

**Proposal for Use of Electronic Signatures (2015)**

**Date:** Click here to enter a date.

*The Electronic Signatures and Records Act (ERSA) required government entities who are considering the use of electronic signatures to conduct an analysis of options, risk, and feasibility. Please provide the following information.*

1. **Background**

|  |
| --- |
| **Program Name:** Type program name here. |
| **Please provide a brief description of the program and the rationale for considering its use of electronic signatures.**Type description here. |

1. **Program documents under consideration for electronic signatures**

(If **multiple documents** copy and paste Part II and complete for **each**).

|  |
| --- |
| **Document:** Type document name here. |
| **Use of Document:** Type use of document here. |
| **Signatory:** Type the name of the entity who signs here.Please complete the following questions using the italicized print for guidance. If **multiple signatories** copy and paste this section of Part II and complete for **each**. **Is there a legal requirement for this signature? If so, is there a legal requirement that the signature be a wet signature?\***Type text here.**What is the business need for this signature?\******To Demonstrate Intent?*** *A signature identifies the signer and signifies that the* ***signer understands and intends to carry out*** *whatever was stipulated in the document that is signed. Ex. Agrees with conditions, read or understood related documents, or attested to accuracy of information provided.* ***For Authentication and Approval?*** *A signature* ***authenticates a document*** *by linking the signer with the signed document. A signature may also express the signer’s approval or authorization of the provided evidence that the signer really* ***did*** *something and actually* ***saw and approved*** *a particular document at the time of signing.* ***For Security?*** *A signature is often used to* ***protect against fraud, impersonation, or intrusion****. For instance, to a limited degree the signature on a check is a form of security because drafting an unauthorized check often requires forging a signature.* ***For Ceremony?*** *The act of signing warns or puts the signer on notice that he or she may be* ***making a legally binding commitment.*** *A signature should force the person to deliberate over the document and become aware of its significance before making it final.*Type text here.**Can the signature be eliminated altogether?\**** ***Where there is no business need*** *and / or the wet signature is a hold-over artifact from when the form or program was first designed / last revised.*
* ***Where the risk is nonexistent or acceptably low*** *– or where the signature had / has no connection to risk mitigation, i.e. “good intentions” (including a wet signature or a notarization requirement on a form thinking it is more “official” or “secure” - but there being no benefit / risk mitigation gotten from the wet signature or the notarization requirement).*
* ***Where there exist no legal requirements for the existing signature*** *– and therefore by definition no legal requirements for the existing wet signature.*

Type text here.**If signature is required, what are the risks if it is moved to an electronic format?\***1. *Misrepresentation*
2. *Assurance received equipment purchased*
3. *Do the document(s) that go with this contain sensitive information?*
4. *Does the risk change if this is moved to electronic?*

Type text here.**Are there any quality assurance safeguards available to reduce risks?\***1. *Adobe Signatures applied through the Partner Portal have dual step authentication through portal set-up.*
2. *Email of document shows who the email was sent from, can check to make sure matches signer.*
3. *Electronic Signature compared to paper signature on file.*

Type text here.**Program Recommendation:\***Type text here.**If signature is required, what are the proposed electronic signature method(s) for the above signature?\******Types of E-Signature solutions:*** *Accept or Reject Buttons (Click Through), Attestation Check Box (Click Through), Digitized Signature (i.e. Adobe), 3rd Party Verified Digitized Signature (i.e. Verisign), Personal Identification Number (PIN) or Password, Biometrics, Shared Private Key (like RSA Secure ID), Public/Private Key, Hybrid Approach, etc.*Type text here.**What is the rationale for this recommendation?\***Type text here. |

1. **Provisions for providing paper copies to signatories**

*ERSA requires that signatories be given access to records as permitted by law and can receive copies of the documents in paper form.*

|  |
| --- |
| Please answer the following questions.**How will the program ensure that signatories may obtain hardcopies of signed documents?\***Type text here.**Will signatories of documents be given the option to complete a wet signature (required)?\***Type text here. |