FLOW-THROUGH PLAN
DIGITAL SIGNATURE
# SUBMISSION REQUIREMENTS

==Clark County Water Reclamation District Development Services is pleased to announce that Flow-Through Plans can now be emailed to== inspection@cleanwaterteam.com. ==The plans must be digitally signed by a Nevada Licensed Class A Contractor.==

Files submitted online must follow these instructions:

- *Contractors must use digital signatures.* ==**Files must _not be certified_ or locked**==.
- *Export directly to PDF. Do not print and then scan*
- *Zip files are not acceptable.*   .
- *PDF packages are not acceptable. When combining files, choose the "combined" file option not a package:*

- *PDF portfolios are also not acceptable.   Please choose to "combine files" as a single PDF.*
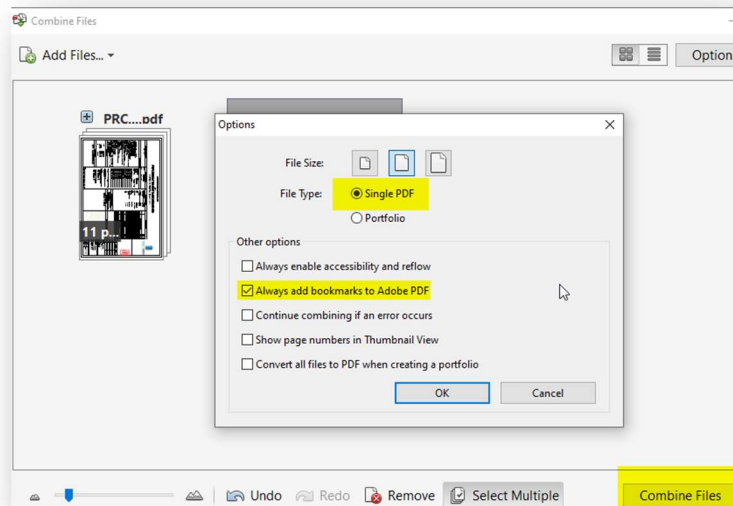

- *No password protected or locked documents.   Files must be unprotected so that corrections may be identified by reviewers.   Any submittal containing a file that is locked will be considered incomplete and must be resubmitted.*
- *Export settings: Maintain output scale (avoid "fit to page")*
- *Only Pages sizes accepted: 8 1/2 x11, 11x17, or 24x36.*

Instructions for Licensed Class A Contractor

Electronic documents must be digitally <u>signed</u>, but not certified. Compile sheets into a single file and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

==**A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.**==
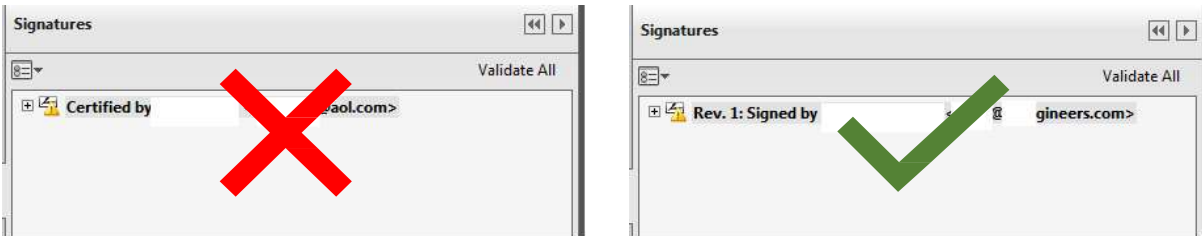

Create a self-signed digital ID using Adobe Acrobat

These instructions are from Acrobat's user guide available here: https://www.adobe.com/sign/how-to/create-digital-signature.html

1. In Acrobat, click the Edit menu and choose Preferences, then choose Signatures.

2. On the right, click More for Identities & Trusted Certificates.

3. Select Digital IDs on the left, and then click the Add ID button.

4. Select the option A New Digital ID I Want To Create Now, and click Next.
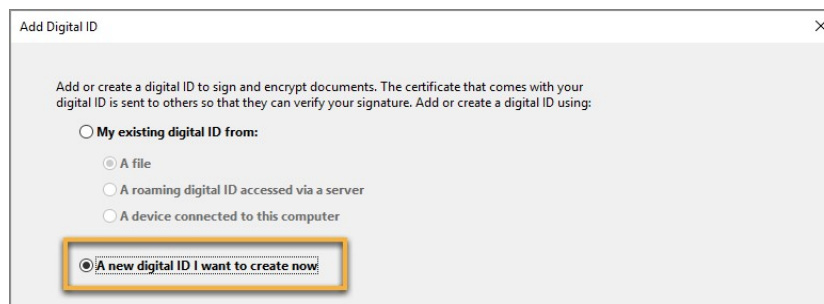
5. Specify where to store the digital ID, and click Next. Use the option that best fits your needs.

New PKCS#12 Digital ID File: Stores the digital ID in a file that can be used in both Windows and Mac OS.

Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications.
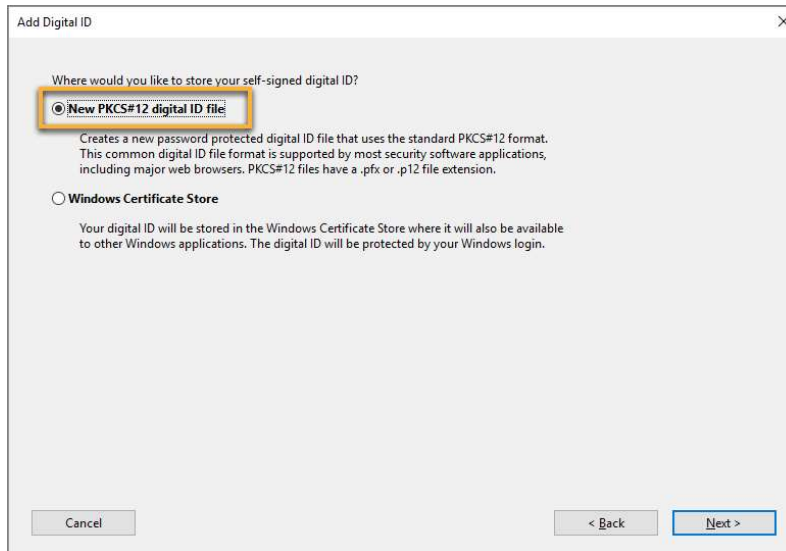

6. Do the following:
   A. Type a name, email address, and other personal information for your digital ID. When you certify or sign a   document, the name appears in the Signatures panel and in the Signature field.
   B. Choose the 1024-bit RSA option from the Key Algorithm menu.
   C. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data   encryption, or both. For signing building plans/documents, you only need to choose "signatures."
   D. Click Next.
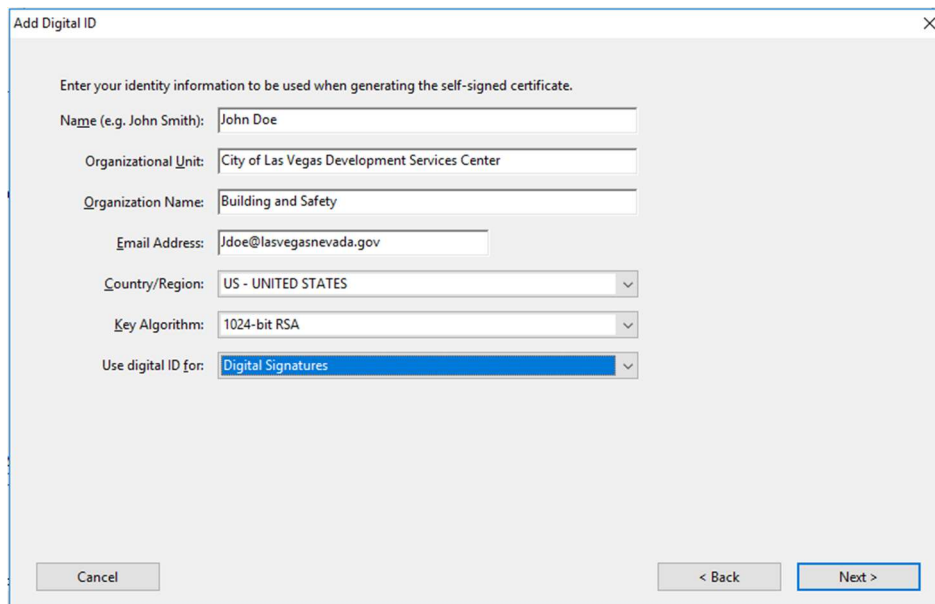
7. Do the following:
   A. Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
   B. The digital ID file is stored at the default location as shown in the File Name field. If you want to save it somewhere else, click Browse and choose the location. Make a note of where your ID is stored.
   C. Click Finish.

If a digital ID file with the same name exists, you're prompted to replace it. Click OK to replace, or browse and select a different location to store the file.
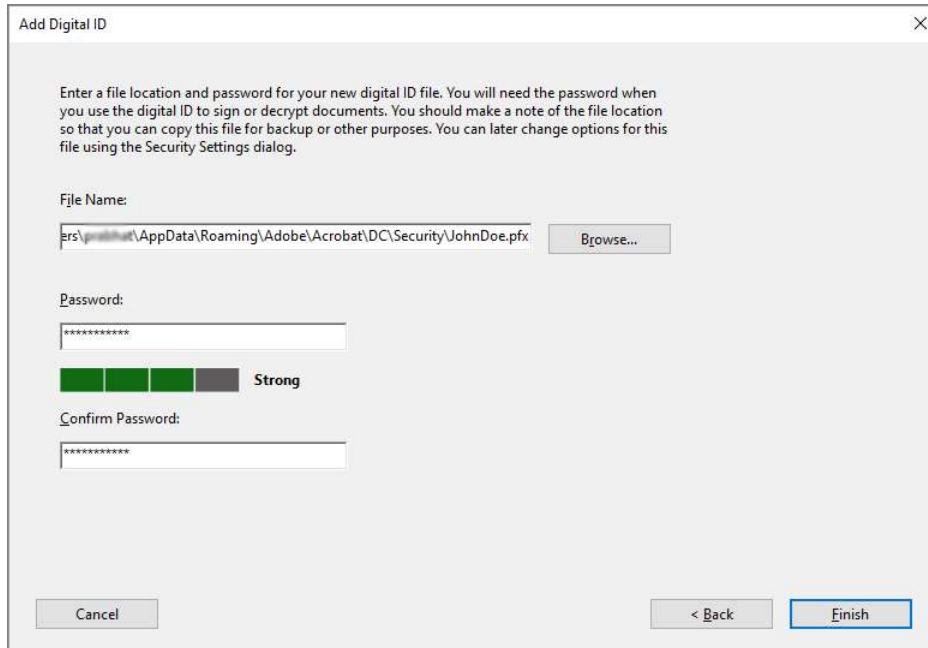
8. The ID is created. NOTE: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.
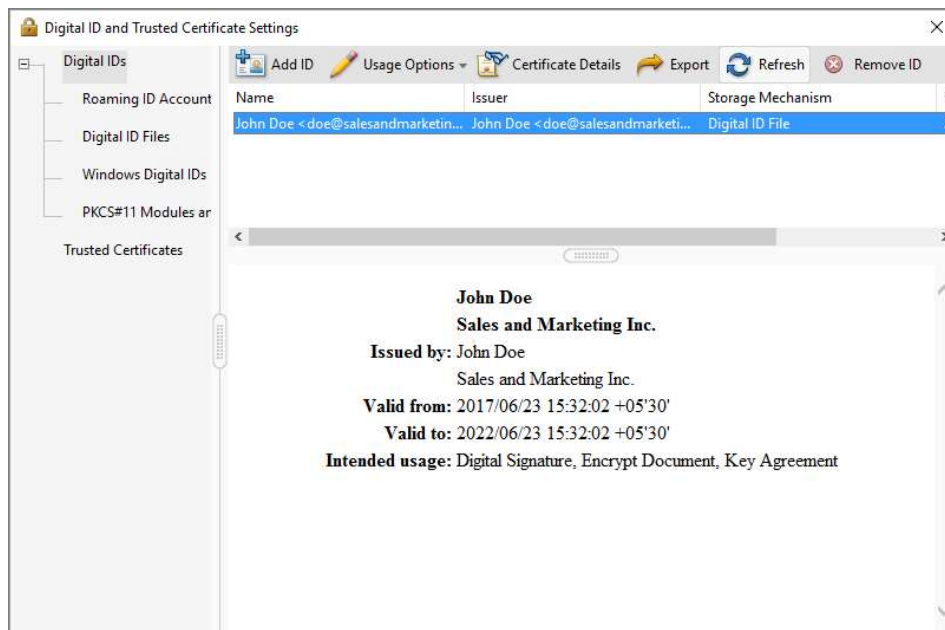
**Use your digital ID to sign a PDF file in Adobe Acrobat**
This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.

2. In Acrobat XI, click Fill & Sign and then Sign with Certificate.

   In Acrobat DC, click Tools, scroll down to Forms & Signatures and click the Certificates icon. This will open the Certificates toolbar. Click Digitally Sign on the toolbar.

Acrobat XI   Acrobat DC
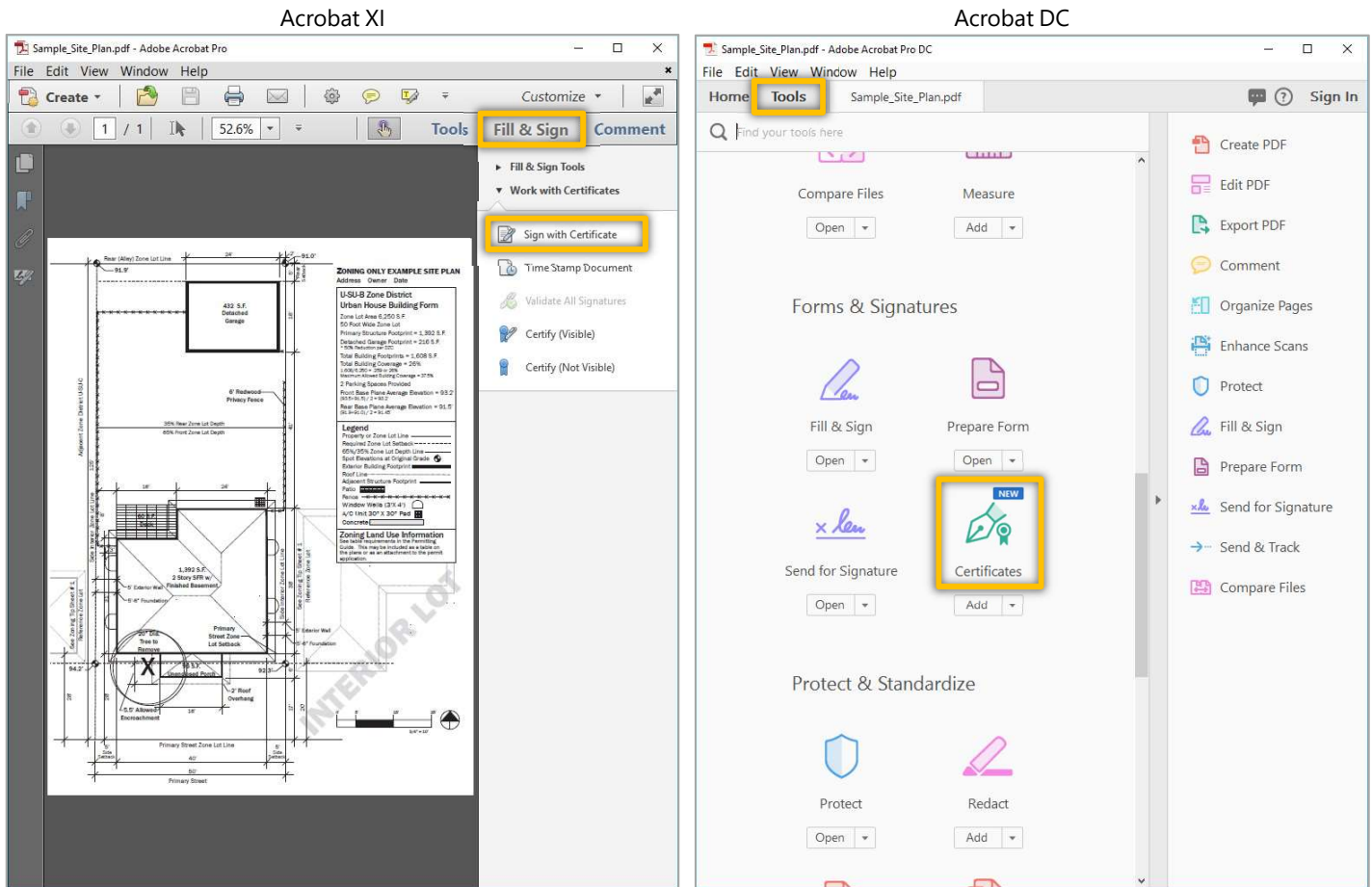
3. Click Drag New Signature Rectangle (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
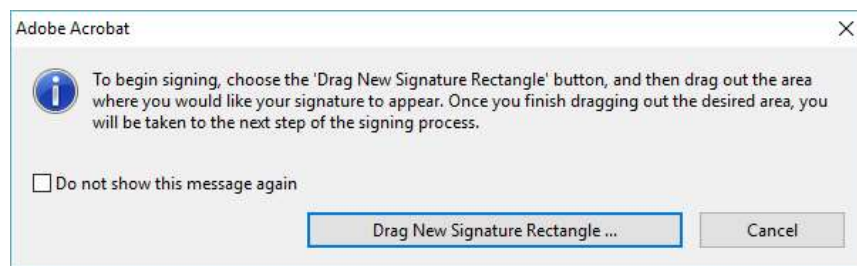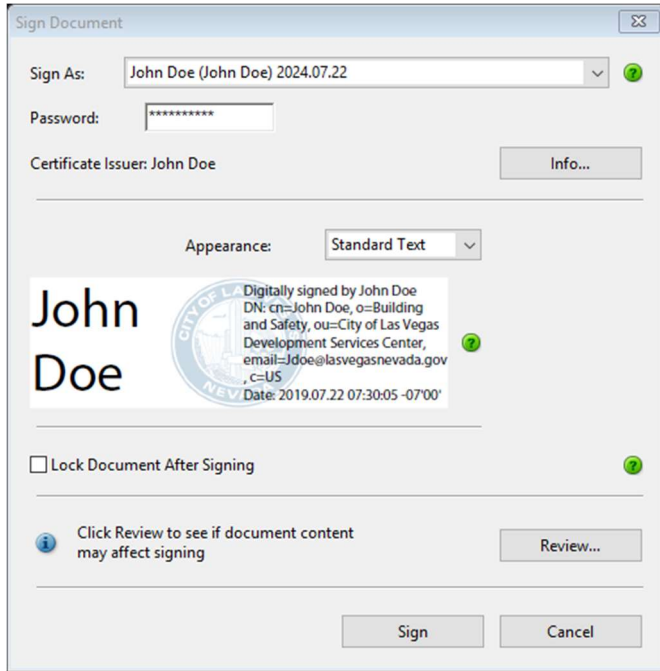
4. Choose the digital ID you want to use for signing:

   In Acrobat XI, enter your password and un-check Lock Document After Signing. Then click Sign.

   In Acrobat DC, select your ID and click Continue. Enter your password on the next screen and un-check Lock   Document After Signing. Then click Sign.

| Acrobat XI	Acrobat DC

Note: If your digital ID information is not showing, you can browse your computer to find the ID file.

   In Acrobat XI, open the drop-down arrow next to the Sign As field and click **New ID**, then select **My existing digital ID from…a file**.

   In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

5. Once you click Sign, you will be prompted to save your file.

6. Your document is signed and is ready to be emailed to inspection@cleanwaterteam.com. Your signature will appear on the document in the area   where you drew the rectangle, and the file will show that the signature is valid. Any changes made to the file from this point on will invalidate the signature.

Acrobat XI	Acrobat DC
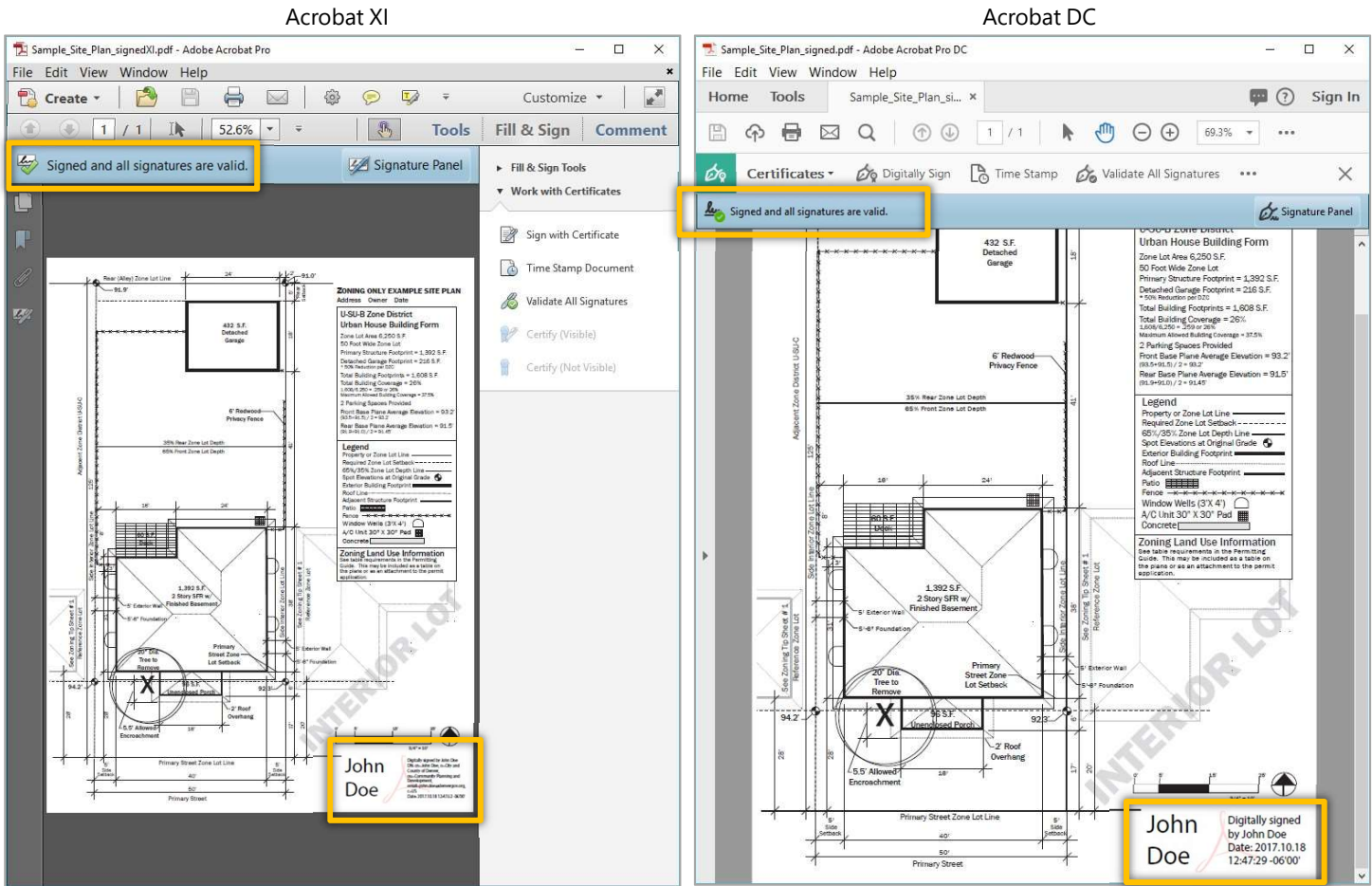
For additional help, consult the Acrobat User Guide available at https://helpx.adobe.com/acrobat/user-guide.html

You can also use Adobe's digital ID resources available at https://www.adobe.com/sign/how-to/create-digital-signature.html

If you have questions or need clarification, send an email to: Inspection@cleanwaterteam.com