HUD Signature Form

Guide to Preparing and Signing the Signature Form for Project Artifacts and Documents

PERFORMANCE & RISK MANAGEMENT BRANCH

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Document History

Version No.	Date	Author	Revision Description
1.0	6/22/2017	Virtual Enterprise Architects, LLC (VEA)	Initial Version
1.1	7/21/2017	VEA	Update/revise instructions based on feedback from the demonstration and based on testing the signature form
1.2	8/9/2017	VEA	(1) Revise step 2 for inserting the form into an PDF version of a project artifact or document; (2) revise step 5 for inserting the form at a specific place within a PDF version of an artifact or document; (3) minor edits
1.3	8/28/2017	VEA	Remove personally identifiable information (PII) from screen clip examples
1.4	9/11/2017	VEA	(1) Change references of the form from "Artifact Endorsement Form" to "HUD Signature Form; (2) change the title of this document; (3) revise the instructions based on redesign of the signature form; (4) add instructions to configure a new appearance for a digital signature

Instructions for Preparing and Signing the HUD Signature Form

▶ Getting Started

From the **Adobe PDF Reader**, click **Enable All Features** in the gold banner below the program menu if the **Protected View ... Enable All Features** command is displayed at the upper right corner of the screen.

Figure 1. Enabling access to all features of the HUD Signature Form

> **NOTE:** Use the **+** or **-** controls as applicable to enlarge the viewing area of the window.

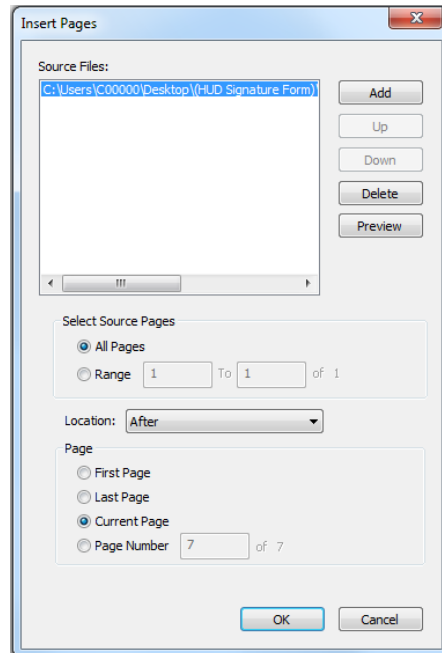## ▶ Inserting HUD Signature Form into the Project Artifact or Document

1. Convert the project artifact or document into Portable Document Format (PDF).

2. Open the project artifact or document to display it in the **Nuance Power PDF Advanced** program, and then go to the place in the document where you want to insert the **HUD Signature Form**.

3. In the **Nuance Power PDF Advanced** main menu, click the **Home** tab, and then click **Insert** to display the **Open** window.

Figure 2. Insert command on the Home tab

4. From the **Open** window, select the file name for the project artifact or document, and then click **Open**. The **Insert Pages** dialog box is displayed on the screen.

5. From the **Insert Pages** dialog box, do the following to insert the **HUD Signature Form** into the project artifact or document:

Figure 3. Insert Pages dialog box

- From the **Location** drop-down list, select **Before** to insert the **HUD Signature Form** before the page that appears in the **Nuance Power PDF Advanced** document window.
  – or –
  Select **After** to insert the signature form after the page that appears in the **Nuance Power PDF Advanced** document window.

- Under **Page**, select one of the following placement options to insert the **HUD Signature Form** into the PDF version of the project artifact or document:

  o **First Page**: Insert the form before or after the first page of the artifact or document.

  o **Last Page:** Insert the form before or after the last page of the artifact or document.

  o **Current Page:** Insert the form before or after the page that appears in the document window.

  o **Page Number:** Insert the form before or after a specific page number within the artifact or document.

CAUTION: If you use the Nuance Power PDF Advanced program to insert an HUD Signature Form that already includes one or more certificate-based signatures, then most, if not all, fields on the form (including the signature fields) will be blank.

▶ Entering the Title of the Project Artifact or Document

1. In the **Authorization Memorandum** text box, enter the document title for the project artifact in the **Document Title** field. A maximum of 40 characters may be entered in the text box. Review the entered information to ensure that it is correct and complete.

2. Click outside of the **Authorization Memorandum** text box to allow the document title to appear in the **Document Title** field on the first line of the paragraph.
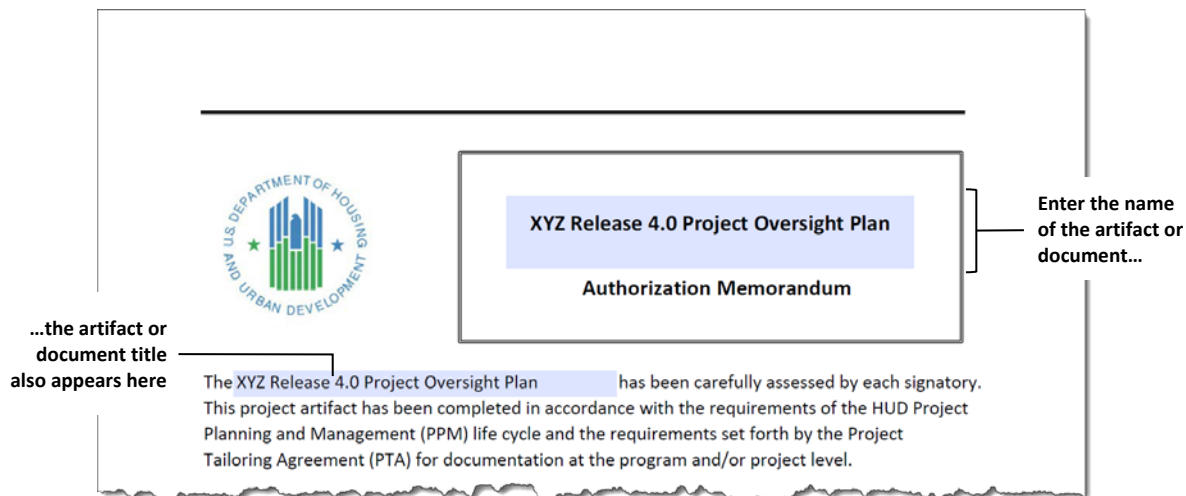

Figure 4. Entering the project artifact or document title

▶ Signing the HUD Signature Form

NOTE: The signing process for the document involves the use of a certificate that has been issued by a trusted certificate authority. The certificate-based signature is a security measure to verify both the authenticity and integrity of the document, which confirms the identity of the person who signed the document and confirms that the document contents have not been altered.

1. In the signature block that will include your certificate-based signature, type your job title or role in the **Role/Title** field. A maximum of 80 characters may be entered in the field.
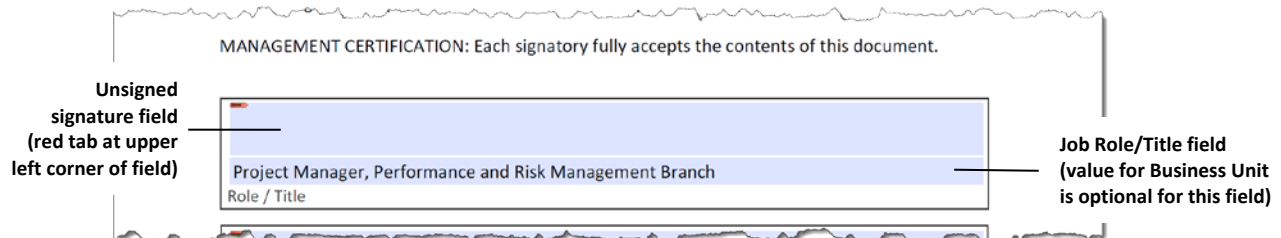

Figure 5. Entering the job role or title for the signing party

Review the entered information to ensure that it is correct and complete.

2. Insert your **PIV Card** into the card reader, and then click the **Signature** field. The **Sign Document** dialog box is displayed on the screen.

3. From the **Sign Document** dialog box, click arrow on the **Sign As** drop-down list, and then select from the list the digital ID with your name for the certificate associated with your name.

> **NOTE:** If your digital ID does not appear on the **Sign As** drop-down list, click **Refresh ID List** to update the list of digital IDs (the list will close after reading the inserted PIV Card and refreshing the drop-down list), and then repeat **Step 3**.

Digital IDs associated with a name that are stored on the PIV Card

Jayne-Anne Doe	(Jayne-Anne Doe) 2021.01.10
JAYNE-ANNE DOE	(Affiliate) (Entrust) 2019.04.05
JAYNE-ANNE DOE	(Affiliate) (Entrust) 2019.04.05
Refresh ID List	
New ID …	

Click Refresh ID List to update list of digital IDs

This example features digital IDs on the **Refresh ID** list for a contractor. The signature reference and appearance on the Refresh ID for may differ slightly a U.S. Government employee.

4. Under **Additional Signature Information**, do the following:

- In the **Location** field, type the city, state, and ZIP Code for the location of your business unit or office.

- In the **Contact Info** field, type your HUD e-mail address.

> **NOTE:** See the note on page 11 at **Step 8** for information about configuring the appearance of a signature. The location and contact information can be added to the signature details by selecting **Show location and contact information** on the **Creation and Appearance Preferences** dialog box for the signature selected on the **Appearances** list. The selection of the Show location and contact information option adds the **Location** and **Contact Info** fields to the **Sign Document** dialog box.

- Review the entered information to ensure that it is correct and complete.
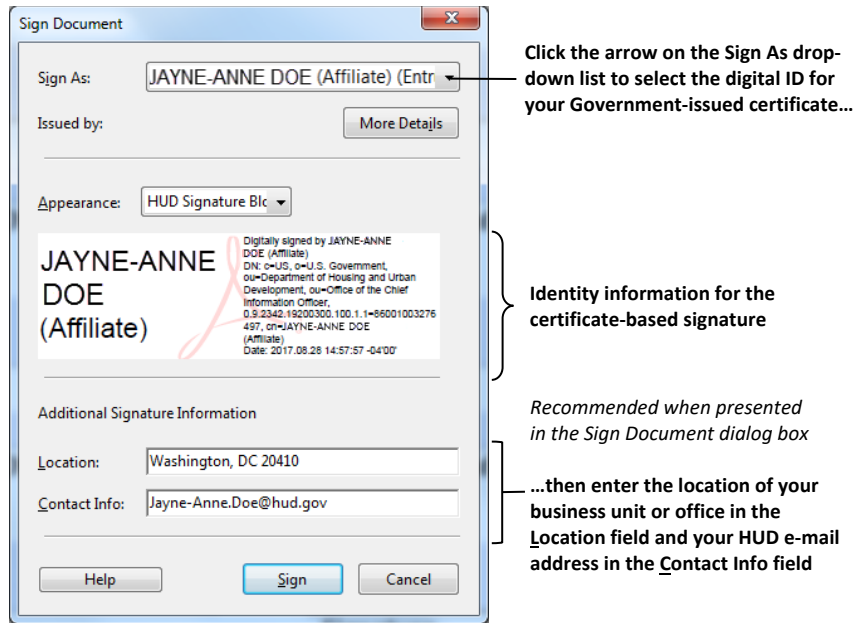
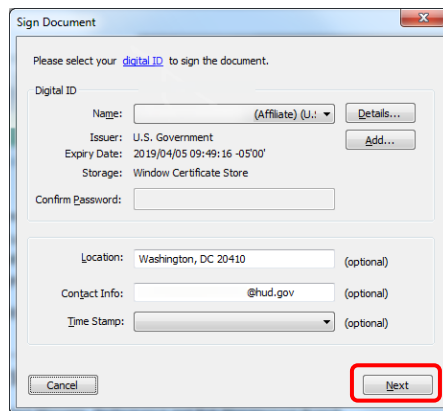*Figure 6. Sign Document dialog box showing signature details for the signing party*

5. Review the identity information for the signature that appears in the **Appearance** panel to ensure that the organization, organization unit and location details are present.
–or–

- *(If using Adobe PDF Reader or Adobe Acrobat)* Click the arrow on the **Appearance** drop-down list and select a different signature profile that contains the location (and contact information, if applicable).

- *(If using* Nuance *Power PDF Application)* From the **Sign Document** dialog box, do the following:

  o Click **Next** to show the next screen.

Figure 7. Next command on Sign Document dialog box

o From the **Appearance** panel, click the arrow on the **Select** drop-down list and then select a different signature profile that contains these signature details.

Select drop-down list that displays a list of digital IDs for signatures
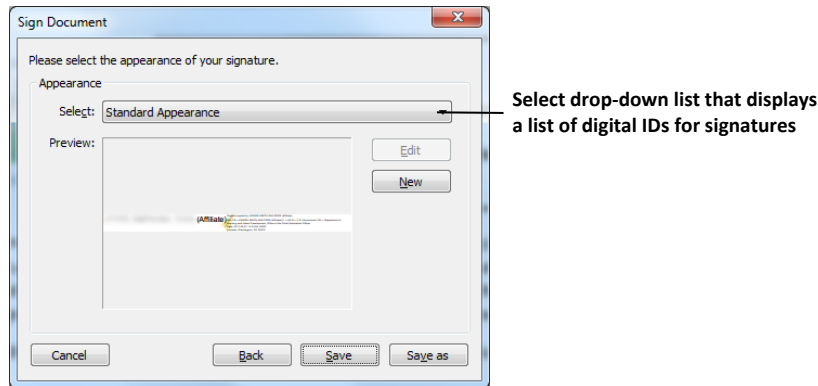
Figure 8. Select drop-down list

6. From the **Sign Document** dialog box, click **Save as** to show the **Save As** window and to save the document to a different file name. From the **Save As** window, type the file name for the document in the **File Name** text box and click **OK**. The **ActivClient Login** dialog box is displayed on the screen
–or–
Click **Save** to the save the document to the same file name. The **ActivClient Login** dialog box is displayed on the screen

7. In the **ActivClient Login** dialog box, type the PIN for your PIV Card in the **PIN** text box, and then click **OK**.
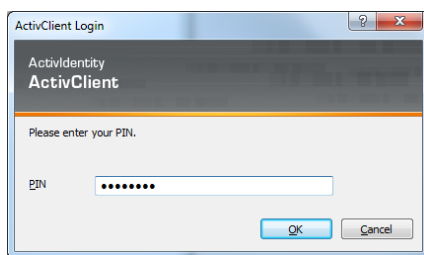
Figure 9. ActivClient Login dialog box for entering a PIN to validate the certificate-based signature

The certificate-based signature of the signing party is displayed in the signature block.

The following examples show the certificate-based signature after signing the document using the Adobe PDF Reader and the Nuance Power PDF application.
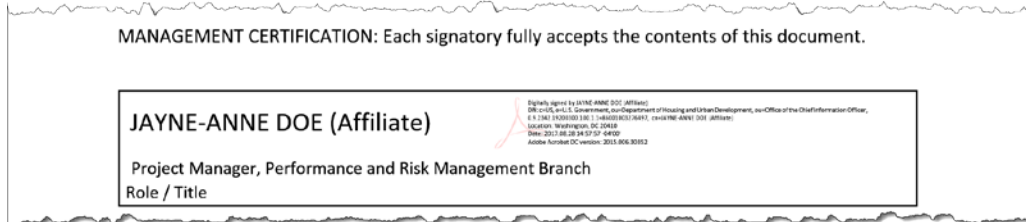

MANAGEMENT CERTIFICATION: Each signatory fully accepts the contents of this document.

JAYNE-ANNE DOE (Affiliate)

Project Manager, Performance and Risk Management Branch
Role / Title

Figure 10. Certificate-based signature of the signing party (signed using the Adobe PDF Reader)

MANAGEMENT CERTIFICATION: Each signatory fully accepts the contents of this document.

JAYNE-ANN DOE (Affiliate)

Project Manager, Performance and Risk Management Branch
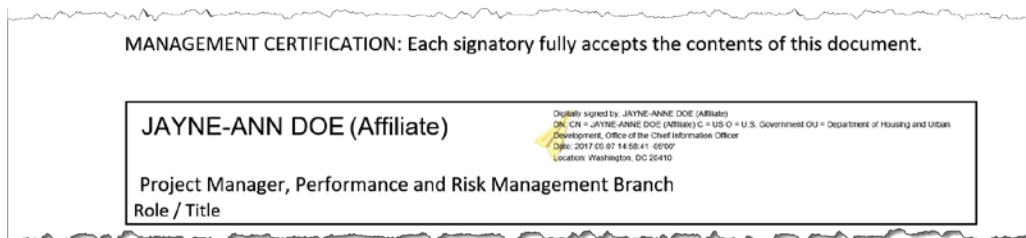Role / Title

Figure 11. Certificate-based signature of the signing party (signed using the Nuance Power PDF program)

8. Repeat **Step 1** through **Step 7** of this section for each person who signs the **HUD Signature Form**.

> **PLEASE NOTE:** The document title and signature block(s) with certificate-based signature(s) are embedded in the project artifact or document after the first signing. This information becomes **read-only after signing any signature field with a PIV Card**.

The HUD Signature Form must be completed anew if any signature field has been signed *and* either or both of the following conditions applies to the form:

- The Document Title field is blank, has errors, or requires changes to its content.
- The Role/Title field for the signature field is blank, has errors, or requires changes.

All other signature blocks with unsigned signature fields (an unsigned signature field shows a small, red horizontal tab at the upper left corner of the field) will remain available to allow others to sign the HUD Signature Form.

▶ Configuring the Appearance of a Digital Signature

NOTE: If the signature does not include details such as the name of the organization, organization unit and location, configure a new appearance of a signature that includes these details. The process of configuring a new signature appearance depends on whether the Adobe PDF Reader or the Nuance Power PDF application is used by a person to sign the document.

◆ Configuring a New Signature Appearance Using Adobe PDF Reader or Adobe Acrobat

1. From **the Sign Document dialog** box, click the arrow on **Appearance** drop down list, and then select **Create New Appearance…** from the drop-down list.
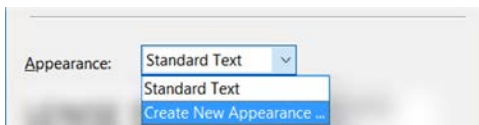

Figure 12. Create New Appearance option

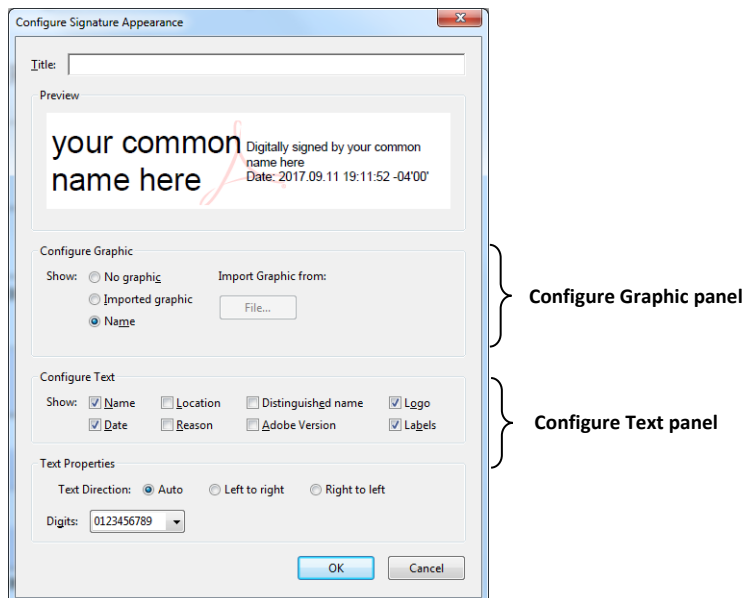The **Create Signature Appearance** dialog box is displayed on the screen.

Figure 13. Create Signature Appearance dialog box

2. From the **Create Signature Appearance** dialog box, enter a title in the **Title** field (such as HUD Certificate Signature).

3. Make sure that the **Na̲me** option is selected (or select if applicable) on the **Configure Graphic** panel. This option allows the common name of signing person to appear in the "**your common name here**" area of the certificate-based signature and in the signature details after the words "**Digitally signed by**."
   –or–
   Select **Na̲me** if the option is not already selected.

4. From the **Configure Text** panel, click to select the following check boxes as applicable to include these details in the signature:

   - **Name:** the name of the person who is associated with the certificate. This detail is different from the one for the **Na̲me** option on the **Configure Name** panel. The value for the **Name** option on the **Configure Text** panel appears in the text of the details for the designated name.
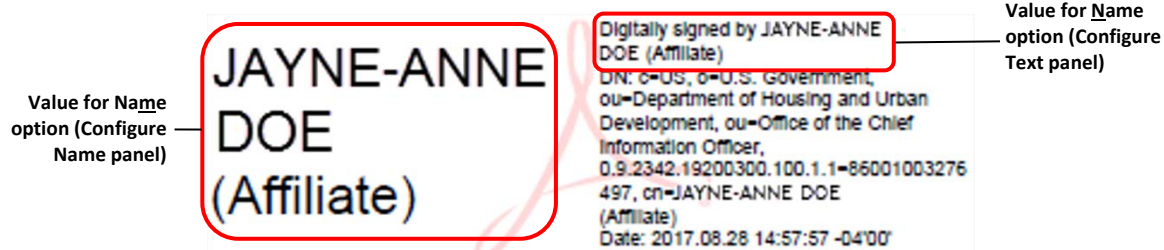

Figure 14. Values for the Na̲me option (Configure Name panel) and Na̲me option (Configure Text panel)

   - **Date:** the signing date and time in YYYY.MM.DD HH:MM:SS format. The signing date and time are based on the local date and time on the signer's computer.

     NOTE: The date and time on a signer's computer may differ from one based on a timestamp server if timeserver settings have been configured and selected instead for use in the certificate-based signature.

   - **Location:** the signing location as entered in the **Location** field of the **Sign Document** dialog box (such as Washington, DC 20410)

   - **Distinguis̲hed name:** common name of the person who is signing the document and details associated with the country (United States), organization (U.S. Government), and the organization unit.

     NOTE: In the signature details, the organization unit is presented as separate values for the department or agency (such as Department of Housing and Urban Development) and the business unit (such as the Office of the Chief Information Officer).

- **Logo:** default logo or image that is used as a watermark in the signature (such as the Adobe PDF Reader logo or Nuance Power PDF logo)

- **Label:** label or tag that identifies a detail within the signature, including **cn** (common name), **Date** (signing date and time), **DN** (distinguished name that includes details for **c** (country), **o** (organization), and **ou** (organization unit), and **Location** (signing location)

> **NOTE:** Clearing (not selecting) the **Distinguished name** check box removes only the **DN** label from the signature details. All other details for the common name, country, date, organization, and organization unit remain in the signature.

- *(Optional; applies to Adobe PDF Reader or Adobe Acrobat only)* **Version:** Name and version of the application that is used for signing the document. In Adobe PDF Reader or Adobe Acrobat, this label is displayed as **Adobe Version**.

5. In the **Configure Signature Appearance** dialog box, review the settings to ensure that all options are selected for the signature, and then click **OK** to return to the **Sign Document** dialog box.
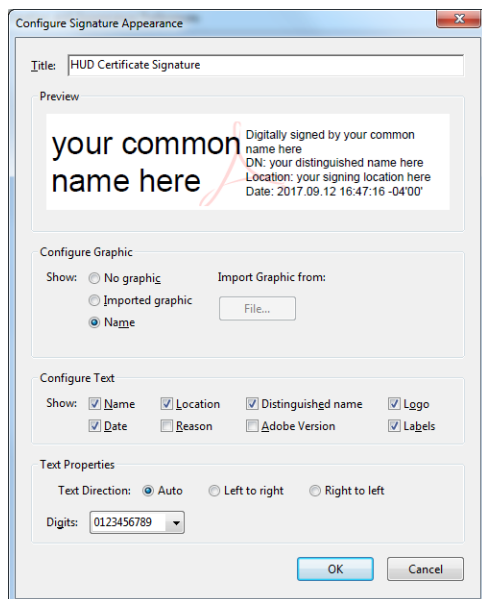
Figure 15. Selected options on the Configure Signature Panel (Adobe PDF Reader or Adobe Acrobat)

6. From the **Sign Document** dialog box, make sure that the name of the profile for the new signature appearance is displayed in the Appearance drop-down list, and then click **Sign**. You will be prompted to save the document at the **Save As** window.

7. In the **Save As** window, type a new file name (or save the document using the file name in the **File Name** text box if applicable), and then click **Save**. The **ActivClient Login** dialog box is displayed on the screen.

8. In the **ActivClient Login** dialog box, type the PIN for your PIV Card in the **PIN** text box, and then click **OK**. The certificate-based signature of the signing party is displayed in the signature block.

PLEASE NOTE: In Adobe PDF Reader or Adobe Acrobat, you can manage the appearance of signature profiles for digital IDs by selecting **Edit > Preferences** from the main menu. To manage the appearance of digital signatures, select **Signatures** from the **Preferences** dialog box, and then click **More…** in the **Creation & Appearance** panel to show the **Creation and Appearances Preferences** dialog box. The **Appearances** list shows signature profiles that have been configured on your system, except for the default signature profile for **Standard Text**.

In the Nuance Power PDF application, you can also manage the appearance of signature profiles by selecting **File > Options** from the main menu and then selecting **Signatures** from the list to show the **Options** dialog box. From the **Options** dialog box, click **More…** on the **Creation & Appearance** panel to show the **Appearances** list on the **Creation and Appearances Preferences** dialog box. The **Appearances** list shows signature profiles that have been configured on your system, except for the default signature profile for **Standard Appearance**.

◆ **Configuring a New Signature Appearance Using the Nuance Power PDF Application**

1. From **the Sign Document dialog** box, do the following:

    - In the **Location** text box, type the city, state, and ZIP Code for the address of your business unit or office.

    - In the **Contact Info** text box, type your HUD e-mail address.

    NOTE: See the note at **Step 8** on page 11 for information about configuring the appearance of a signature. The location and contact information can be added to the signature details by selecting **Show location and contact information** for the signature selected from the **Appearances** list on the **Creation and Appearance Preferences** dialog box.

    - Review the entered information to ensure that it is correct and complete.
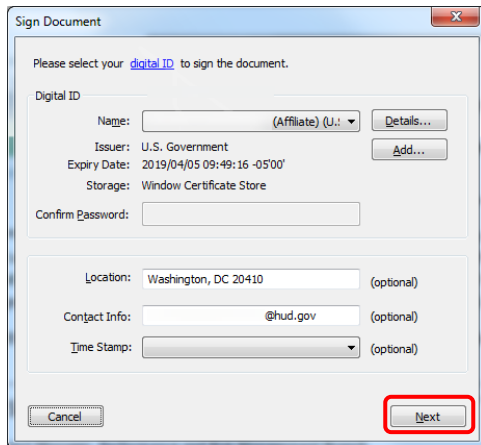
2. Click **Next** to show the next screen.

Figure 16. Next command on Sign Document dialog box

3. From the **Appearance** panel on the **Sign Document** dialog box, click **New**.
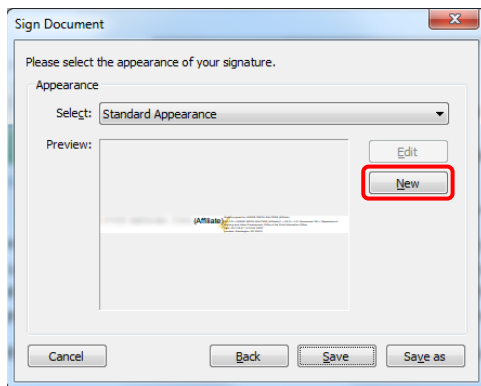

Figure 17. New command on the Sign Document dialog box

The **Configure Signature Appearance** dialog box is displayed on the screen.

4. From the **Configure Signature Appearance** dialog box, click **Name** on the **Configure Graphic** panel.

5. From the **Configure Text** panel, click to select the following check boxes as applicable:

- **Name:** the common name of the signatory who is associated with the certificate. This detail is different from the one for the **Name** option on the **Configure Name** panel.

Value for Name option (Configure Name panel)

Value for Name option (Configure Name panel)

JAYNE-ANN DOE (Affiliate)

Digitally signed by: JAYNE-ANNE DOE (Affiliate)
DN: CN = JAYNE-ANNE DOE (Affiliate) C = US O = U.S. Government OU = Department of Housing and Urban Development, Office of the Chief Information Officer
Date: 2017.08.28 14:57:57 -05'00'
Location: Washington, DC 20410

Figure 18. Values for the Name option (Configure Name panel) and Name option (Configure Text panel)

- **Date:** the signing date and time in YYYY.MM.DD HH:MM:SS format (date and time are based on the local date and time on the signer's computer).

  NOTE: The date and time on a signer's computer may differ from one based on a timestamp server if timeserver settings have been configured and selected instead for use in the certificate-based signature.

- **Location:** the signing location as entered in the **Location** field of the **Sign Document** dialog box

- **Distinguished name:** details about the country, organization, organization unit, and the common name of the person who is signing the document.

  NOTE: In the signature details, the organization unit is presented as a single value that includes both the department or agency and business unit (such as Department of Housing and Urban Development, Office of the Chief Information Officer).

- **Logo:** default logo or image that is used as a watermark in the certificate-based signature (such as the Adobe PDF Reader logo or Nuance Power PDF logo)

- **Label:** label or tag that identifies a detail within the signature, including **CN** (common name), **Date** (signing date and time), **DN** (distinguished name that includes details for **c** (country), **o** (organization), and **ou** (organization unit), and **Location** (signing location)

  NOTE: Clearing (not selecting) the **Distinguished name** check box removes only the **DN** label from the signature details.

6. To clear (deselect) the **Reasons** option for the signature profile, click the **Reasons** check box on the **Configure Text** panel to remove the check mark.

7. In the **Configure Signature Appearance** dialog box, review the settings to ensure that all options are selected for the signature, and then click **OK** to return to the **Sign Document** dialog box.
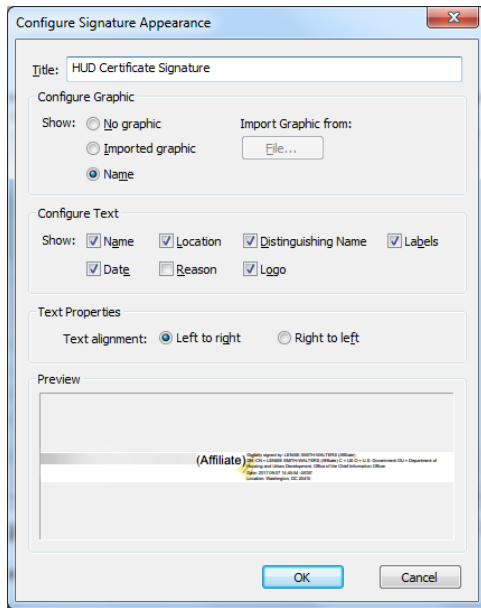
Figure 19. Selected options on the Configure Signature Panel (Nuance Power PDF application)

8. From the **Sign Document** dialog box, make sure that the name of the profile for the new signature appearance is displayed in the **Select** drop-down list, and then click **Save** to save the document using the same file name. The **ActivClient Login** dialog box is displayed on the screen. —or—

Click **Save as** to show the **Save As** window. At the Save As window, type the file name in the **File Name** text box and click **Save**. The **ActivClient Login** dialog box is displayed on the screen.
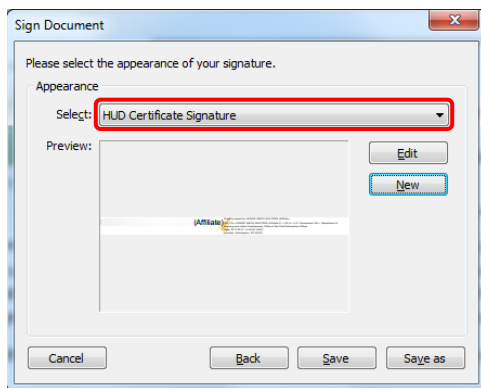

Figure 20. Name of the new signature profile (Nuance Power PDF application)

9. In the **ActivClient Login** dialog box, type the PIN for your PIV Card in the **PIN** text box, and then click **OK**. The certificate-based signature of the signing party is displayed in the signature block.