

How to Electronically Sign PDFs

In order to electronically sign a PDF, you must first create an electronic signature. This was done when the [Electronic Signature Affidavit](#) was created (see [E-Signature Guide](#)).

Using the same computer that the signature was created on, open the PDF and select **Place Signature (1)** from the **Sign & Certify** menu under **Tools**.

A dialog box will ask you to draw a box on the PDF with your mouse. Select the area on the PDF where you want your signature to appear **(2)**.

Once the box is drawn, you should see a dialog box with a list of all of your electronic signatures.

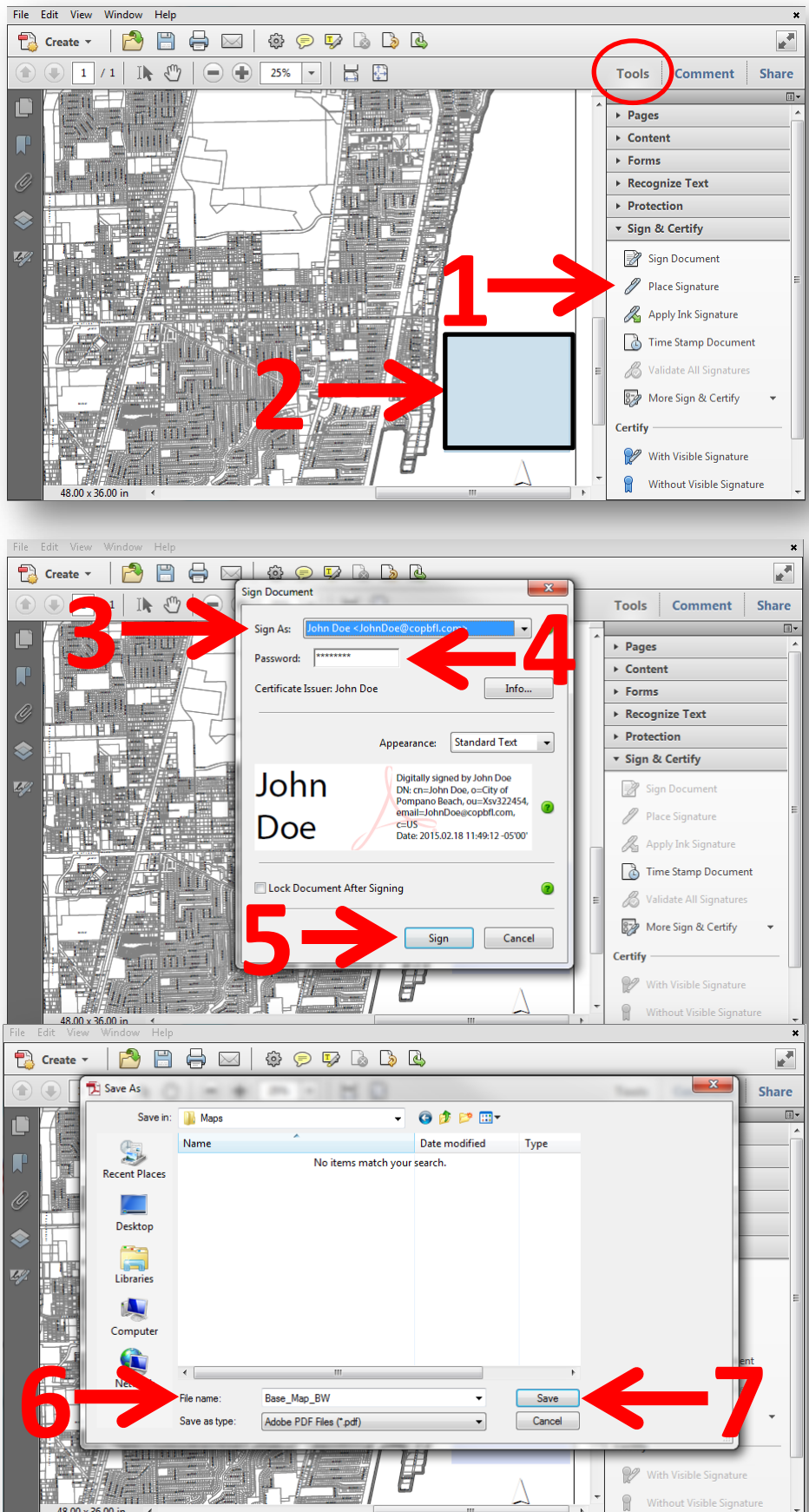
Select the signature you want to use **(3)**, enter your password **(4)**, and click **Sign (5)**.

Your PDF is now signed.

A **Save As** dialog box will pop up, allowing you to save the signed document **(6)**.

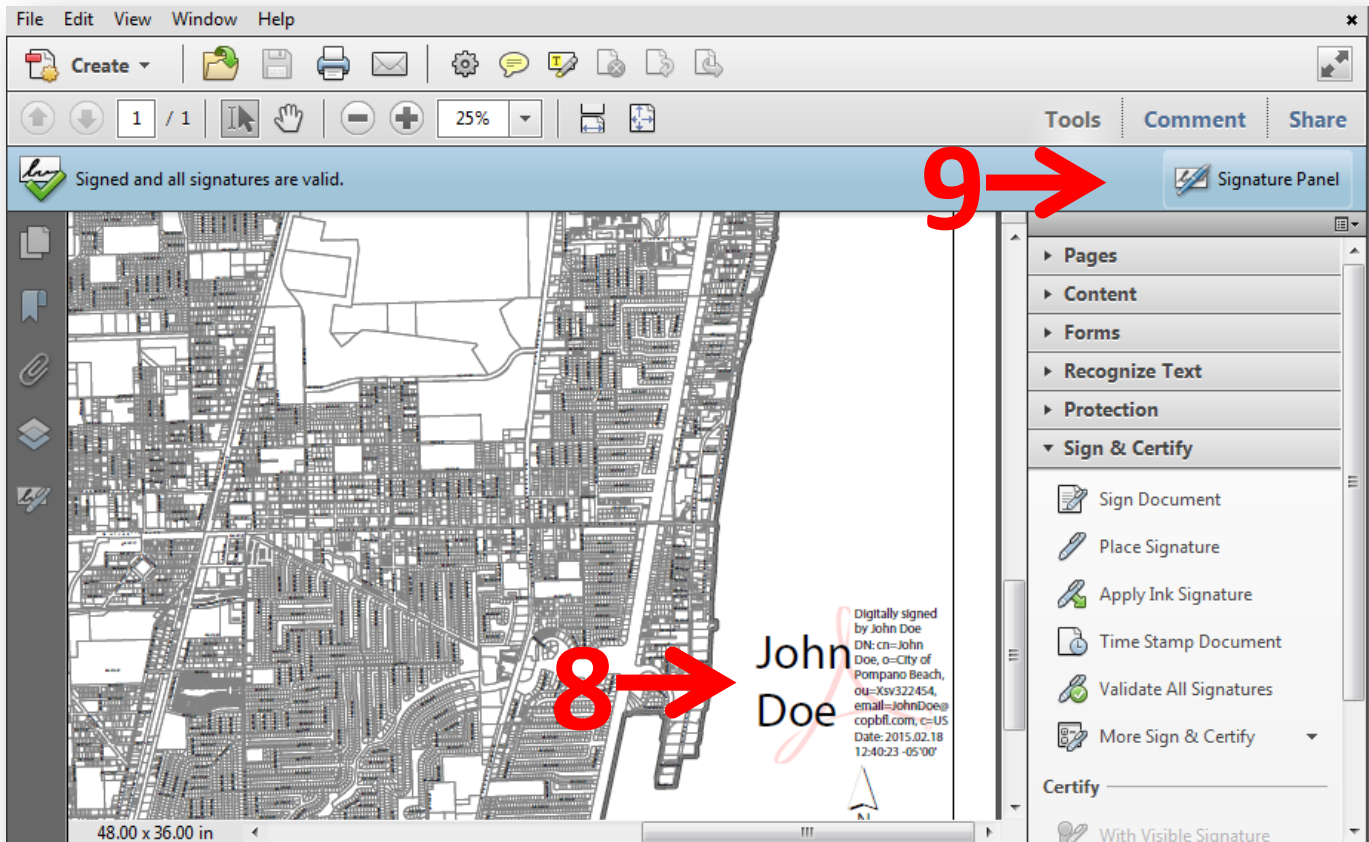
Save the document **(7)**.

Please be sure that all revisions are labeled the same file name as the original document before they are uploaded to ePlan in order to allow ePlan to show the new file as "version 2."



How to Electronically Sign PDFs

Your electronic signature should appear on the PDF (8). This image should match the image in the box on the left side of the **Electronic Signature Affidavit**.



In order to verify if the document has been digitally signed, you will see a blue signature panel underneath your toolbar (9).

The document is now ready to be uploaded into ePlan. Please note: Each document must be electronically signed and uploaded as an individual page.

A signed and sealed paper copy of the Electronic Signature Affidavit is to be submitted to the City *before* uploading plans to ePlan. This electronic signature is to be used in place of your original signature and raised seal. Please be sure all plans that would normally be sealed are electronically signed before uploading.