E-Signature Implementation Approach

1. Develop internal policy in accordance with Management Memo 20-11. *Example: See DGS Administrative Order 20-02*
2. Roles and Responsibility Matrix (07/20)
3. Gather business requirements and develop business process map and procedures for each form.
4. Develop Security Procedures.

*Example: See DGS ISO E-Signature Security Procedures*

1. Request approval for any standard (STD) form modifications or alternate form formats from the Forms Management Center (FMC) using the [FMC 98 *Modified STD Form Use Request.*](http://www.documents.dgs.ca.gov/dgs/FMC/PDF/fmc98.pdf)
2. Select an e-Signature solution that fits business, security, legal, and FMC requirements. Some options can be found on the [CDT Vendor Subscription Site](https://cdt.ca.gov/services/calcloud-vendor-hosted-subscription-services-vhss/) or [software licensing program (SLP)](https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Software-Licensing-Program).

Note: DGS has successfully completed this approach in use cases utilizing both DocuSign and Adobe Sign.