What is ACES? … Access Certificates for Electronic Services

ACES is a program created and sponsored by GSA to facilitate secure on-line access to government information and services through the use of Public Key Infrastructure and digital signature technology. ACES was created to secure electronic transactions between Business to Government and Consumer to Government. Agencies can enable government applications to require an ACES Digital Certificate which has Identity authentication with "real time" validation of Digital signatures for submission of electronic forms.
How to Obtain and Use a Digital Signature

This presentation/training will cover:

- How to Request a Digital Signature… through AARF
- How to Obtain an ACES Digital Signature … through IdenTrust
- How to use…
How to request through AARF
How to request through AARF
How to request through AARF

Look for the User ID or enter their name, then press FIND

Once found, select USE, then CONTINUE>
How to request through AARF

Enter the effective date, or use default. CONTINUE>

Select “Digital Signature Certificate” box
How to request through AARF

Selected Request Type: Access Change for

* Required Field
  - Request Routing Information

Supervisor:
  - Douglas T Martin (CO\CN982DM)

Cost Center Manager:
  - David A Sadler (CO\CN982DA)

Security Coordinators:
  - Coordinator Name
  - Kathy Lovett (CO\CN982KL)

Verify supervisor is correct, then CONTINUE>

Select NEXT>
How to request through AARF

The request will be sent to the supervisor of the individual requesting the certificate. Once the supervisor approves the request, AARF will send it to the cost center manager. Once the cost center manager approves the request, AARF will send it to the security coordinator for final approval. Once all approvals are complete, the Office of Information Systems will issue the voucher so you can purchase the digital certificate from IdenTrust. The voucher issuance can take up to 48 hours.

Add a justification:
Ex: To sign electronic documents without the need for printing and scanning. To improve document delivery and system efficiency. To reduce cost.

Select “Approve and Submit to Supervisor”
How to obtain an IdenTrust ACES Digital Certificate

1) Follow Email instructions

2) Navigating through the IdenTrust web site

3) Getting Started and Using Your Certificate

4) ACES Digital Certificate Information Contacts
How to obtain an IdenTrust ACES Digital Certificate

You will receive two emails- 1) Secure link, and 2) Website link

1) Download the file- you’ll need your email and Windows Password to retrieve the text file.
   The text file will have your certificate voucher number to pay for your digital signature

2) Click on the website link and complete the online application- select BUY
FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)

Professional Licensure Digital Signing and Sealing

FDOT will begin using PKI based digital signatures on selected pilot projects.

Laws & Rules set by the Florida Board of Professional Engineers in Florida Statutes 471 and as implemented in Florida Administrative Code 61G15-23 allow Florida Professionally Registered Engineers to use digital signature for signing and sealing documents that are delivered electronically. Other professions are directed to their respective Boards of Professional Regulation for rules concerning the use of digital signature. The digital certificates can be purchased from IdenTrust Services, LLC using the links below. Both FDOT staff and consultants can purchase the digital certificates from IdenTrust. Consultants will be responsible for purchasing their own certificates. Signatories may utilize Adobe Acrobat 9 (or newer), Bluebeam 10 (or newer), or other equivalent software as the signing solution to place the seal and digital signature in PDF files and recommend consultants use the same for consistent, predictable and repeatable (CPR) results.

FDOT recognizes the need for entities, citizens, and public employees to interoperate with the department for the purpose of conducting business electronically. The agency will be using IdenTrust Services to provide such persons and entities with X.509 v.3 Digital Certificates. The digital certificates will be managed and controlled by IdenTrust Services as part of the Access Certificates for Electronic Services (ACES) program. IdenTrust Services, LLC will supply Certificate Authority (CA) service to entities and citizens located within or desiring to interface with the department in a Public Key Infrastructure (PKI).

- IdenTrust digital certificates are NIST Level 3 assurance for verifying your identity.
- IdenTrust digital certificates can support images of signatures or seals and instructions are included under "Related Content" on the right side of this page.
- IdenTrust digital certificates can be applied using PDF software (purchased separately).

Please note: ONLY THE SUBSCRIBER OF THE CERTIFICATE SHOULD HAVE EXCLUSIVE USE - THE DIGITAL CERTIFICATE IS YOUR FORM OF IDENTIFICATION, SIMILAR TO YOUR PASSPORT OR DRIVER’S LICENSE. Under the GSA Certificate Policy, it is our responsibility as an Authorized Certificate Authority to revoke the certificate in a case of loss or disclosure of the private key (Passphrase) to anyone other than the subscriber.

ACES Digital Certificate:

Access Certificates for Electronic Services (ACES)

<table>
<thead>
<tr>
<th>CERTIFICATE TYPE</th>
<th>SUBSCRIBER</th>
<th>PURPOSE/USAGE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Representative</td>
<td>Employee authorized to act on behalf of a company</td>
<td>Identity Authentication Digital Signature/Signing Usage: authenticate yourself as an employee (affiliated) of a valid business when signing emails and documents, and identifying yourself to gain access to restricted web sites.</td>
<td>$119.00 - two years</td>
</tr>
</tbody>
</table>

_BUY_  

Delivery Time 5-7 Business Days

How to Trust IdenTrust ACES Root Certificate in Adobe Reader

CUSTOMER SUPPORT
- Helpdesk@IdenTrust.com
- 888.339.8904 (within the US)
- 501.924.8140 (outside the US)
  M-F, 6am-6pm MST

RELATED CONTENT
- Step-by-Step Business Registration Process
- Creating a Custom Signature Appearance in Adobe 9
- Certificate Center
- ACES Policy Documents
- About ACES
- ACES FAQ
- ACES Voucher Order Form
- Digital Delivery FDOT D2
Getting Your ACES Business Representative Certificate is as EASY as 1 – 2 – 3

1 - Apply
Complete the Online Application - Start Below. Please note that ACES policy requires that this application be completed by the applicant only. A certificate applicant cannot ask another person complete this application on his/her behalf.

2 - Send Forms
Complete and send your Authorization & Identification Forms – You will get these at the end of this Online Application.

3 - Get Your Certificate
After we have verified and approved your application, we will send information to download your certificate. Verifications generally take 3 to 5 business days from the day we receive your Authorization and Identification Forms.

Before you begin your application, have the following ready:
- Organization's Full Name and Headquarters Address
- Dun & Bradstreet D-U-N-S Number (optional)
- Payment method information: Credit Card, Order Number or Voucher Number

You have accessed a U.S. Government sponsored computer system. Unauthorized use may be punished by fines or imprisonment.

ALSO NOTE: IF YOU WILL BE USING YOUR CERTIFICATE WITH THE D-TRADE PROGRAM (DIRECTORATE OF DEFENSE TRADE CONTROLS), YOU WILL NEED A DIFFERENT CERTIFICATE. PLEASE CLICK HERE TO APPLY FOR THE CORRECT ACES CERTIFICATE.

X Cancel  I'm Ready – Let's Start My Application >
Let's Find Your Organization

E-mail and Postal Code

Your organization may already be registered. If it is, you only need to search and choose it from the list.

*Indicates required fields

E-mail Address*  
erik.padron@dot.state.fi.us

Headquarters Postal Code* 32399

Note: Please enter the postal code for your organization's headquarters. If you do not work at the organization's headquarters, this postal code may be different from that of your local office.

Your headquarters address is the address recognized as your organization's national headquarters. Example: You might work at the South Valley branch of a bank; however, the headquarters address would be where your national office is located.
Is Your Organization Headquarters Listed?

Your organization’s information is used to complete the necessary verifications for your certificate. Please ensure that this is the information for the organization's headquarters rather than information for a branch office.

- Use the existing headquarters address selected below:
  
  ```
  FLORIDA DEPARTMENT OF TRANSPORTATION, 605 Suwannee Street, Tallahassee, FL 32399-0450, US
  FLORIDA DEPARTMENT OF TRANSPORTATION, 605 Suwannee Street, Tallahassee, FL 32399, US
  ```

- Enter a new headquarters address

X Cancel  < Back  Next >
Where Would You Like Your Instructions Mailed?

After we have verified all of your information and approved your application, we will send you instructions for retrieving (downloading) your certificate. These instructions will be sent 3 to 5 days business days after we have received your Authorization and Identification forms.

After My Application is Approved, Mail My Instructions to:

- Organization Headquarters Address
  FLORIDA DEPARTMENT OF TRANSPORTATION
  605 Suwannee Street
  Tallahassee, Florida 32399-0450
  UNITED STATES

- My Mailing Address
  * Indicates required fields
  Organization FLORIDA DEPARTMENT OF TRANSPORTATION
  Address Line 1 1000 NW 111 Ave
  Address Line 2
  City* Miami
  State* Florida
  Postal Code* 33172-5800

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Getting to Know You

Your Information

The information you provide below will be checked against sources within your organization to verify your identity and the authenticity of your application. Only your full name, organization information and e-mail address will appear in your Business Representative Certificate. We will hold all your personal information in strict confidence and will not share it with any third party without your prior consent. Please see our Privacy Policy for more information.

* Indicates required fields

First Name*  John
Middle Initial
Last Name*  Doe
Job Title*  Roadway Design Engineer
Office Phone Number*  813-975-4854  Ext.
Office Fax Number  812-975-6724
E-mail Address  richard.mcall@dot.state.fl.us

X Cancel < Back  Next >
ACES Business Representative Certification Application

Let's Confirm Your Information

Your Mailing Address
Organization Name: FLORIDA DEPARTMENT OF TRANSPORTATION
Address Line 1: 11201 N. McKinley Drive
Address Line 2: District 7 Headquarters
City: Tampa
State: Florida
Postal Code: 33612-6456

Your Information
Name: John Doe
Job Title: Roadway Design Engineer
Office Phone Number: 813-975-4854
Office Fax Number: 812-975-6724
E-mail Address: richard.mccall@dot.state.fl.us

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Remember Your Passwords

Here at IdenTrust, we are often contacted by people who have forgotten their passwords. We will always try to help. Unfortunately, in many cases, there is nothing we can do, and you, the customer, will have to start over to apply for a new certificate.

There are two passwords you will need to remember:

Account Password

Next, you will create your Account Password with Secret Questions and Answers. This password will be used to download your certificate after your application is approved. If this Account Password is forgotten, you may reset it using Your Secret Questions and Answers.

If you are unable to recall the Answers to your Secret Questions, you will have to start over and apply again.

Browser Key Protection Password

After your application is approved and you are downloading your certificate, you will have an option to select “High” security to create this password to protect your certificate. This password is used each time you use your certificate.

If you forget this private key password, you will need to replace your certificate from the IdenTrust Certificate Management Center.

I Don't Want That – I’ll Remember My Passwords
Create Your Account Password

Account Password
Tips for Creating Your Account Password:
- lowercase or uppercase letters, or numbers
- 8-30 characters in length
- may not use special characters (, ), \, ", /, = and *

Your Account Password

Re-type Account Password

Secret Questions
Please select three questions and create your answers. Your Account Password only be reset by typing your answers exactly as you do here. Answers are limited to 1-30 characters, using letters and numbers only.

Question 1: In what city or town was your first job?
Your Answer: Tampa

Question 2: In what city did your parents meet?
Your Answer: San Diego

Question 3: What is the name of the high school you first attended?
Your Answer: Robinson

X Cancel < Back Next >
Accepting the Subscriber Agreement

In order to continue with the application, you must read and accept the following Subscriber Agreement. By accepting the Subscriber Agreement, you understand and agree to IdenTrust's responsibilities and warranties as the provider of your Certificate, as well as your obligations and warranties to IdenTrust. Please view our Privacy Policy.

SUMMARY OF TERMS:

By accepting the SUBSCRIBER AGREEMENT, you:

- PROVIDE COMPLETE AND ACCURATE RESPONSES AND ALLOW IDENTRUST TO VERIFY SUCH INFORMATION DURING THE CERTIFICATE APPLICATION PROCESS;
- REVIEW THE ACCURACY OF INFORMATION IN YOUR CERTIFICATE(S);
- KEEP YOUR PRIVATE KEY (INCLUDING PASSWORDS, TOKENS AND DEVICES HOLDING THE PRIVATE KEY) SECURE;
- USE YOUR PRIVATE KEY(S) ONLY FOR AUTHORIZED PURPOSES;
- REQUEST REVOCATION OF A CERTIFICATE IF YOU EVER SUSPECT THAT THE SECURITY OF ITS PRIVATE KEY MAY HAVE BEEN COMPROMISED;
- PROMPTLY ADVISE IDENTRUST OF ANY CHANGES IN YOUR REGISTRATION INFORMATION AND RESPOND TO NOTICES FROM IDENTRUST CONCERNING YOUR CERTIFICATE, AND
- ACCEPT SUBSTANTIAL LIMITATIONS UPON IDENTRUST'S LIABILITY SET FORTH IN SECTION 7 OF THIS AGREEMENT;
- AGREE TO THE COMPLETE TERMS OF THIS AGREEMENT, AND
- ACKNOWLEDGE THAT YOU HAVE READ THE PRIVACY POLICY

View complete Subscriber Agreement

I have reviewed, and I hereby sign and accept the complete terms of the Subscriber Agreement.

To accept this information and continue the Application Phase, choose "Next >"
If you do not agree to these terms and conditions, choose "Cancel" and your application will be terminated.
Paying for Your Digital Certificate

Review Your Purchase

You are purchasing the following item(s):

Business Representative Certificate  $119.00 USD

Total Price  $119.00 USD

How Would You Like to Pay?

- Credit Card
- Order Number
- Voucher Number

X Cancel  < Back  Next >

Customer Support

- HelpDesk@idenTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time
Paying for Your Digital Certificate

Voucher Number 1234567-1234-1234

X Cancel  < Back  Next >
Almost Done – We Need Your Forms

Submitting the Authorization Forms

In order to complete the application process, you are required to complete the Authorization Forms and have an Organization Officer within your organization approve the forms and submit them to DST.

Follow the instructions provided in the Authorization Forms

Your application cannot be approved until we receive your Authorization Forms

Be sure to save your personalized forms !!!

Save Your Forms Packet

Note: The forms packet is a PDF file which will open in Adobe Acrobat Reader. If you currently do not have Adobe Acrobat Reader installed on your system, you will need to download it now.

If you miss this step you will need to call IDENTRUST to have them send you blank forms

Customer Support

- HelpDesk@IdentTrust.com
- 888.339.8904 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

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Your forms should look like these
Finalize the Application Process for your Personalized Certification.

• The Forms that you saved will include your information within the PDF.
• To complete your application, you will need to confirm your email (using code within the email sent to you + sign-up password) AND complete and mail:
  • Part I – Sponsoring Organization Authorization Form  
    (The “Organization Officer” is your Cost Center Manager)
  • Part II - Notary Form  
    (The two IDs will be your FL Drivers License, and your FDOT ID)
• Type in the information and Print both Forms. The following slide will have examples..
• Then get Part I signed, and Part II Completed by the FDOT Notary. If you don’t know your Notary, see April Presley in D6 Construction.
• Mail both Forms to IdenTrust

*See the ACES Business Representative Certificate – Forms Packet for complete instructions, search the site for help, or contact
Finalize the Application Process for your Personalized Certification.

- Get Part I signed, and Part II Completed by an FDOT Notary. If you don’t know your Notary, see April Presley in D6 Construction.
- Mail both Forms to IdenTrust

*See the ACES Business Representative Certificate – Forms Packet for complete instructions, search the site for help, or contact...
1. How do I retrieve my software certificate?
You will be able to retrieve your certificate only after your application has been approved and you receive your approval letter in the mail. The letter will contain the retrieval website address and an activation code. You will use these, along with the passphrase that you created during the application, to retrieve your certificate.

Instructions for retrieval:
2. Click "Next"
3. Enter your activation code and passphrase (The activation code is on the letter that was mailed to you.)
4. Follow the onscreen instructions until you get to the congratulations screen

Your certificate is now installed on your machine and ready for use.

2. Can I use my software certificate on any computer?
You create the certificate in a browser on your computer when you retrieve it. It can only be used on that computer (or browser). If you have retrieved your certificate on one computer and would like to use it on another computer (or browser), you will need to export the certificate and then import it to the other computer or browser.

3. How do I retrieve my software certificate a second time?
As a security measure, your activation code is valid for only one use.

If your computer has had hardware or software problems and your certificate has been lost or corrupted, you will need to replace your certificate.

If you wish to use your certificate on another computer, you will need to export your existing certificate to that computer. Please see question 2 (Can I use my software certificate on any computer?) above.

For additional help look at the Frequently Asked Questions page. FAQ
Once you receive your e-signature...

1) You will need to RETRIEVE your certificate online,
   a) Go to  www.IdenTrust.com/get-cert.html
   b) Enter activation code and passphrase (activation code will be in a mailed letter)
   c) Follow instructions on site, up to “Congratulations” screen

2) Once received- you can add e-signatures to a variety of MS Office documents..
   Word, Excel, Outlook..  PDFs, and FDOT Document Library forms (once modified
   by CO)  Further instructions to follow on How to guide..
ACES Digital Certificate Information Contacts

District 6

Erik Padron (S. Miami-Dade Resident Engineer)
(305) 640-7418
erik.padron@dot.state.fl.us

Amy Calvo (TSSO Network Supervisor)
(305) 470-5220
amy.calvo@dot.state.fl.us
ACES Digital Certificate Information Contacts (continued)

Central Office

Bruce Dana (Manager – ECSO)
(850) 245-1606
bruce.dana@dot.state.fl.us

Quinton Tillman (CADD Applications Engineer)
(850) 245-1630
quinton.tillman@dot.state.fl.us

IdenTrust

Page Corbo (Government Sales)
(703) 724-9009
Page.Corbo@IdenTrust.com

Customer Support
(888) 339.8904
HelpDesk@IdenTrust.com
Acknowledgement- Special Thanks

- To District Seven and CO for developing the foundation of this presentation!!
- To the members of the statewide Online Documents Expert Task team and all those involved, for all their hard work!!
- To the early adopters that help us improve our process!!