Once the file is opened you will want to do follow the below instructions.
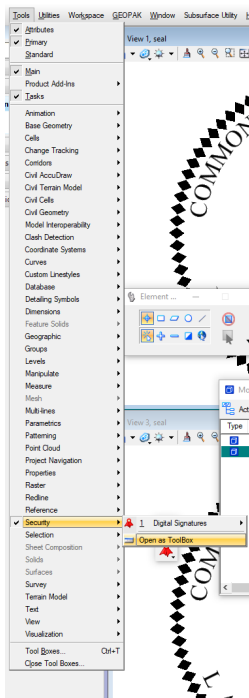
- Click on File – Models
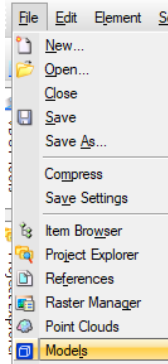
- In the Model box – click on seal
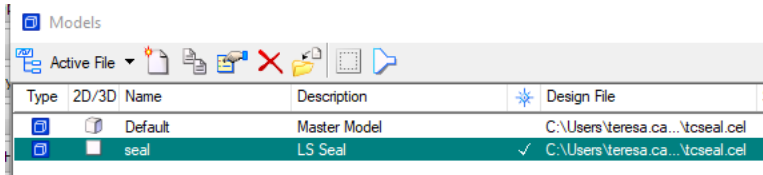
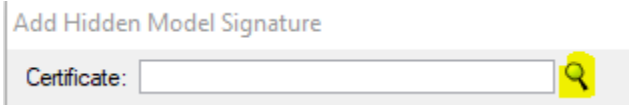- Go to Tools – Security – Open as Toolbox

    o You will want to dock this toolbar in your window – you can drag the icon to the toolbar
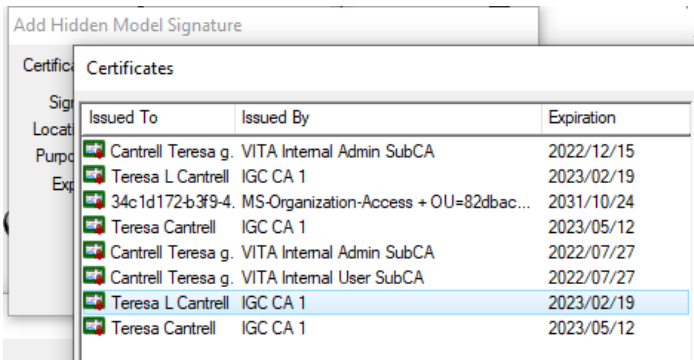
- Click on the 'Add Hidden Model Signature' in the Digital Signatures dialog box
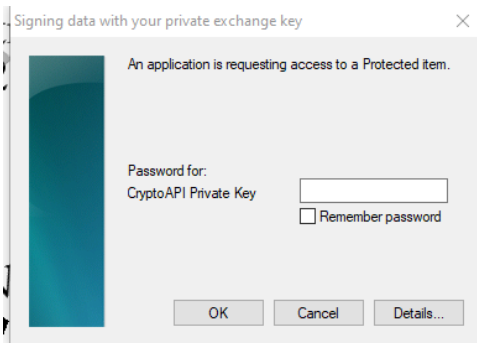
- Click the Magnifying glass next to 'Certificate'

Add Hidden Model Signature

Certificate: [   ] 🔍

- Choose the user's current certificate

Add Hidden Model Signature

Certificates

Issued To	Issued By	Expiration
Cantrell Teresa g.	VITA Internal Admin SubCA	2022/12/15
Teresa L Cantrell	IGC CA 1	2023/02/19
34c1d172-b3f9-4.	MS-Organization-Access + OU=82dbac...	2031/10/24
Teresa Cantrell	IGC CA 1	2023/05/12
Cantrell Teresa g.	VITA Internal Admin SubCA	2022/07/27
Cantrell Teresa g.	VITA Internal User SubCA	2022/07/27
Teresa L Cantrell	IGC CA 1	2023/02/19
Teresa Cantrell	IGC CA 1	2023/05/12

  o Click OK

- Click OK on the Add Hidden Model Signature
- User will need to enter in their certificate password

Signing data with your private exchange key ✕

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key [   ]
☐ Remember password

OK   Cancel   Details...

- You will now see the Hidden Model certificate in the Digital Signature box

Verified	Trusted	Current	Source	Scope	Refs	Certificate	Signer	Location	Date	Expiry
✓	✓	✓				Teresa L...	Teresa.Cantrell	NG00...	2022/06/30 10:57	

Your GEOPAK/Microstation digital Signature has been created.

Placing your Signature Cell

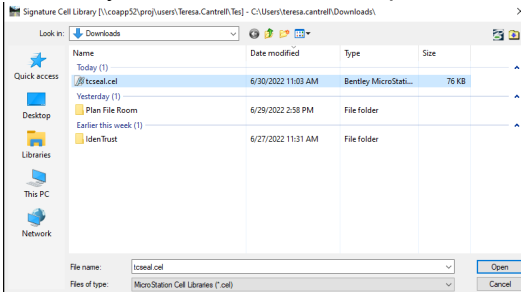To place your signature cell open your GEOPAK/Microstation file.
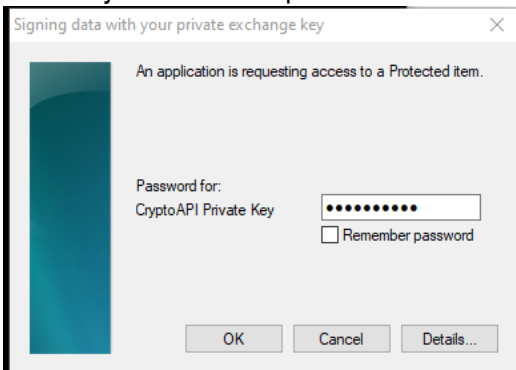
- Click on the Place Signature Cell
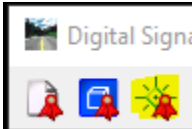
- Click the magnifying glass
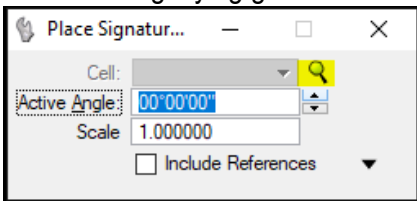
- Click on your cell then choose Open

- Your seal will automatically attach to your mouse

- Click on your file where you need to place the seal

- Enter in your certificate password and click OK

- Your file has now been GEOPAK/Microstation certified