



RB Digital Signature Proxy Guide
for reporters

RB Digital Signature Proxy Guide for Reporters

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If you require assistance in setting up or managing your digital signature on ReporterBase.com, please contact your court reporting agency. OMTI does not provide direct support to court reporters beyond online help and this manual.

Any references to company names or persons in sample screens are for demonstration purposes only and are not intended to refer to any actual organization or person.

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RB Digital Signature Proxy overview

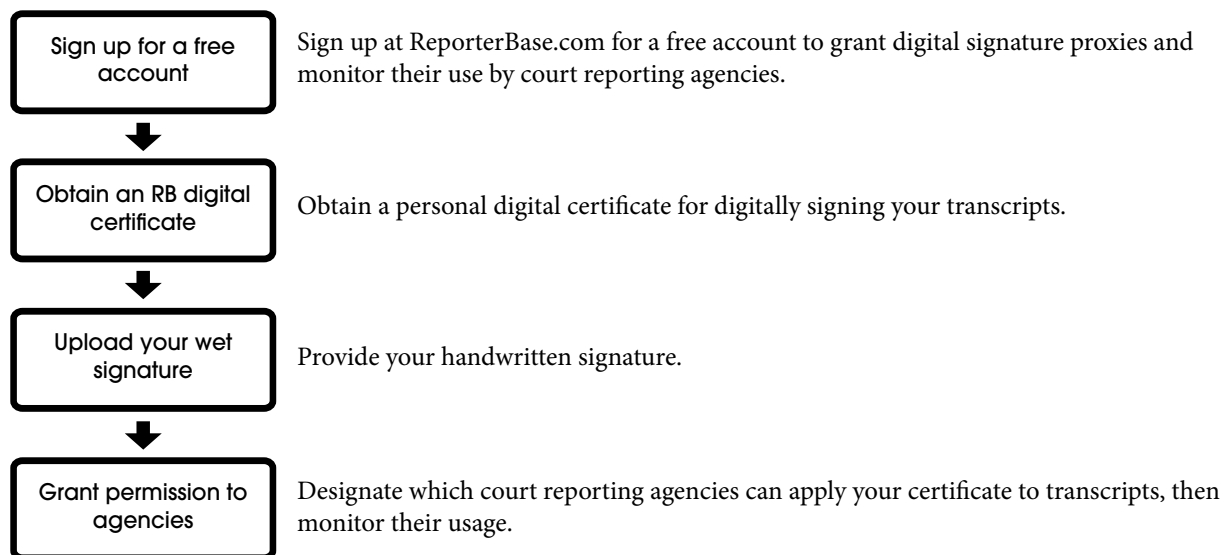
RB Digital Signature Proxy (RB-DSP) is a system that court reporting agencies use to apply reporters' digital signatures to RB-PDF transcripts. RB-PDF transcripts are PDF versions of ACSII transcripts, which have been formatted to include unique features for the legal and legal support industries.

RB-DSP provides a way for court reporting agencies to add reporters' digital signatures, also called digital IDs or certificates, to electronic transcripts in their normal production process without compromising the integrity of the signature. This is achieved by encryption, automating the process and providing a monitoring function for reporters.

Both reporters and agencies must register with ReporterBase.com, and reporters must obtain personal digital signatures from ReporterBase.com. This manual provides instructions for reporters to obtain their digital signatures and designate which agencies can act as their proxies. For more information about RB-DSP, including signature-use monitoring, visit www.reporterbase.com.

RB-DSP registration workflow

To allow court reporting agencies to apply your digital signature to RB-PDF transcripts, follow these steps:



NOTES

RB-DSP works with RB-PDF transcripts only, not with other electronic transcript formats. RB-PDF transcripts are PDF versions of ACSII transcripts, which have been formatted to include unique features for the legal and legal support industries, and are only available from agencies which use RB8 office management software.

RB-DSP works with RB digital certificates, which are free. We make no guarantees and provide no support for digital certificates issued by third-party certificate authorities.

Signing up for a free account

If you have been asked to by a court reporting agency to allow them to apply your digital signature to PDF transcripts, sign up for a free account at ReporterBase.com, set up your free digital signature, and grant the agency digital signature proxy. They can apply your digital signature to your transcripts only, and you can monitor their usage of your signature. You can grant digital signature proxy to multiple agencies from your single account.

1. Launch your web browser and go to www.reporterbase.com.
2. In the Reporter Log-in section, click **Sign up free**.

The screenshot shows the ReporterBase.com website interface. At the top is the ReporterBase.com logo. Below it are three columns: 'Reporter Log-in', 'Agency Log-in', and 'Please note'. Each log-in column has an 'Email address' and 'Password' field, a 'Log In' button, and a link to 'Sign up free now'. The 'Please note' section contains text about the digital signature service and a link to contact support. Below these columns are three tabs: 'My Reporterbase', 'Agency ReporterBase', and 'About Us'. Underneath the tabs is a section titled 'RB Digital Signature Proxy' with text explaining the service and a note that users must be registered to use it. The footer includes the copyright notice 'Copyright © 2019 OMTI, Inc.' and the OMTI logo.

3. In the Join ReporterBase.com screen, enter your information in every field.
4. Click **Terms of Use** to read about your rights and the requirements for using the site, then click **Close** at the bottom and check the Terms of Use box on the Join ReporterBase.com screen.
5. Click **Privacy Policy** to read about how we use information on the site and what your privacy rights are, then click **Close** at the bottom and check the Privacy Policy box on the Join ReporterBase.com screen.
6. Click **Request to Join**.
7. Check your email for the automatic email from ReporterBase.com with your Authentication Code.
8. Return to ReporterBase.com within 5 minutes to enter your code in the **Authorization Code** field. Then click **Join**. You can now generate a free digital certificate and register your digital signature. See “Registering your certificate.”

Registering your certificate

A personal digital certificate allows you to securely authenticate your work to other parties. When your agency applies your digital certificate to an RB-PDF Transcript, it “seals” the document, meaning if alterations are made afterwards, it will alert anyone reading the transcript that it has been altered from the original. Also when your RB digital certificate is applied to a transcript, ReporterBase.com records that your digital certificate was used, including details such as when, by which agency, for which law firm, and on which transcript.

RB digital certificates are free and used for signing RB-PDF Transcripts only. An RB digital certificate is valid for 2 years, and is easy to renew. You will be notified 30 days prior to the expiration date. Then you just have to sign in and Register the certificate again.

Registering your RB digital certificate is a 2-step process.

Step 1 of 2: Obtain your RB digital certificate

Verify your identity and register your personal digital certificate.

1. Click **Signature Proxy > Register Certificate**.
2. If you don't have an RB personal certificate yet or your registered certificate is due to expire in less than 30 days, the Signature Proxy > Register Certificate screen will include a **Send Validation Code to your email** button. Click the button for a validation code to be sent to the email address in your account.
3. The button changes to a **Validation Code** field. You have five (5) minutes from when you clicked the button to complete the validation process verifying you are the account holder.
4. Check your email for your validation code. Copy the code and return to this screen.
5. Paste the code from your email in the **Validation Code** field and click **Issue Certificate**. The Signature Proxy > Register Certificate screen automatically changes from Step 1 to Step 2.

Step 2 of 2: Upload your ‘wet’ signature

After Registering your digital certificate, submit your handwritten signature to ReporterBase.com. We will format it for applying to RB-PDF Transcripts.

1. In the Signature Proxy > Register Certificate screen, Step 2 of 2, click the hyperlink to print out the Signature Form.
2. Sign your name in black ink in the solid box on the Signature Form. Make sure your signature does not extend beyond the borders.
3. Scan your signed Signature Form and save it in PDF format.
4. To submit your completed Signature Form PDF, click **Choose File** next to the **Scanned PDF** field and choose the PDF from your files.
5. You will be notified via email at the address in your ReporterBase.com account when your signature has been activated. Activation takes 1–2 business days. If you do not receive a confirmation email within a week of submitting your signature, there could be a problem with your registration. Sign in to your account at www.reporterbase.com and check your certificate info status and wet signature at Signature Proxy > Certificate Info.



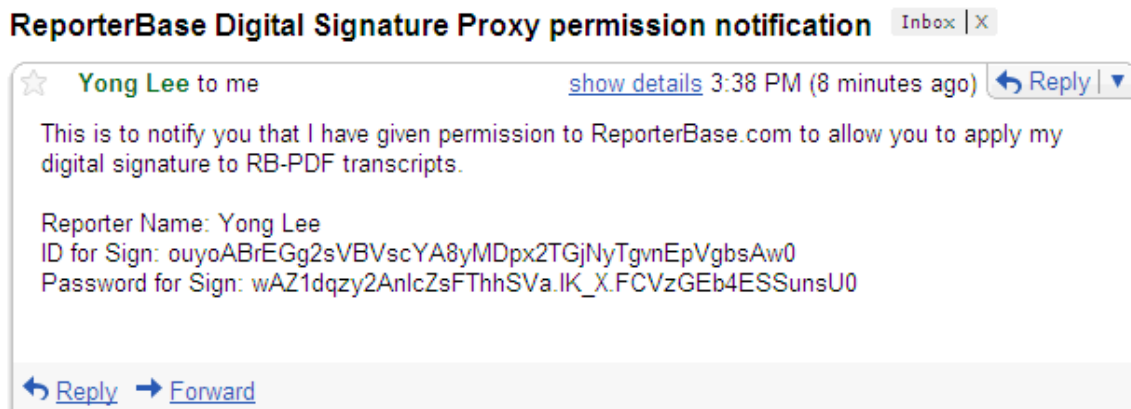
NOTE

We do not accept wet signatures via email. Signature forms can only be submitted through this online process.

Permitting agencies to use your digital certificate

Before agencies can apply your encrypted digital signature to RB-PDF transcripts, you must grant them permission to use it. After granting permission through ReporterBase.com, each time your digital certificate is used by a registered reporting agency to sign an RB-PDF transcript, you can be notified via email and monitor their usage of your digital signature. You can also turn off an agency's permission when you no longer work with them.

1. Click **Permit Certificate Usage** in the navigation bar.
2. On the Permit Certificate Usage page, click **New**.
3. Enter part of a court reporting agency's name in the text box, then click **Search**. Check the **Select** box for the desired agency, then click **Permit Certificate Usage**.
4. An email containing your (encrypted) digital certificate will be sent to the selected agency.



5. Repeat steps 3 and 4 for all of the agencies you work for.



TIPS

To be notified via email when your digital signature is used, click **Preferences** in the navigation bar, check the box and click **Save**. If you do not wish to be notified each time, uncheck the box and click **Save**.

To monitor agencies' use of your digital signature, click **Usage Report** in the navigation bar. All instances of the application of your signature in the past month are listed. To review usage in previous time periods, click the calendar icons next to the **Used Date** fields and select dates in the drop-down Date Navigators, then click **Search**.

To remove an agency that you no longer work for, click **Delete** next to the agency.