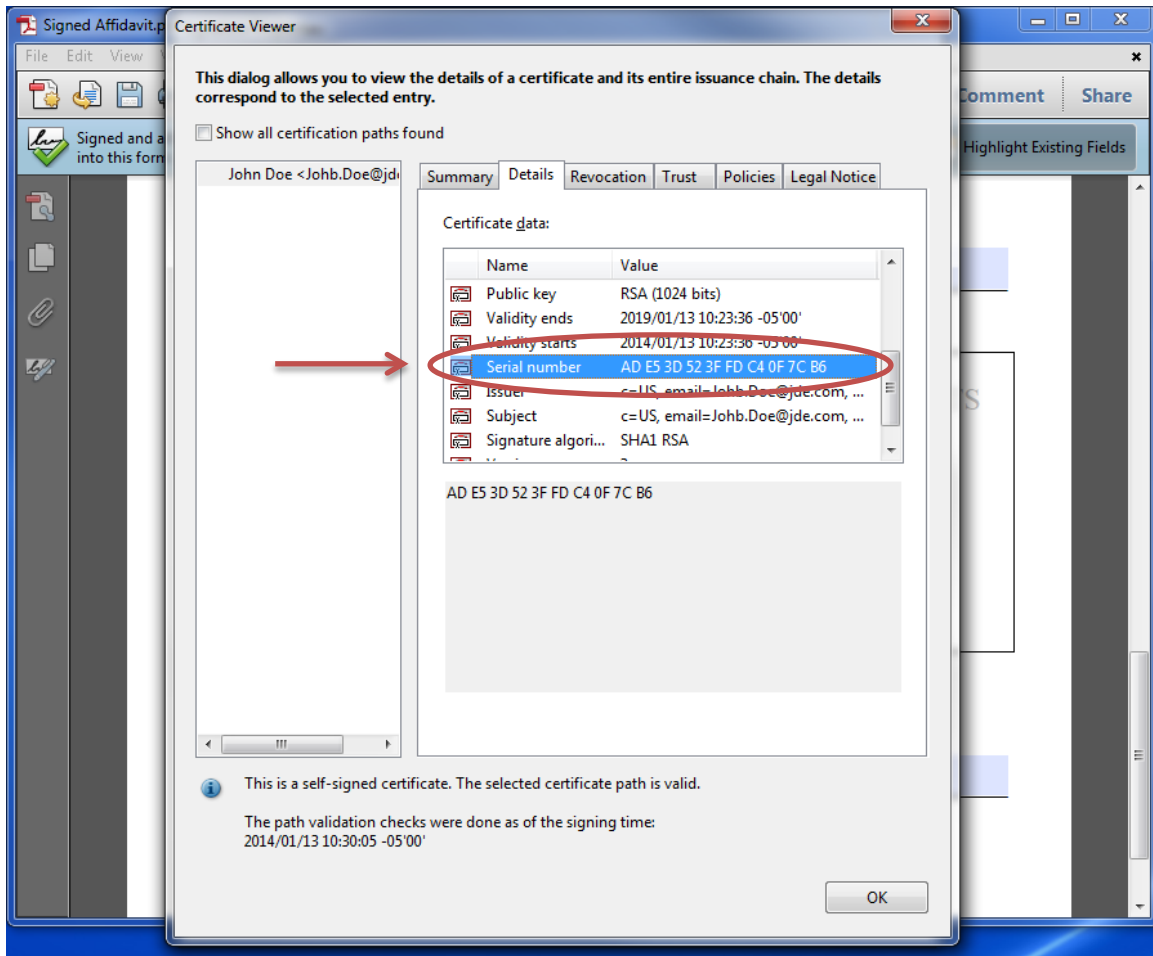
Once the *Signature Properties* window opens, click the **Show Signer's Certificate** button.



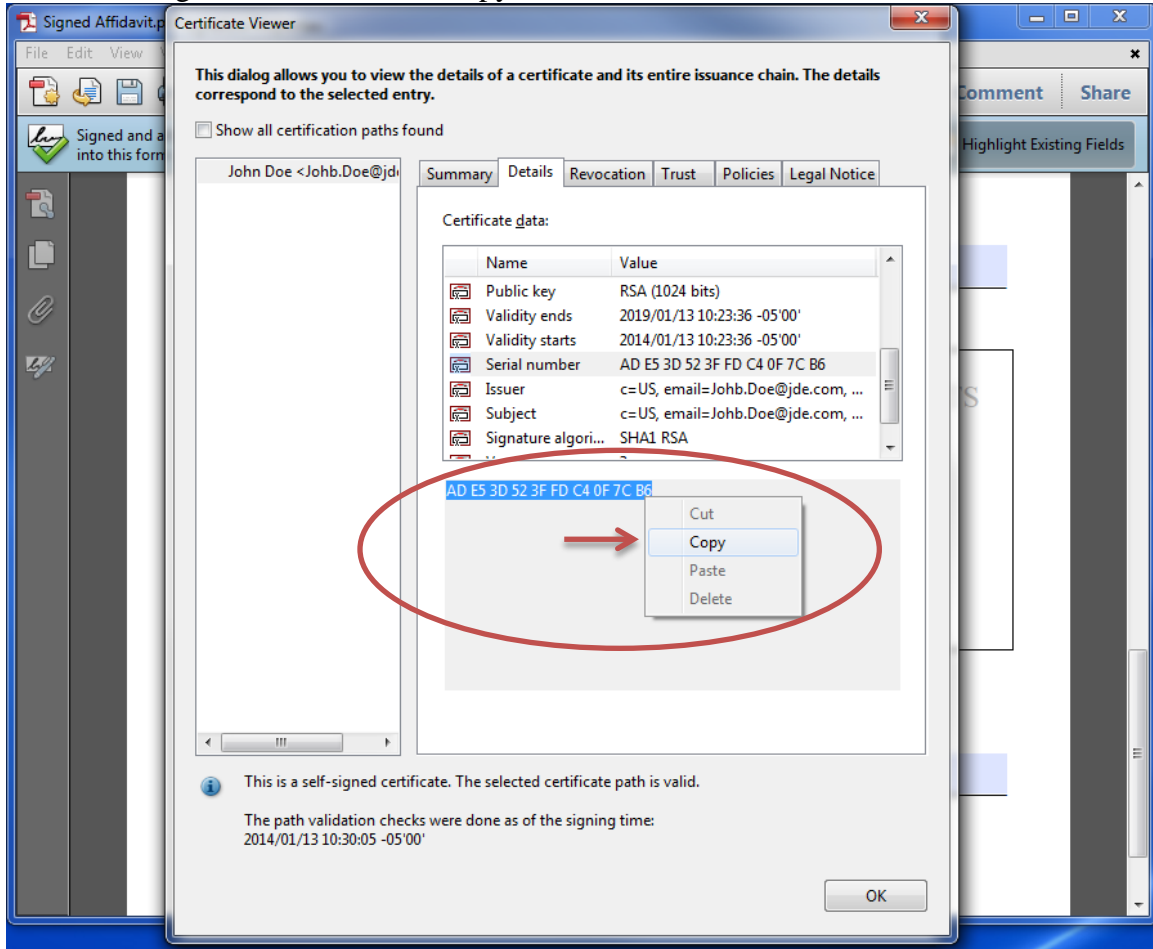
A window called *Certificate Viewer* will open. Click on the **Details** tab towards the top.



In the *Certificate data* box, scroll down towards the bottom until you come to the **Serial Number** field, as shown bellow.

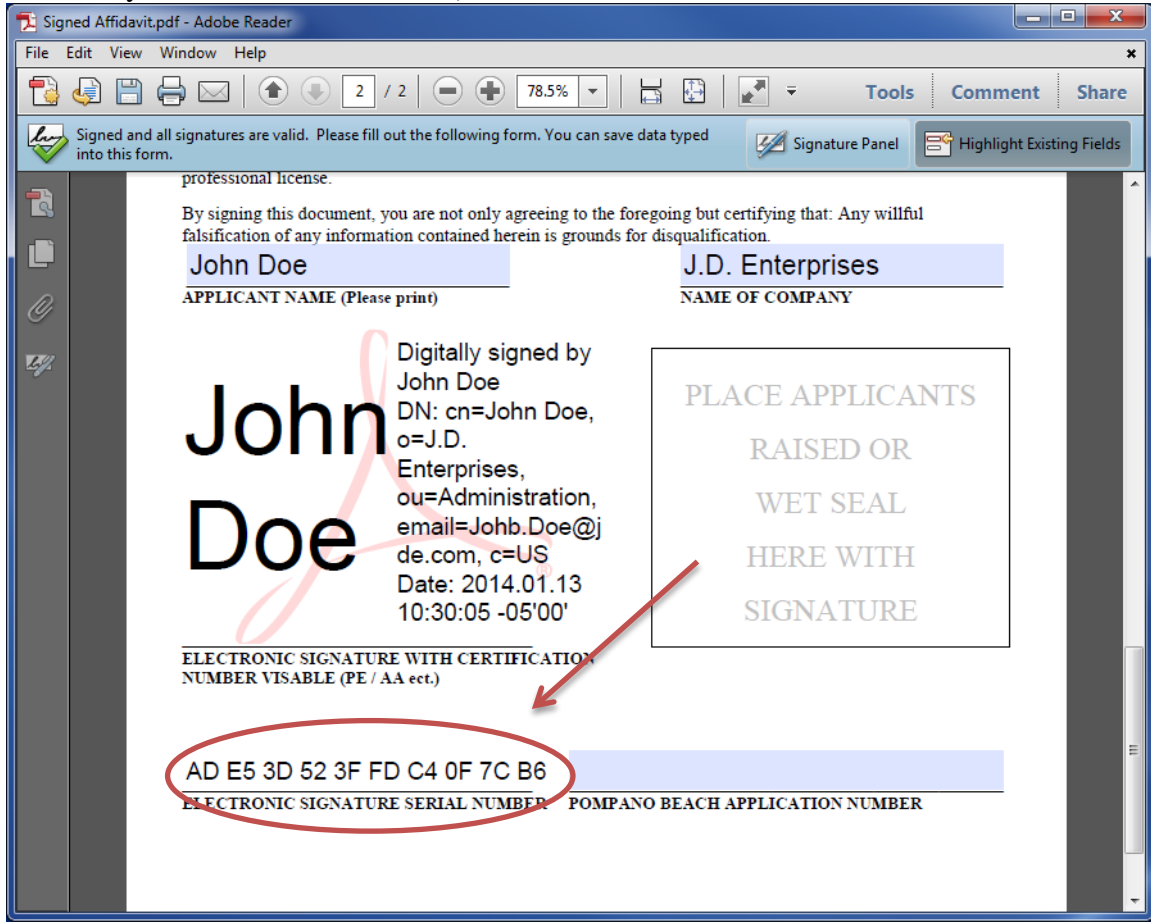


The 20 characters you see represents your serial number. Select the serial number in the box below, right click it, and select copy.

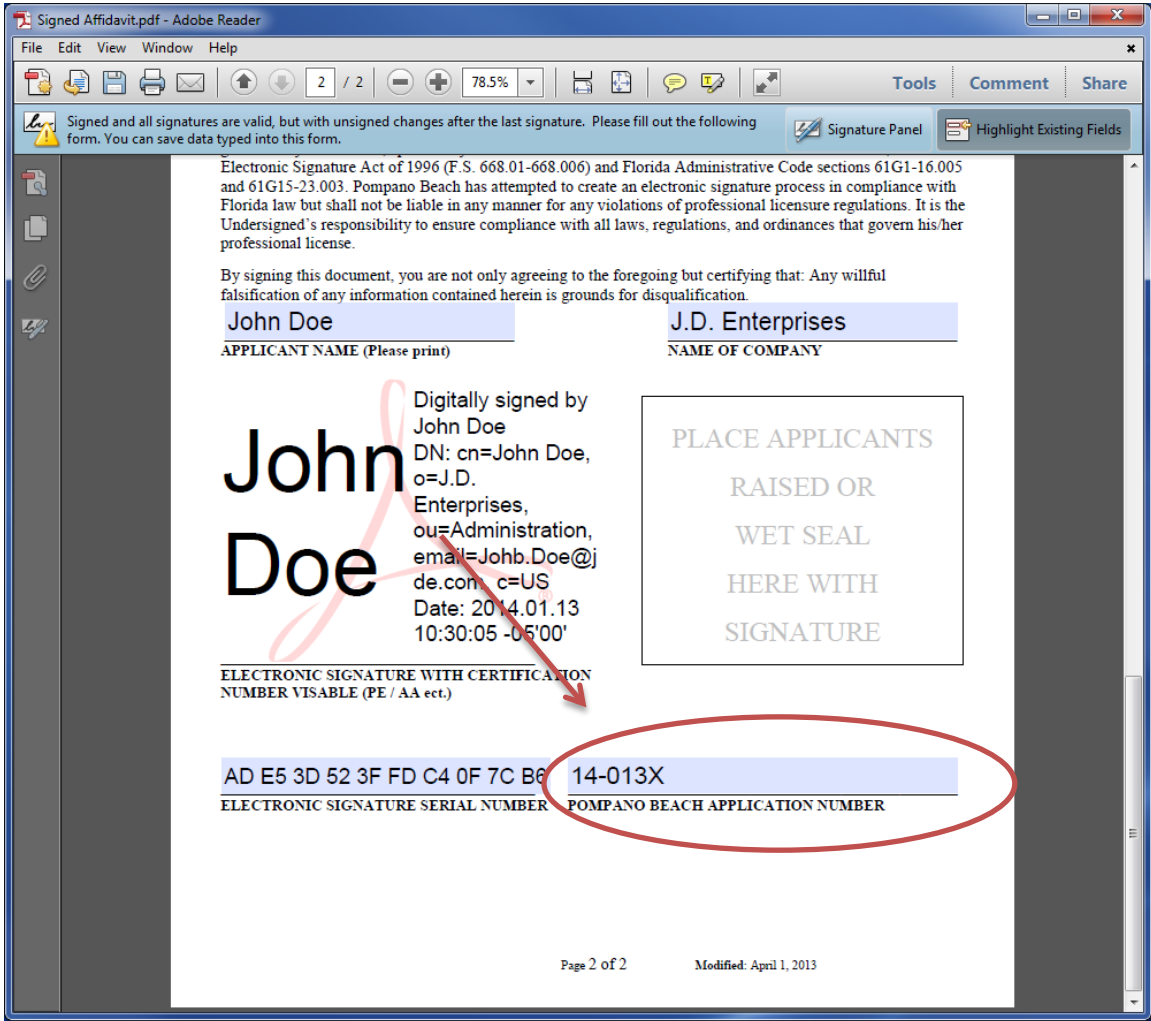


Once you have copied your serial key, you can close this box, and the *Signature Properties* box. You should now be back at your PDF file.

Now, right click on the Purple box for your **Signature Serial Number**, and paste your Serial Key into the **Serial Number**, as shown below.



Enter your permit number into the **POMPANO BEACH APPLICATION NUMBER** box, as shown below. (Example : BP14-00001573)



Finally, you will need to print out this document, place your physical signature in the box provided, apply your wet seal or raised seal in the box and deliver the signed and sealed original document to the City of Pompano Beach.

Once this affidavit is completed and submitted, you can proceed to digitally sign and upload your documents to e-Plan. The City of Pompano Beach will be able to verify your digital signature, and accept your documents.