

## 1. What is e-Signature?

Electronic signature (e-Signature) provides an efficient means to approve documents and replace hand written signatures on state forms. Examples of forms include contracts, contract amendments, application forms, new hire onboarding forms, vendor onboarding forms, change authorization forms, Human Resources forms, and many other procurement-related forms.

## 2. Why do I need to use e-Signature?

Using e-Signature supports telework and saves time and costs by eliminating the need to send paper documents by mail. Electronically signing documents also supports green initiatives by reducing paper waste.

## 3. What documents or forms are impacted by the new [Management Memo \(MM\) 20-07](#) and [State Administrative Manual \(SAM\) 1734](#)?

E-Signatures can be used for internal and external forms that fall under the authority of the Statewide Forms Program, including standard (STD) and agency forms (DGS OLS XXX).

## 4. How do I know my PDF form will accept an e-Signature?

All STD forms have been updated to accept e-Signature(s).

## 5. Which e-Signature tool should I use?

Please refer to the [E-Signature Options Table](#) or [Quick Start Guide](#) to select the tool based on the document type.

## 6. How do I use different e-Signature tools?

Please refer to the [E-Signature Options Table](#) or [Quick Start Guide](#). See the commonly used e-Signature vendor's user guides at the bottom of this document for additional information.

## **7. What's the cost impact of using e-Signature tools?**

It depends on which e-Signature tool selected. There is no additional cost for Acrobat Pro DC Fill and Sign, and Self-Signed with Digital ID. The fee for using e-Signatures such as Adobe Sign and DocuSign will vary based on agency/department's contract agreement.

## **8. How to obtain access to e-Signature tool such as Adobe Sign or DocuSign?**

Each agency/department will need to establish an agreement with the vendor of their choosing. For procurement option please refer to [CDT Vendor Subscription Site](#) or [software licensing program \(SLP\)](#).

### **How can I learn more?**

Please visit commonly used e-Signature vendor's user guides:

[Adobe Sign User Guide](#)

[DocuSign User Guide](#)