POLICY 149 Addendum B

Approved Methods and Procedures for Electronic signatures

The following electronic (e-signature) methods may be utilized for University transactions:

1. SOFTWARE PROGRAM (i.e., DocuSign, Adobe Sign)

Any type of e-signature may be created through a software program if all the following criteria are met:

- The software system tracks the signature process;
- The software system logically associates all the signed record's components, such as the identity of the signer and the date and time of signature;
- The circumstances surrounding the creation of the signature tend to validate that the signature was in fact affixed by the individual whose signature is represented to be on the document; and
- The e-signed document is retained in its entirety for the University's records.

2. PIN OR PASSWORD

An e-signature created through use of a personal identification number (PIN) or password, if all the following criteria are met:

- Information is available that tends to validate that the e-signature was affixed by the individual represented to be the person completing the form or document (e.g., the PIN and/or password are created and maintained in a secure fashion); and
- The e-signed document is retained in its entirety for the University's records.

3. DIGITAL SIGNATURE

A digital signature, if all the following criteria are met:

- A private user signing key and a public validation key is used to verify that the document was not altered after signing.
- The public key is issued by a certification authority that binds individuals to private keys and issues and manages certificates.
- The signature is indicated by a unique mark (called a "signed hash").

Contact the University's IT department regarding allowable software programs for creating e-signatures or to review potential software programs.

SPECIFIC TRANSACTIONS

The division of Finance and Administration and the department of Information Technology may recommend or require the use of specific e-signature methods for specific transactions based upon the levels of risk involved (e.g., amount of money at issue).