



ELECTRONIC SIGNATURE PROCESS POLICY #: 2005

Original Policy Date: 5/27/2015
Effective Revision Date: 5/27/2015

Purpose:

The purpose of this policy is to implement a process for accepting electronic signatures on all contracts or agreements associated with funding that allows for electronic signing.

Background:

According to WIN 0036, all grants distributed by Employment Security Department (particular WIOA grants) can be signed electronically. WSW will accept all contracts, training agreements (OJT, ITA, WEX, or Internships), or MOU's associated with a grant that allows electronic signing to also be signed electronically using the same process.

Policy:

WSW requires all service providers choosing to accept electronic signatures to use [DocuSign](#) software or similar software with encryption and tracking capabilities. WSW utilizes DocuSign for all contract execution. For an annual fee, the program saves the document securely and sends to the signatories through an encrypted email. It will also track each signature and complies with requirement of obtaining the "email trail" for each signatory.

Process:

1. Complete document in Word.
2. Compile multiple documents into one pdf using Adobe Pro.
3. Log in to DocuSign <https://na2.docusign.net/MEMBER/MemberLogin.aspx> or similar software.
4. Upload document to DocuSign or similar software and create the signature email. DocuSign has the capability of obtaining multiple electronic signatures in one document. The Administrator can also set the signing order to add a layer of security during the process.
5. Once the document is fully signed. The user can download and save the signed document and summary sheet. The summary sheet documents each signature and the IP address it was obtained from. This will serve as back up documentation for each document as the "email trail".
6. Keep all electronic documents according to record retention policies for that particular funding source.

All documents using electronic signatures must include the following reference to the electronic signature option:

Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.

References/Resources:

- [Senate Bill 6354](#) (Requiring state agencies to offer electronic filing for business forms), Chapter 127, 2012 Laws

Website:

<http://workforcesw.org/providers#OperationsPolicies>

Inquiries:

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