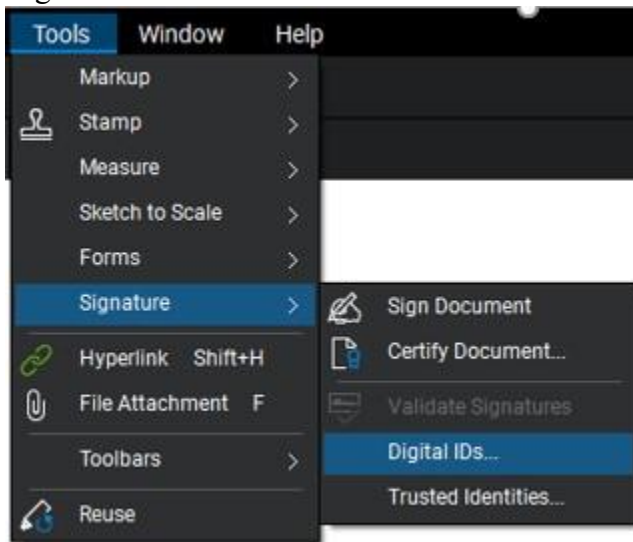


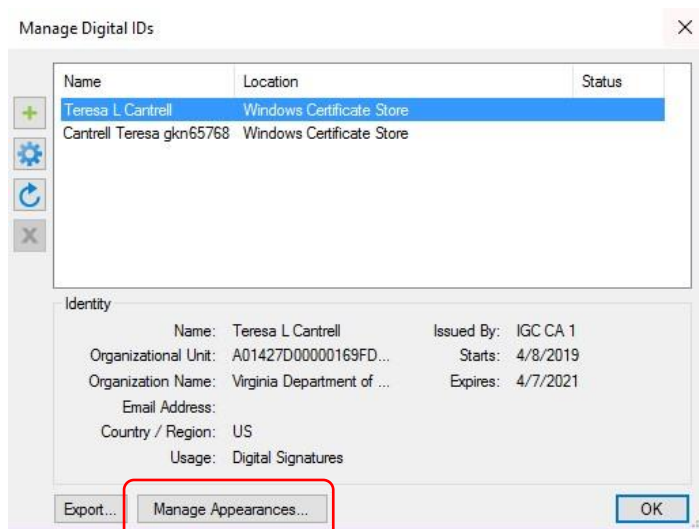
Selecting Your New Certificate

If you have recently renewed your certificate then you need to change the certificate that is being used. This is a simple task – however you will need to set the appearance of your signature. To update your certificate you will need to do the following

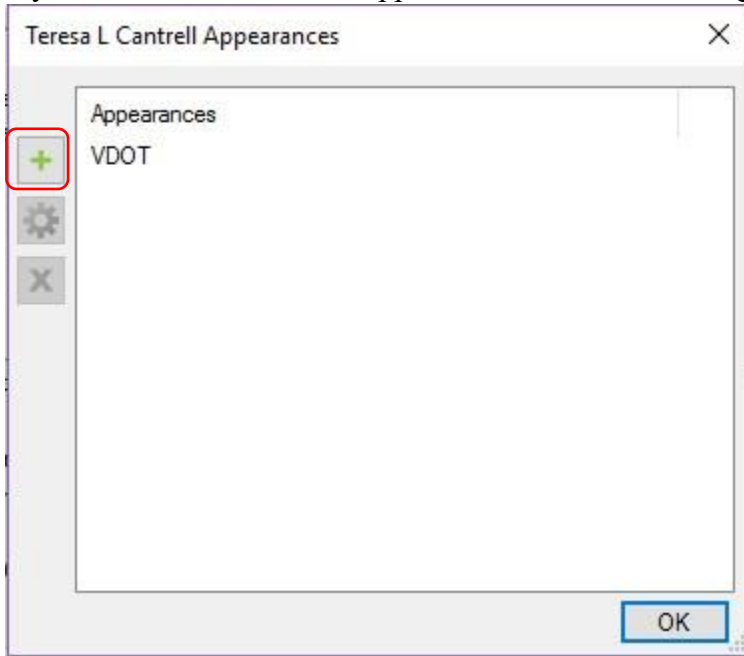
- Create a new PDF in Bluebeam Revu
- Click Tools
- Signature
- Digital IDs



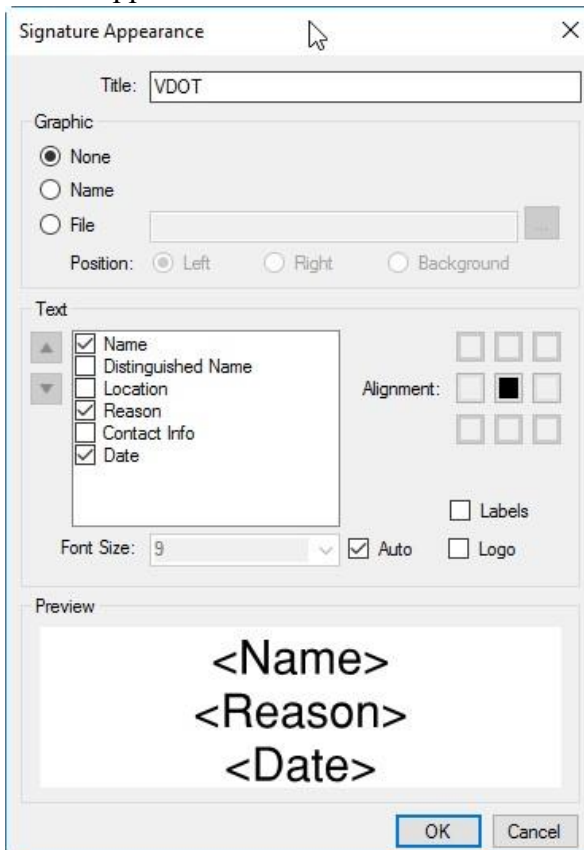
- Find your certificate (Firstname Lastname)
 - Select the certificate that has not expired (Organization Name should be IdenTrust and the expiration date)
- ☐ Click on Manage Appearances



- If you do not have a VDOT appearance then click on the green plus button to create one



- Set the appearance as shown below



- Once you have completed the above steps you will need to sign documents and select the same certificate from the dropdown that was previously located.

Sign

Digital ID:
Teresa L Cantrell View... New...

Password:
Log in

Signature Type
 Digital Signature
 Document Certification
Permitted changes after certifying:
Fill in forms and digital signatures

Options
Reason:
Location:
Contact Info:

Appearance
VDOT Edit... New...

Teresa L Cantrell
2019.08.26
09:13:26-04'00'

OK Cancel