

Electronic Signatures

Commission Bylaw 625 permits electronic signatures that are originally created by:

- the signatory's handwritten signature;
- a keyboard allowing the signatory to enter in their name as their signature; or
- the signatory drawing their signature and initials in a custom fashion utilizing a mouse, stylus or their finger depending upon the device being used to access the signing.

The signature must be digitized and embedded permanently in the document and a record from the electronic signature software or application provider which certifies when, where, and by whom the document was executed.

Where a witness is required, the electronic signature must meet the requirements above and the signatory must have previously consented to use an electronic signature. The registrant must use software which:

- accurately reflects the information set forth in the contract;
- is capable of providing detailed transaction logs accessible to the registrant and which allows each signing participant the ability to review signing progress/history for the document in question;
- ensures the security of the signed document such that once signed by a signatory, the content of that document cannot be altered; and
- ensures that once signed by a signatory, that signature cannot be moved or removed from where it was affixed by the signatory.