eSign

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ELECTRONIC SIGNATURES OVERVIEW

The [Electronic Signatures in Global and National Commerce Act](#) (E-Sign Act) signed into law on June 30, 2000, provides a general rule of validity for electronic records and signatures for transactions in or affecting interstate or foreign commerce. The E-Sign Act allows the use of electronic records to satisfy any statute, regulation, or rule of law requiring that such information be provided in writing, if the consumer has affirmatively consented to such use and has not withdrawn such consent.

Subject to certain exceptions, the substantive provisions of the law were effective on October 1, 2000. Record retention requirements became effective on March 1, 2001. The E-Sign Act grandfathers existing agreements between a consumer and an institution to deliver information electronically. However, agreements made on or after October 1, 2000, are subject to the requirements of the E-Sign Act ([Source](#)).

The E-Sign Act recommends that electronic signature workflow include:

INTENT TO SIGN
Both traditional ink and electronic signatures are only valid if the individuals intended to sign. Prior to signing everyone must select Review & Consent > Click to Accept Consent to do Business Electronically > Click to Sign Electronically

CONSENT TO DO BUSINESS ELECTRONICALLY
Prior to signing everyone must select Review & Consent > Click to Accept Consent to do Business Electronically > Click to Sign Electronically

OPT-OUT
Individuals have the option to opt-out by declining during the signature process and are prompted to enter a reason for declining.

SIGNED COPIES
All parties receive a copy of the signed document upon completion.

RECORD RETENTION
In accordance with the E-Sign act electronic records are kept and may be requested at any time by the individuals that signed the document. In addition, everyone is sent a copy of the signed document upon completion for their records.

UNIFORM ELECTRONIC TRANSACTION ACT (UETA)

The Uniform Law Commission (ULC) approved the [Uniform Electronic Transactions Act](#) (UETA) in 1999 to ensure that electronic signatures, electronic records, and contracts based or memorialized in electronic formats would not be rejected merely because of their electronic nature. In 2000, the federal Electronic Signatures in Global and National Commerce Act (ESIGN; 15 U.S.C. 7001 et seq.) was enacted. Section 7001 tracks the basic provisions of UETA, while adding consumer consent provisions. ESIGN specifies that uniform enactments of UETA trump the provisions of ESIGN Sec. 7001. State enactments which are not enactments of UETA may avoid federal preemption provided they are consistent with ESIGN and do not require or provide greater legal effect to any specific technology or technical specification ([Source](#)).

The UETA has been adopted by 47 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The three states that have not adopted the UETA ([New York](#), [Illinois](#), and [Washington](#)) have all adopted similar laws making electronic signatures legally enforceable.

It is important for you to understand your industry, federal and state regulations required for electronic signatures. For example, [21 CFR Part 11 Federal Regulations; Electronic Records; Electronic Signatures](#) contains requires by the FDA to accept electronic signatures.

eSign Platform System Requirements

The system requirements listed below have been certified for user with the eSign Platform. If you choose to user a browser other than the ones listed here, the site's pages may not display properly, and you may encounter problems with the site functionality that Customer Service may not be able to resolve.

Operating Systems

- Any Operating System that can run one of the browsers listed below.

Browsers

- Mozilla Firefox 45 and above
- Google Chrome (most current version)

Browser Settings

To safeguard your application information and ensure that the eSign Platform works properly, it is highly recommended that your browser is setup with the manufacturer's default settings.

- JavaScript and Per Session Cookies must be allowed for the site to function properly.

PDF Reader

Adobe Acrobat Reader or other PDF reader software will be required to view or print completed eSign documents.

Note: These are subject to change at any time based on current best practice standards for security purposes.