

CERTIFICATION OF A LABOR VERIFICATION STATEMENT WITH A DIGITAL SIGNATURE

PART ONE: Obtain a digital signature through the Office of Information Security

1. Go to the Office of Information Security homepage via the following link: www.uc.edu/infosec/services/cert.html
2. Click on the red, “Request Personal or Server Certificate” box on the upper right (Fig 1):



Fig 1: Locating the “Request Personal or Server Certificate” box

3. Enter your Username & Password (Central Login) then click the “Log In” button (Fig 2):

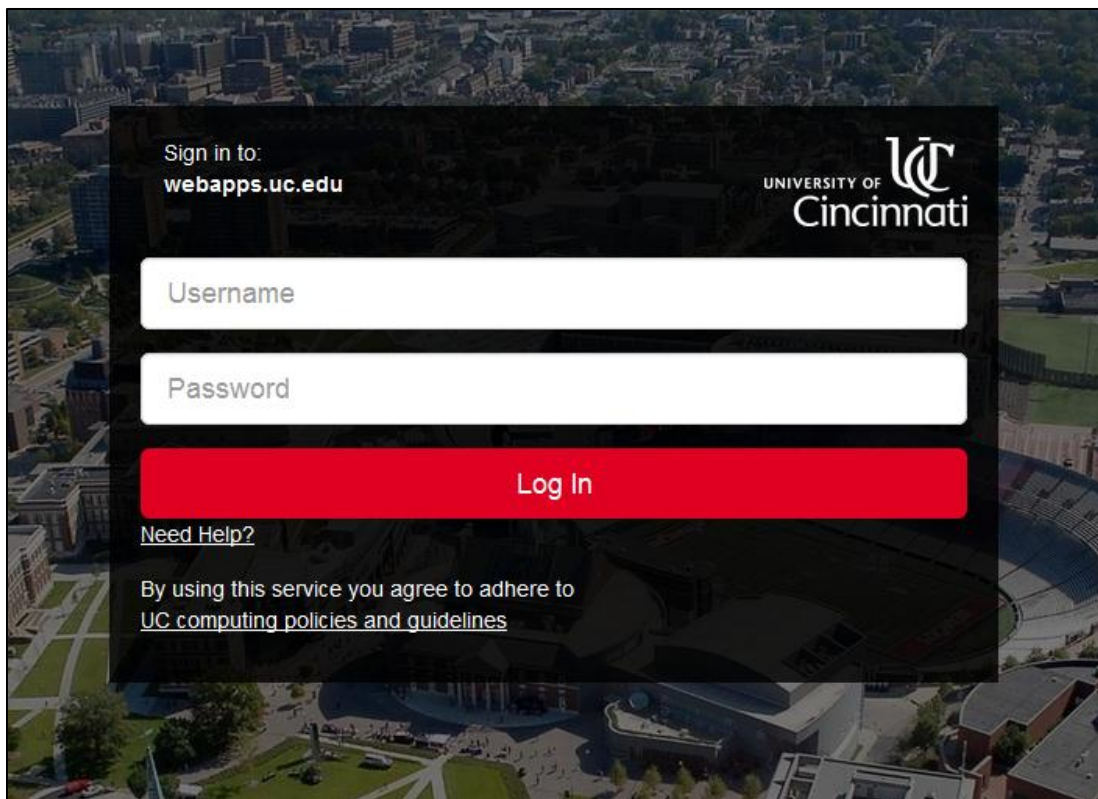


Fig 2: webapps.uc.edu sign-in page

4. Click the “Request Client Certificate” box (Fig 3):

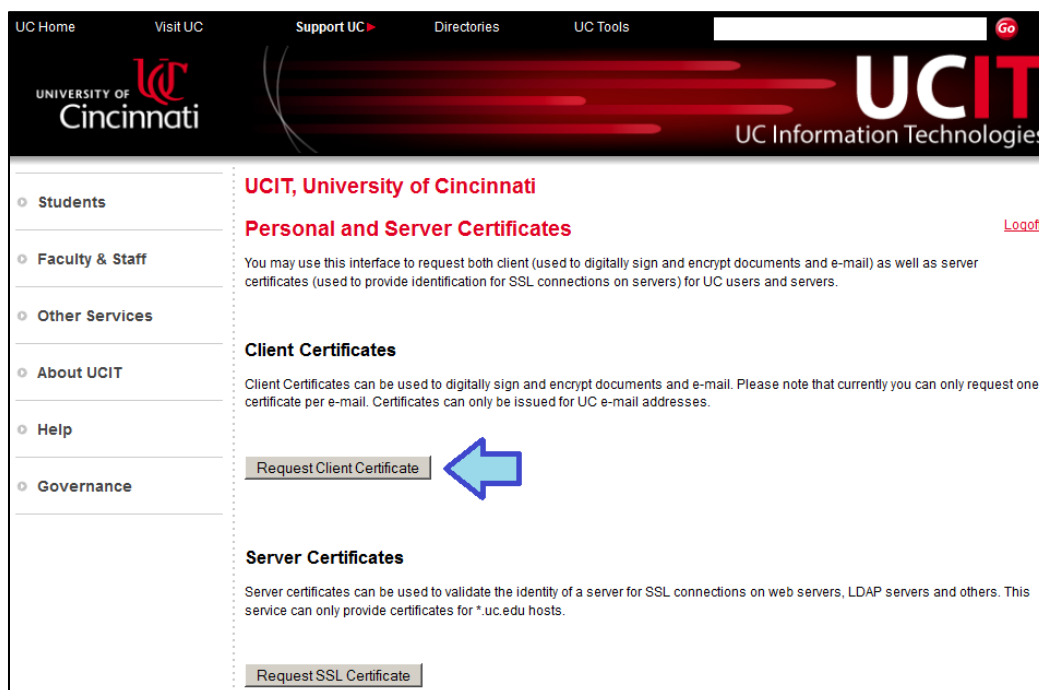


Fig 3: UCIT Personal and Server Certificates page

5. Verify that all fields marked with a red asterisk are filled in except for the “Pass-phrase:” and “Re-type pass-phrase:” (Fig 4):

The screenshot shows the 'S/MIME Certificate Enroll' page of the UCIT InCommon Certificate Manager. At the top, it says 'UCIT, University of Cincinnati' and 'Request Client Certificate'. There is a 'Back' button. The InCommon logo is prominently displayed. The form fields are as follows:

- Access Code: * (filled with dots)
- First Name: * (redacted)
- Middle Name: (empty)
- Last Name: * (redacted)
- E-mail: * (redacted@ucmail.uc.edu)
- Pass-phrase: * (empty, with a help icon)
- Re-type pass-phrase: * (empty)

At the bottom of the form are 'Submit' and 'Cancel' buttons.

Fig 4: UCIT InCommon Certificate Manager page

6. Enter a password in the “Pass-phrase:” and “Re-type pass-phrase:” fields.
7. Click “Submit”.
8. A confirmation box will appear stating an email will be sent to your ucmail account (Fig 5):

The screenshot shows the 'Confirmation' page. It states: 'You have requested E-mail validation with the following settings:'. Below this, it lists the email address (redacted@ucmail.uc.edu) and the name (redacted). It then says: 'An E-mail containing an enrollment link was sent. Click the link to continue the enrollment process.' At the bottom, there is a blue 'Back' link.

Fig 5: UCIT InCommon Certificate Manager confirmation

9. Open the email and click the link inside (Fig 6):

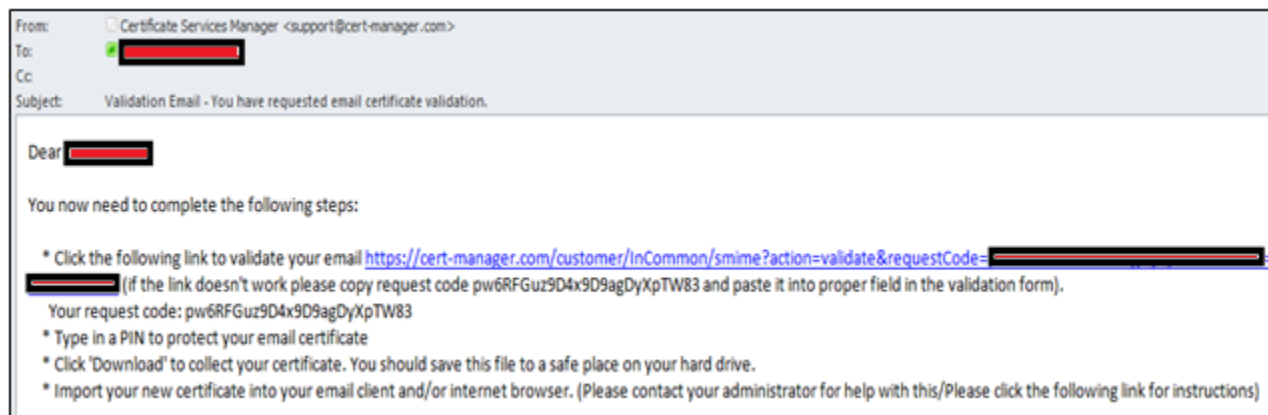


Fig 6: Validation Email from Certificate Services Manager

10. On the Account Validation page(Fig 7), enter and re-type a PIN:

A screenshot of the 'Account Validation' web page. It features input fields for 'Code', 'E-mail', 'PIN', and 'Re-type PIN'. Below these is a section titled 'Select address fields to remove from the certificate.' with a table of address fields and checkboxes to remove them. The fields are: Address1 (51 Goodman Drive), Address2, Address3, City (Cincinnati), State or province (Ohio), and Postal Code (45221). At the bottom are 'Submit' and 'Cancel' buttons.

Select address fields to remove from the certificate.		
	Address as it will appear in certificate	Remove
Address1:	51 Goodman Drive	<input type="checkbox"/>
Address2:		<input type="checkbox"/>
Address3:		<input type="checkbox"/>
City:	Cincinnati	<input type="checkbox"/>
State or province:	Ohio	<input type="checkbox"/>
Postal Code:	45221	<input type="checkbox"/>

Fig 7: Account Validation page

11. If the address fields are filled in, verify that this UC address is correct. If these fields are blank, enter your current UC address. Click "Submit".

12. A “Digital Certificate download” box will appear. Click the “Download” button (Fig 8):

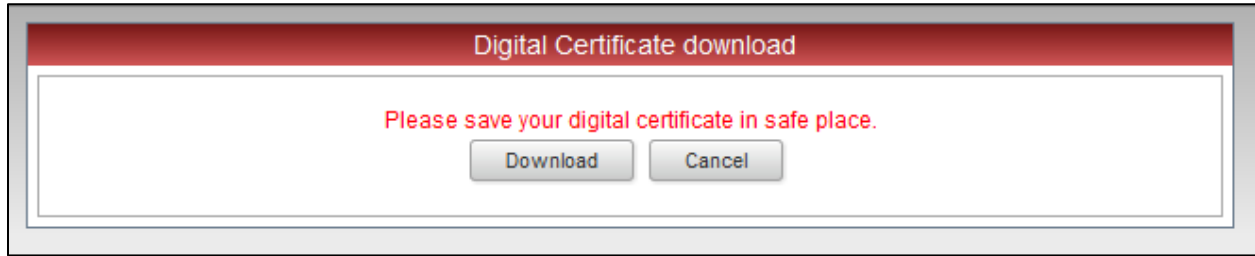


Fig 8: Digital Certificate download box

13. Depending on your web browser, you will see some form of box (Fig 9) asking whether to open or save the download. **Save** the file to a trusted location (somewhere *other* than your “Downloads” folder).

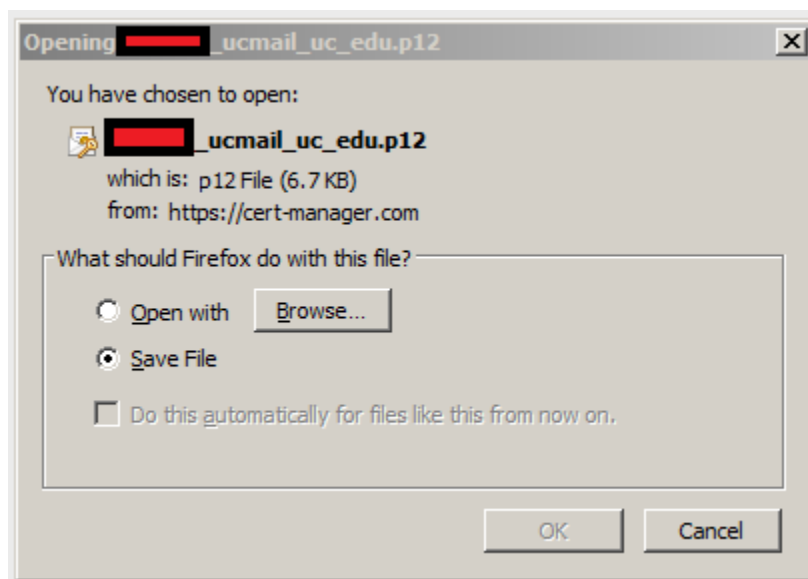


Fig 9: Firefox download dialogue box

14. After you have moved/saved the file to a safe location, open the file.

15. In the “Certificate Import Wizard” box, click “Next >” (Fig 10):



Fig 10: Certificate Import Wizard box (1 of 6)

16. In the second “Certificate Import Wizard” box, click “Next >” (Fig 11):

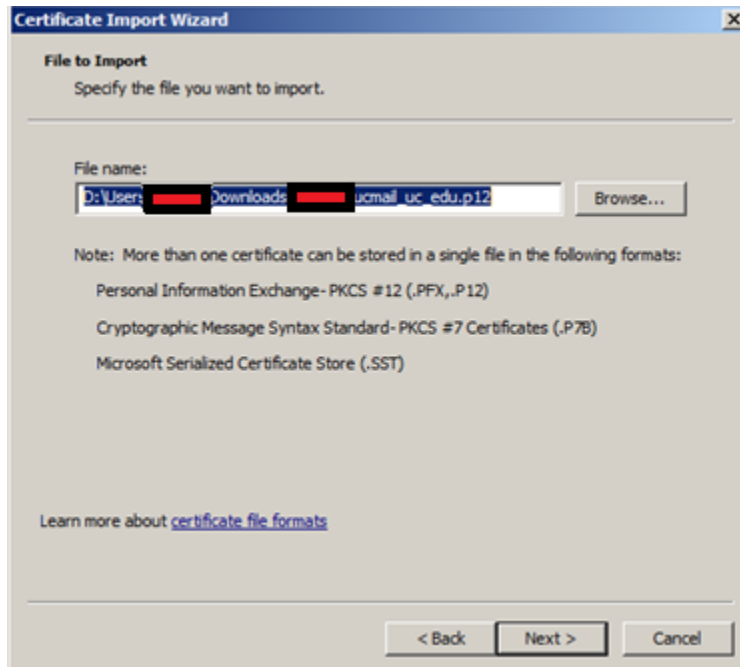


Fig 11: Certificate Import Wizard box (2 of 6)

17. In the third “Certificate Import Wizard” box , enter your PIN from Step 10 in the password field then click “Next>” (Fig 12):

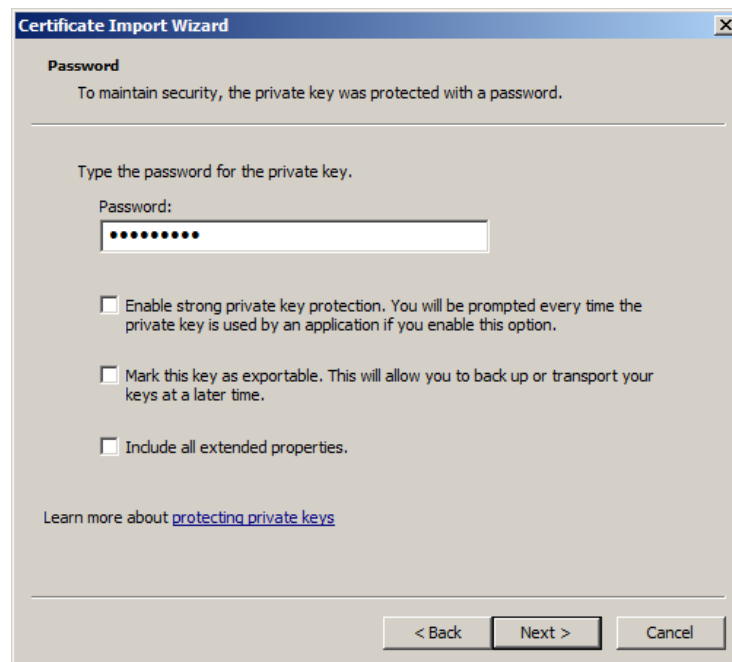


Fig 12: Certificate Import Wizard box (3 of 6)

18. In the fourth “Certificate Import Wizard” box, click “Next >” (Fig 13):

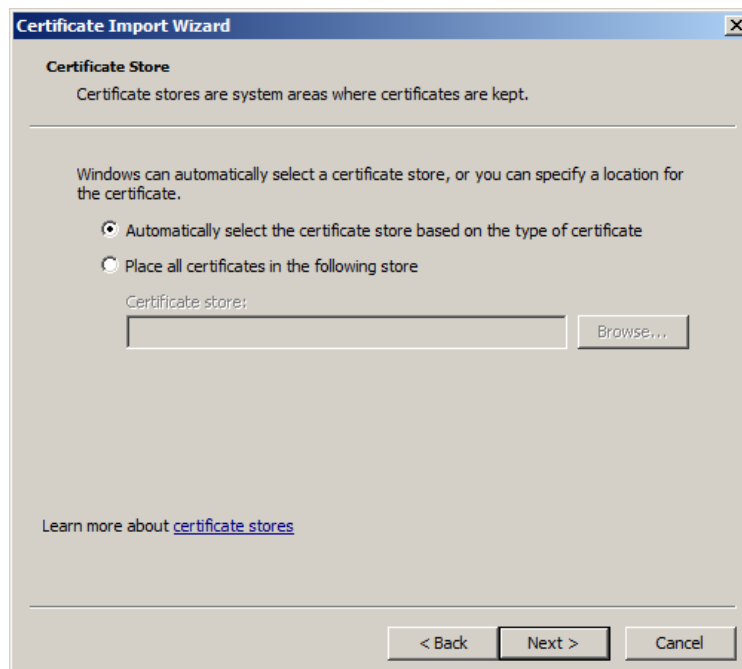


Fig 13: Certificate Import Wizard box (4 of 6)

19. In the fifth “Certificate Import Wizard” box, click “Finish” (Fig 14):

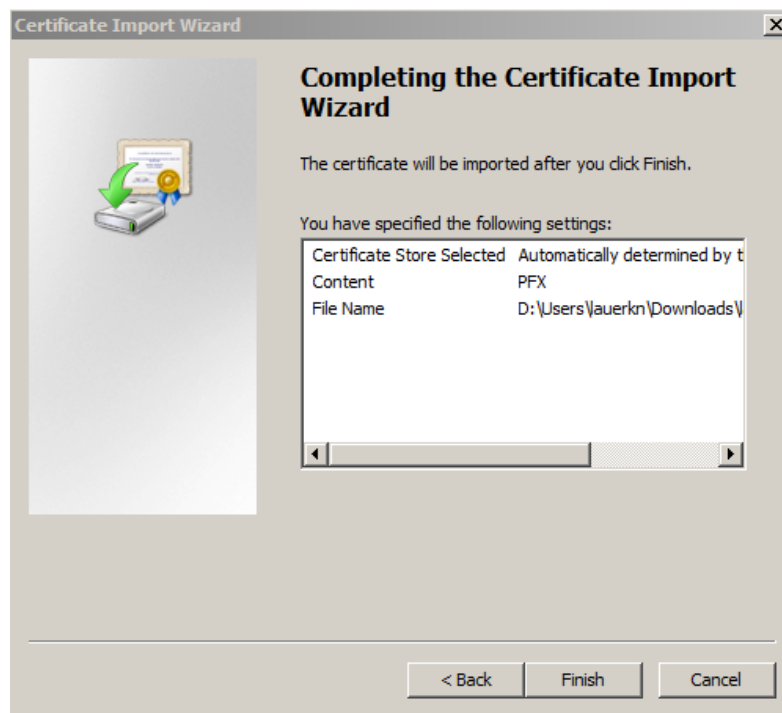


Fig 14: Certificate Import Wizard box (5 of 6)

20. In the sixth and final “Certificate Import Wizard” box, click “OK” (Fig 15):

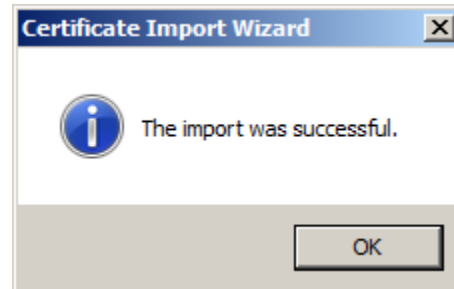






Fig 15: Certificate Import Wizard box (6 of 6)

PART TWO: Applying a digital signature to an LVS using Adobe Acrobat Pro

21. Open an LVS (.pdf) file to be signed.
22. Above the top right corner of the LVS image, click the “Tools” button (Fig 16):

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Fall 2014

(September - December 2014)

Statement Type **2**

Name:

UCID:

Position:

<u>Grant</u>	<u>Description</u>	<u>Sponsor</u>	<u>Fund Center</u>	<u>Fund</u>	<u>Expense Type</u>	<u>Amount</u>	<u>Effort Pct.</u>
							%
Total Effort							%

I confirm that for my effort listed above, the work was performed, salaries and wages charged are reasonable given the system of payment for the position, and that the work performed on this project is consistent with the time committed in the project proposal.

Signed: _____ Date: _____

Fig 16: Locating the “Tools” button in Adobe Acrobat Pro

23. On the sidebar menu now to the right of the LVS image. Click the “Sign & Certify” and “Place Signature” options respectively (Fig 17 A/B):

The screenshot shows the 'Sign & Certify' menu in Adobe Acrobat. The menu is open, displaying several options. Two blue arrows, labeled '17A' and '17B', point to the 'Sign Document' option. The background shows a document with the text 'Fall 2014' and 'September - December 2014'.

Fig 17 A/B: Locating the “Sign & Certify” and “Place Signature” options

24. An Acrobat dialogue box opens which instructs you to specify an area on the LVS image where you would like your digital signature to appear. Once you have read these instructions, click “OK” (Fig 18):

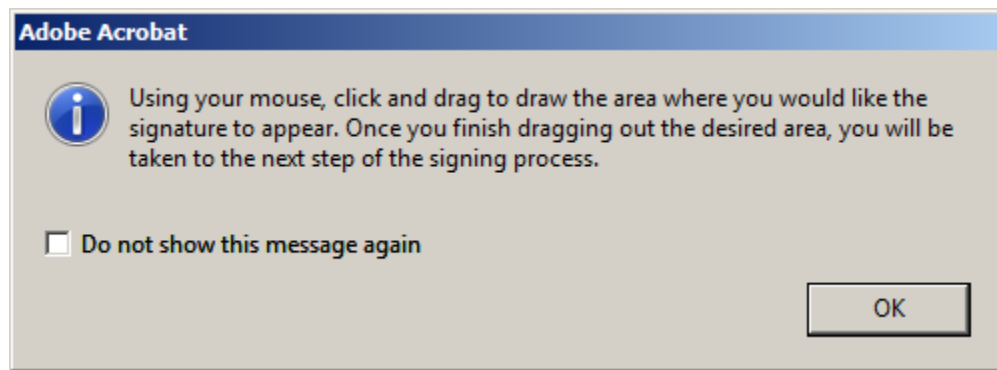


Fig 18: Adobe Acrobat instructions

25. Using the left button on your mouse, draw a rectangular area above the signature line of the LVS (Fig 19):

A screenshot of a form titled "Total Effort". It contains a paragraph of text: "I confirm that for my effort listed above, the work was performed, salaries and wages charged are reasonable given the system performed on this project is consistent with the time committed in the project proposal." Below this text is a signature line labeled "Signed:" followed by a light blue rectangular box. A yellow arrow with a blue outline points upwards towards the center of this box. To the right of the signature line is a "Date:" label followed by a horizontal line for the date.

Fig 19: Drawing a rectangular area above the signature line

26. Upon releasing your left mouse button, a “Sign Document” box appears offering options to customize your signature (No modifications are required for LVS certification). Click “Sign” (Fig 20):

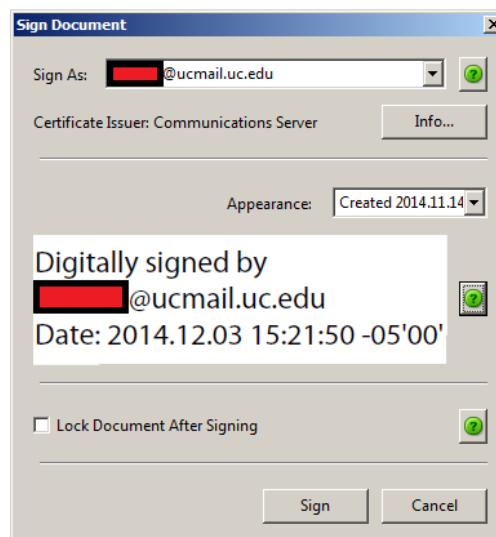
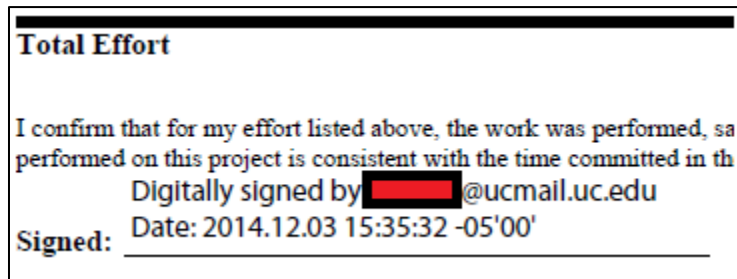


Fig 20: “Sign Document” dialogue box

27. You will be prompted to save the newly-signed PDF in a trusted location. Save the file.
28. Once the file is saved, your *dated* signature becomes visible on the image (Fig 21):



The image shows a digital signature box on a form. At the top, it says "Total Effort" in bold. Below that, there is a line of text: "I confirm that for my effort listed above, the work was performed, sa performed on this project is consistent with the time committed in th". Below this line, it says "Digitally signed by [redacted]@ucmail.uc.edu". Below that, it says "Signed: Date: 2014.12.03 15:35:32 -05'00'".

Fig 21: Digital signature applied to an LVS

PART THREE: Returning the digitally-signed LVS to Government Cost Compliance (GCC)

Using the *specified GCC guidelines*, the signed LVS must now be emailed to Janet Brown (brown2jt@ucmail.uc.edu) to complete its certification.