

Electronic Signature Options Table (v.12/4/2020)

Option #	e-Signature Option	SAM 1240 / 1734 e-Signature Types	Level of Authentication	Accountability	Benefits/Pros	Risks/Cons	Minimum Tools Needed*	Possible Use Cases
1	Fill & Sign	Name Typed into a Document	Low	<ul style="list-style-type: none"> Email name matches signer's name 	<ul style="list-style-type: none"> Quickest signature option 	<ul style="list-style-type: none"> Can only match email name No audit trail No auto routing 	<ul style="list-style-type: none"> Adobe Acrobat Email 	<ul style="list-style-type: none"> Internal office documents
2	Image of a Stamp or Seal	Stamped Image on Document	Low	<ul style="list-style-type: none"> Time and Date 	<ul style="list-style-type: none"> Ability to note the time and date 	<ul style="list-style-type: none"> No ability to authenticate signer No auto routing 	<ul style="list-style-type: none"> Adobe Acrobat Email 	<ul style="list-style-type: none"> Internal office documents
3	Basic e-Signature	Name Typed into a Document	Medium	<ul style="list-style-type: none"> Basic audit trail (ex: email, date, time) 	<ul style="list-style-type: none"> Able to manually route documents Email, date and time recorded in document Warns of changes in the document 	<ul style="list-style-type: none"> Limited audit trail and traceability No auto routing 	<ul style="list-style-type: none"> Adobe Acrobat with self-signed Digital ID Email 	<ul style="list-style-type: none"> Internal office documents Low sensitivity documents Agency forms Standard forms and Contracts
4	Enhanced e-Signature	Digital Signature with Asymmetric Cryptography (Asymmetric key controlled by Adobe)	High	<ul style="list-style-type: none"> Complete audit trail with metadata (ex: date, phone, IP address) 	<ul style="list-style-type: none"> Secure and automated document routing Detailed audit trail of document version and signature events 	<ul style="list-style-type: none"> Can exceed transaction quota or budget Additional cost compared to Basic e-Signature 	<ul style="list-style-type: none"> Adobe Sign Email Phone (additional authentication option for sending password via text) 	<ul style="list-style-type: none"> High sensitivity documents Documents with fiduciary responsibility Standard forms and Contracts
5	Enhanced e-Stamp	Digital Signature with Asymmetric Cryptography (Asymmetric key controlled by Adobe)	High	<ul style="list-style-type: none"> See Enhanced e-Signature 	<ul style="list-style-type: none"> See Enhanced e-Signature 	<ul style="list-style-type: none"> See Enhanced e-Signature 	<ul style="list-style-type: none"> See Enhanced e-Signature 	<ul style="list-style-type: none"> See Enhanced e-Signature
6	Certified Digital Signature	Digital Signature with Asymmetric Cryptography (Digital certificate issued by Certificate Authority and controlled by the end user)	Very High	<ul style="list-style-type: none"> See Enhanced e-Signature Digital Certificate that is certified by approved third party 	<ul style="list-style-type: none"> See Enhanced e-Signature Advanced and qualified signatures certified by third-party Certificate Authority (CA) 	<ul style="list-style-type: none"> Can exceed transaction quota or budget Complexity for creating and maintaining a certificate Additional cost compared to Enhanced e-Signature and e-Stamp 	<ul style="list-style-type: none"> See Enhanced e-Signature Third Party Certificate Authority (CA) meeting guidelines set by Secretary of State 	<ul style="list-style-type: none"> Documents with high organizational risks Note: This option is rarely used in standard business operations

* - Note: Multiple electronic signature tools are available in the industry, such as Adobe Sign or DocuSign.