



Digital Signatures FAQ

Q&A

Q: What should I name the PDF package/portfolio when filing the project to C.O.?

A: The naming of the PDF package/portfolio when making a submission to C.O. is dependent on the type of submission. These naming requirements can be found within the [Project Submission Procedure document](#), but can be summarized as follows.

- Initial Project Submission: YYYYMMDD-PID-PlanSet_AsFiled.pdf*
- Pre-Addendum Submission: YYYYMMDD-PID-PreAddendum-PlanSet-R#_AsRevised.pdf*
- Addendum Submission: YYYYMMDD-PID-Addendum-PlanSet-R#_AsRevised.pdf*
- **IT IS NOT [CTY]-[PID]-PlanSet.pdf**

*Check Project Submission Procedure document to verify naming conventions

Q: Do I need to change the name of the individual PDFs within the PDF package/portfolio when making submissions to C.O.?

A: No, the individual PDFs within the PDF package/portfolio that make up the plan set do not get renamed for submissions to C.O. Only the PDF package/portfolio name itself will be renamed for submissions to C.O. (see question above). For naming requirements of the individual PDF files within a PDF package/portfolio see [section 1600 of the L&D volume 3 manual](#).

Q: When making Submissions to C.O. (Pre-Addendums, Addendums), do I need to resubmit the PDF package/portfolio.

A: Yes, the PDF package/portfolio is the plan set for the project. If plan sheets have been modified for a Pre-Addendum or Addendum then a new updated PDF package/portfolio needs to be submitted and digitally signed correctly. Submission requirements for making submissions to C.O. can be found in the [Project Submission Procedure document](#).

Q: Can I change the name of the PDF after it's been digitally signed?

A: Yes, you can change the name of the PDF after it's been digitally signed, it will not affect the digital signatures.

Q: Do I have to have the PDFs digitally signed before creating the PDF package/portfolio?

A: No, putting documents into a PDF package/portfolio does not affect digital signatures. PDFs can be digitally signed from within a PDF package/portfolio as well as before being added to a PDF package/portfolio.



Q: Do I have to create a PDF package/portfolio even if my project will only have one PDF.

A: Yes, all plan sets need to be submitted as a PDF package/portfolio. More PDFs could be added to the package throughout the filing process (for example a Special Provisions pdf).

Q: Does every consultant need to resign anytime any sheets are changed, even if that consultant wasn't responsible for the sheets(s) that changed?

A: Yes, once a modification has been made to a PDF, all the digital signatures are invalid and will need to be resigned to make them valid again. There is no way for PDF modifications to only invalidate a specific digital signature. Digital signatures on a PDF are an all or nothing functionality.

Q: Is it necessary to obtain Digital Signature Certificates from a recognized third-party Certificate Authority to digitally sign PDFs?

A: No, you do not need a certificate from a 3rd party certificate authority. A signature certificate from your organization or the self-creation of your own certificate is okay. It is not Ohio DOT responsibility to verify the validity of the signees. The main goal is to make sure the document has not been modified after digital signatures have been placed.

Q: Does the Director's signature need to be a digital signature?

A: No, the director's signature is a cell that is apart of the interior title sheet cell.

Q. Is the Design Script going to need to be project specific?

A. Yes, it is project specific, the OHDOT Plan Signature application generates the .dscript file under the projects 990-WorkSetStandards\Plotdrv folder.

Q. Are digital signatures required for locals (i.e., city, county, etc.)?

A. No, but we have a signature sheet within our cell library, and this will be a separate pdf for collecting these types of signatures. Signatures on this signature sheet do not have to be digital signatures.

Q: Is there going to be a waiver process for projects that already or are close to completion?

A: There is no waiver process, all projects with a letting of April 27th, 2023 or later shall follow the digital signature requirements.



Q: Can I use DocuSign to digitally sign PDFs.

A: No

Q: Why can't we use E-signatures?

A: We are trying to comply with OAC Rule [4733-23-01](#) in regards to the electronically signing and sealing of the PDF plan set. An E-signature does not provide a way to tell if the document was modified after being signed and therefore cannot be used.

Q: Can a letter be used in the page sub-numbering for R/W sheets since there is no total numbering?

A: Yes RW.# Should be used.

SUBSET	TOTAL
RW.1	5

Q: Will Addendums that are submitted require you to provide additional files like special provisions that are added post filing?

A: No, those will be added by C.O.

Q: Will there be future digital signing of the .dgn files?

A: Currently this is not a requirement.

Q: How will digital signatures work if the EOR leaves/retires from the organization and a plan change is needed thru Prebid process?

A: Once a PDF is signed and sealed by an engineer they are the owner of the document. If changes are made and the original engineer is not available to resign, then a different engineer will have to rerun all the design (this is NOT just reviewing the current design) in order to sign and seal the PDF.

Q: Do I put the clouded/marked up sheets in the Plan Set PDF Package/Portfolio?

A: No, the PlanSet only contains the final sheets. the Clouded/marked up sheets shall be in a separate single multipage PDF named as defined in the [Project Submission Procedure document](#)

Contacts

For any questions, suggestions, or problems with this document please contact the ODOT Office of CADD and Mapping Services by use of the following form on the ODOT website:

https://odot.formstack.com/forms/cadd_servicerequest