

Electronic Signatures

Commission Bylaw 625(a)(i) states that the signature requirement will be satisfied by an electronic signature that is originally created by the signatory by way of:

- (A) a handwritten signature;
- (B) a keyboard allowing the signatory to enter in their name as their signature; or
- (C) 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.

A “handwritten signature” is a signature that is made with a pen and ink on paper and converted into a digital format for use in electronic signing. This conversion could be accomplished by taking a picture of the signature or scanning it and using the resulting image file as a “stamp” signature in electronic signature software.

A signature created by way of a keyboard would involve a person typing his or her name into electronic signature software or word processing software and converting the typed signature into an image format. The resulting digital signature can then be applied to documents.

The third option for an electronic signature would involve a person using a device to draw their signature in a custom fashion in electronic signature software or image capture software and then applying the resulting image to documents.