

# Using the CoSign Web App for Signing and Validating Documents

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Using the CoSign Web App, you can digitally sign and validate documents without having to install any client software. The workflow is as follows:

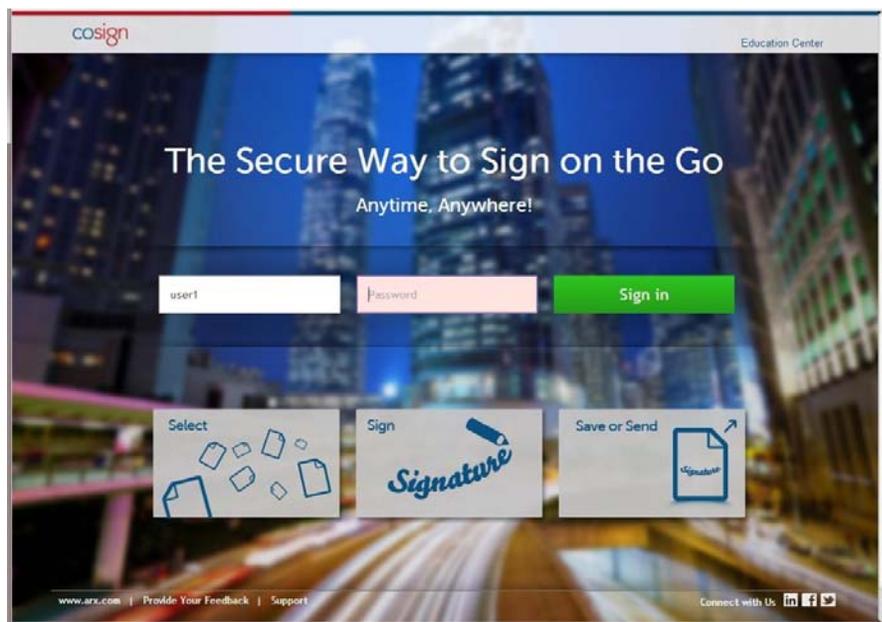
1. Log into the CoSign Web App
2. Select a document
3. View the document contents
4. Sign empty signature fields and/or create signatures
5. Validate existing signatures, if desired
6. Save or send the signed copy

## Logging in to the CoSign Web App

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In order to view documents so that you can sign and validate them, you must first sign in to the CoSign Web App. You can do this by using your regular CoSign user ID and password.

Access the MDOT CoSign Web App at <https://mdotnetpublic.state.mi.us/CosignWeb>



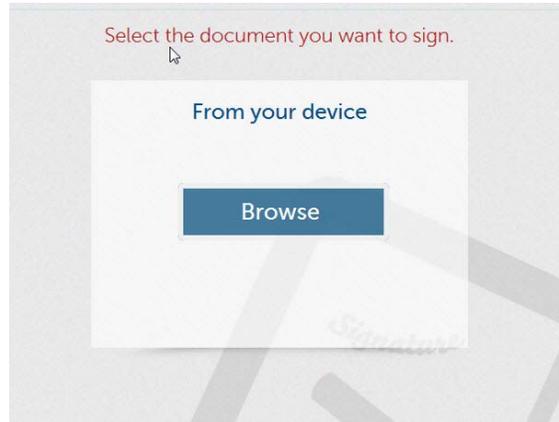
Log in using your previously established user name and password.

*Note that if you do not perform any action in the CoSign Web App for a few minutes, you will be automatically logged off.*

## Selecting a Document

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The window that appears immediately after signing in is the Select Document window.



To access a document on your device, click **Browse** and navigate to the document.

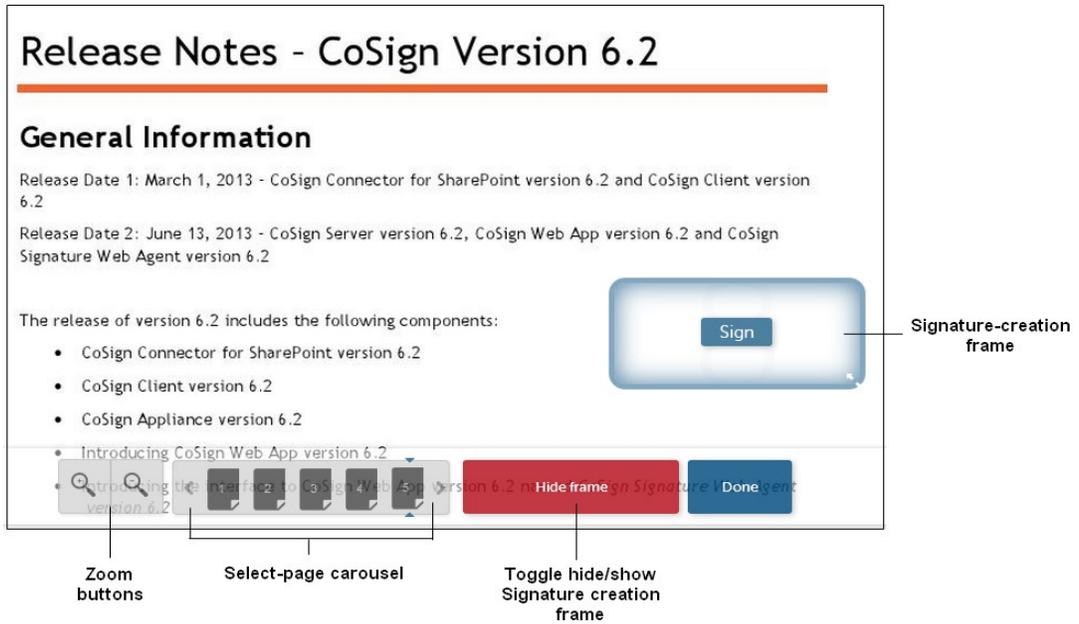
NOTE: This option is not available when using an iPad or iPhone. Users of iPhones/iPads must use the mobile app.

## Viewing and Signing Documents

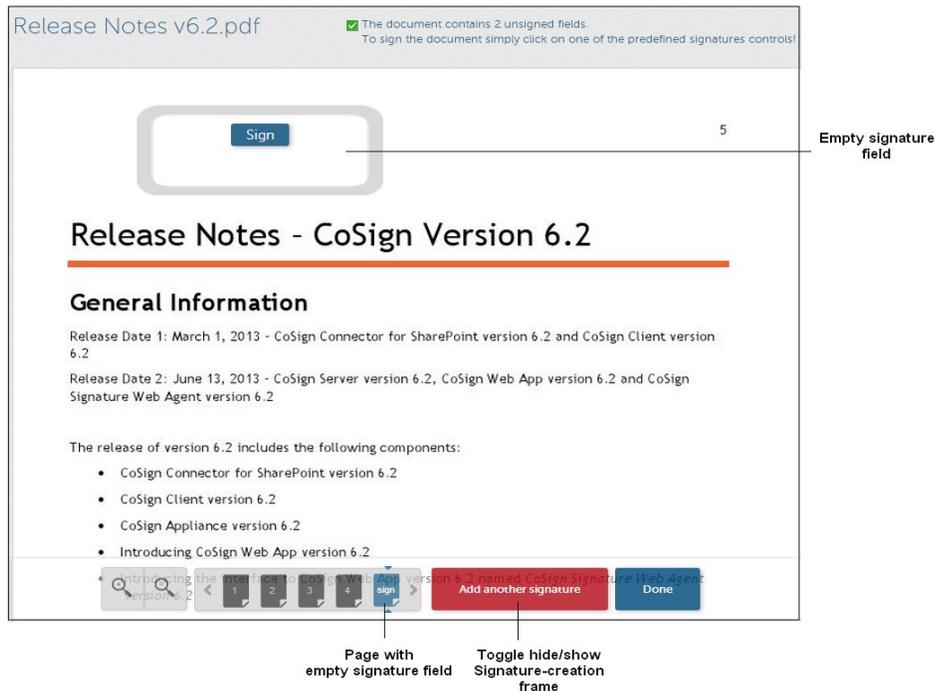
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After uploading a document to the CoSign Web App, you can view all the pages, locate existing signature fields (both signed and empty ones) and sign empty signature fields as well as create & sign new signature fields. You can also upload Word and Excel 2007/2010/2013 documents to produce Office 2007/2010/2013 signatures. However, you cannot add new signatures to these documents and will only be able to sign existing blank signature fields or view the details of a signed field.

The file you loaded will appear in the CoSign Web App window. If the document does not contain any empty signature fields it will, by default, appear with a signature-creation frame hovering in the middle of the window. When you browse through the pages, that frame will appear on every page. The frame enables you to create a signature field as well as position and resize it prior to inserting a signature in the frame.



If the document has pre-existing empty signature fields it will, by default, appear without a signature-creation frame. You will be able to sign any empty fields in the document, but will not be able to move or resize them.



**Note:** Within the CoSign Web App you cannot create an empty signature field. If you do not sign inside a signature-creation frame, no field will be created. However, documents loaded into the CoSign Web App can contain empty signature fields, and you can sign those fields within the CoSign Web App.

Use the select-page carousel to browse through the document



The five page icons correspond to page numbers. Click the left arrow for the previous five pages, or the right arrow for the next five pages. Blue arrows above and below a page icon indicate the currently displayed page.

If a PDF document has pre-existing empty signature fields, the select-page carousel indicates a page containing empty signature fields by using a **sign** icon instead of the page number.



Use the zoom icons to zoom in and out.



Note that for an Office 2007/2010/2013 document there is no indication which pages are signed. Instead, general information about the document signatures is provided.

## *Signing a PDF Document*

You can either sign a pre-existing empty signature field or create a new field and sign it.

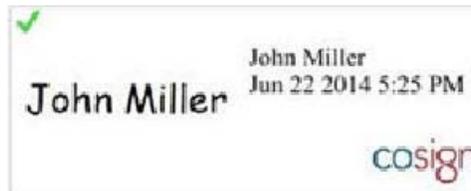
1. If you wish to sign a pre-existing field, skip to step 2. If you are creating a new signature field, perform the following:
  - a. Locate the hovering signature-creation frame. If the signature-creation frame is not displayed, click **Add another signature**.
  - b. Optionally, move the frame to the desired location on the page, as follows:
    - In a PC, click inside the frame and drag.
    - In a mobile device, touch inside the frame and drag.
  - c. Optionally, resize the frame, as follows:
    - In a PC, click a side or a corner and drag.
    - In a mobile device, touch a side or a corner and drag.
2. Click/tap **Sign** in the signature frame. The Signature Appearance window appears.



3. Select a graphical signature from the carousel. Alternatively, click the radio button to **Sign without a graphical signature**.

Note that a user's graphical images and default settings are kept in the user's account in the CoSign appliance.

4. Optionally, add a reason and title to the signature, and define your signature appearance. To do so, click/tap **Add reason and change signature appearance**.
5. If you created a new field, edit the appearance as desired by selecting whether to show the date and time, the signer's title, etc. If you are signing a pre-existing field, you can only enter the reason and title if those are required.
6. Click/tap **Apply** and the document will display a digital signature.



7. You can click the signature to view its details. Refer to **“Viewing Signature Details”**.

## ***Signing Office 2007/2010/2013 Documents***

Using the CoSign Web App, you can sign existing signature fields in Office documents. You cannot create new signature fields.

By default, if an Office document contains at least one signature or signature field it is not converted to PDF when you upload it to the CoSign Web App.

CoSign Web App supports the signing of signature fields that were created by the Microsoft Signature Line provider or ARX Signature Line Provider. However, it is recommended to create signature fields using the Microsoft Signature Line provider to avoid rendering problems. If a signature field was created using the ARX Signature Line Provider, the text “Software is required” appears in the location of the empty signature field.



**Note:** A user may sign a Word/Excel document only if the certificate chain is trusted. That is, the CoSign ROOT certificate must be trusted in the Web App platform. You can use the **Install CoSign CA Certificate** option in the CoSign Configuration utility to instruct the Web App to trust the CoSign ROOT certificate.

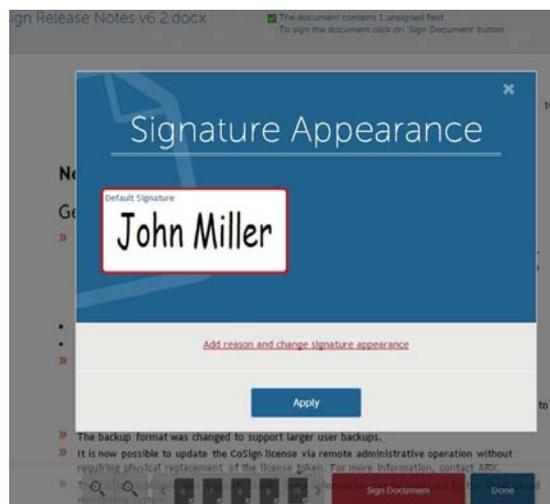
## To sign an Office document:

1. If desired, you can view the signature information appearing in the top right corner. In the example shown below, we are informed that the document contains three unsigned signature fields.



2. Click/tap **Sign Document**. If the document has more than one empty field, a list of the signature field identifiers (taken from the *Suggested Signer* attribute of the signature fields) is displayed. Select a signature field and click/tap **Close**.

The Signature Appearance window appears.



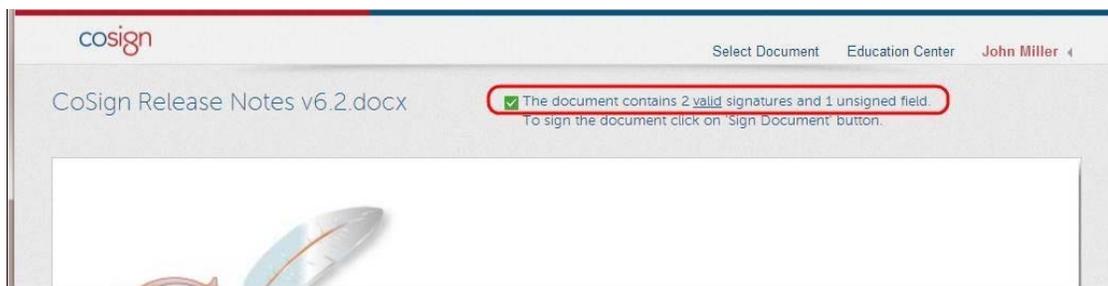
3. Click/tap **Add Reason and change signature appearance** if you wish to add more information to the signature.
4. Click/tap **Apply** and the document is signed.

## Viewing Signature Details

In a PDF document, click any signature to view its details. A detail window is displayed.



For an Office 2007/2010/2013 document, a signature summary report appears in the top right corner. Click **valid** to view a signature detail window with information about each signed field.



## Validating Signatures

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**You can view the validity status of each signed signature field.**

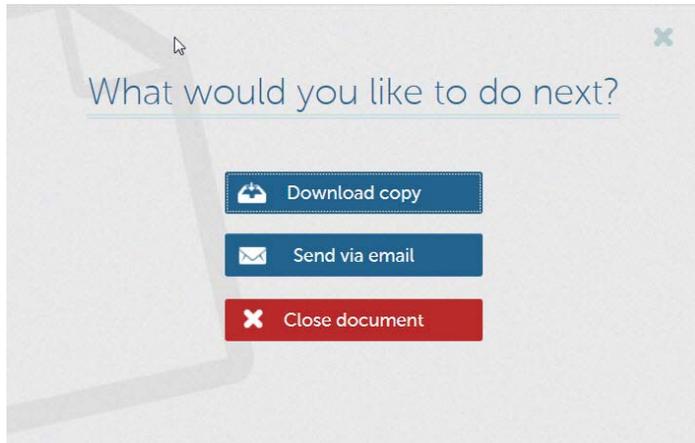
*In a PDF document:*

- Each signature displays an indication of its validity in the top left corner. A green checkmark indicates the signature is valid, and a red X indicates it is invalid.
- In addition, clicking/tapping a signature field displays a signature detail window that lists the status of the signature and provides information about the user certificate.

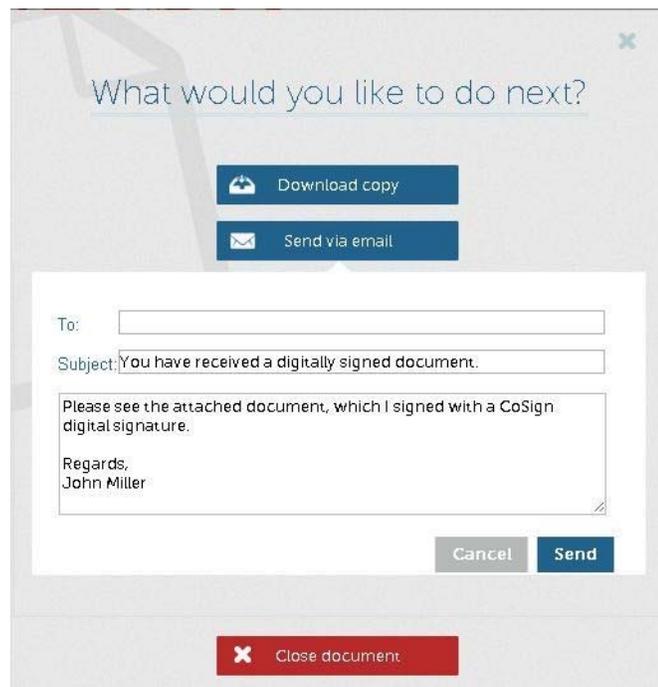
*In an Office 2007/2010/2013 document:*

- A signature summary report appears in the top right corner of the screen.
- Click **valid** in the summary report to view information about each signed field, including its validity status.

When you finish viewing and signing the entire document, click/tap **Done**. The following window appears.



- **Download copy** – Download a signed copy to your computer’s Download folder. The copy is a new file, but it has the same name as the original file.  
*NOTE: This option may not appear when using a mobile device.*
- **Send via email** – Send the file as an attachment using your default mail application. When you select this option, an email message frame appears within the window. You can enter multiple recipients - separated by semicolons, as well as any text in the **Subject** field and main body of the email. Clicking/tapping **Send** will send the message with the signed document added as an attachment. An auto-complete mechanism can be used to assist with filling in previously-used email addresses.



Closing the document returns you to the home page and cancels the signing operation.