

Introduction

When an Insert requires a signature, it must be completed either by: (i) printing, signing, and scanning the Insert; or by: (ii) digitally signing the Insert and providing along with the Insert an additional document or information that verifies the identity of the signatory. Additional documentation or information may include: (i) a certificate of completion if the signatory uses DocuSign; (ii) a Final Audit Report if the signatory uses Adobe Sign; (iii) evidence that the digital signature has been certified by the signatory using a document signing certificate; or (iv) other documentation or information produced by a commercially available software that can be used by the Auction Manager to verify the identity of the signatory. Digital signatures without a document or information verifying the identity of the signatory are not acceptable; signature images and other electronic signatures are not acceptable. In some cases, it will be required that the signature of an Insert that is not digitally signed be notarized.

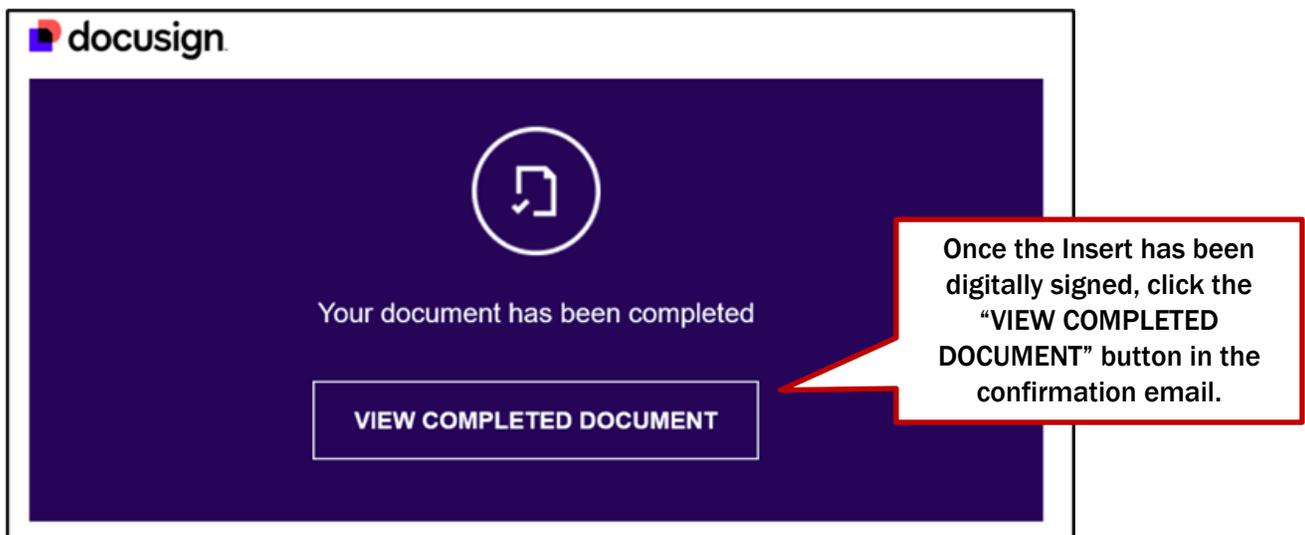
In this document, the Auction Manager provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or a document signing certificate in Adobe Acrobat. This does not preclude a Bidder from using other commercially available software as long as such software generated an additional document or information that can be used by the Auction Manager to verify the identity of the signatory.

Using DocuSign

DocuSign offers a 30-day free trial. Please see the details here:

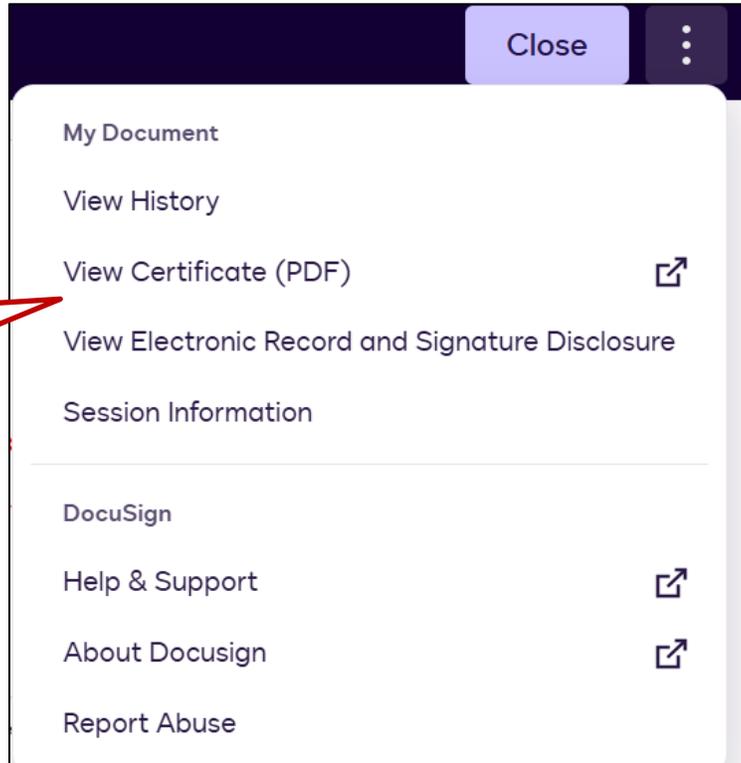
<https://go.docusign.com/o/trial/?tgr=com-trial-hero>

DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, DocuSign will send a confirmation email. Click the “VIEW COMPLETED DOCUMENT” button in the confirmation email to be redirected to a webpage to download the signed Insert, as shown on the following page.



December 9, 2025
Digital Signatures

In the upper righthand corner of the webpage, click the vertical ellipsis symbol to open the dropdown menu, and select “View Certificate (PDF)” to download the certificate of completion.



Once you have downloaded the certificate of completion, upload both the digitally signed Insert and the certificate of completion to the online Part 1 Form. A sample digitally signed Insert and corresponding certificate of completion appear on the next two pages.

DocuSign Envelope ID: 46D57495-F330-40EA-AEF3-D7EC7E63205C

December 9, 2025
Insert #P1-2

Bidder A LLC
Name of Applicant

THE AUCTION MANAGER IS ACCEPTING DIGITALLY SIGNED INSERTS.

This Insert may be:

- *Printed, signed by the Representative with the signature notarized, scanned, and uploaded to the online Part 1 Form;*
- *Submitted with a digital signature and a document or information verifying the identity of the signatory. Digital signatures are not required to be notarized.*

Electronic signatures (e.g., a picture of a signature as opposed to a digital signature entered through software such as that offered by DocuSign) are not acceptable.

REPRESENTATIVE RESPONSIBILITIES INSERT (#P1-2)

I, Abigail Sinotte (the Representative), hereby certify that I am authorized by the Applicant to serve as Representative, to represent the Applicant: (i) generally in the auctions held under AEP Ohio's CBP, and (ii) in particular for purposes of the application process.

If there are material changes to the Applicant's information provided in the Part 1 Application or the Part 2 Application for an auction, I agree to notify the Auction Manager as soon as practicable.

I further certify that I will be responsible for all Confidential Information Regarding the Auction provided to me and the Nominee(s) including Confidential Information for the submission of bids and that I will ensure that this Confidential Information is only distributed to other individuals who are authorized to act on behalf of the Applicant according to the rules for the handling of Confidential Information included in the CBP Rules.

DocuSigned by:
Abigail Sinotte
w11952007865436
Signature of Representative

12/4/2025
Date

Signature and Seal from Notary Public
(OMIT this line if the Insert is digitally signed. Digital signatures are not required to be notarized.)
Date



Certificate Of Completion

Envelope Id: 46D57495-F330-40EA-AEF3-D7EC7E63205C		Status: Completed
Subject: Complete with Docusign: P1-2 Representative Responsibilities Insert.docx		
Source Envelope:		
Document Pages: 1	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Abigail Sinotte
AutoNav: Enabled		1166 Avenue of the Americas
Envelope Stamping: Enabled		New York, NY 10036
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Abigail.Sinotte@nera.com

Record Tracking

Status: Original	Holder: Abigail Sinotte	Location: DocuSign
12/4/2025 2:18:47 PM	Abigail.Sinotte@nera.com	

Signer Events

Abigail Sinotte
Abigail.Sinotte@nera.com
Bidder A Officer
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Abigail Sinotte
0015500CF8BC-08
Signature Adoption: Pre-selected Style

Timestamp

Sent: 12/4/2025 2:19:35 PM
Viewed: 12/4/2025 2:19:49 PM
Signed: 12/4/2025 2:20:17 PM

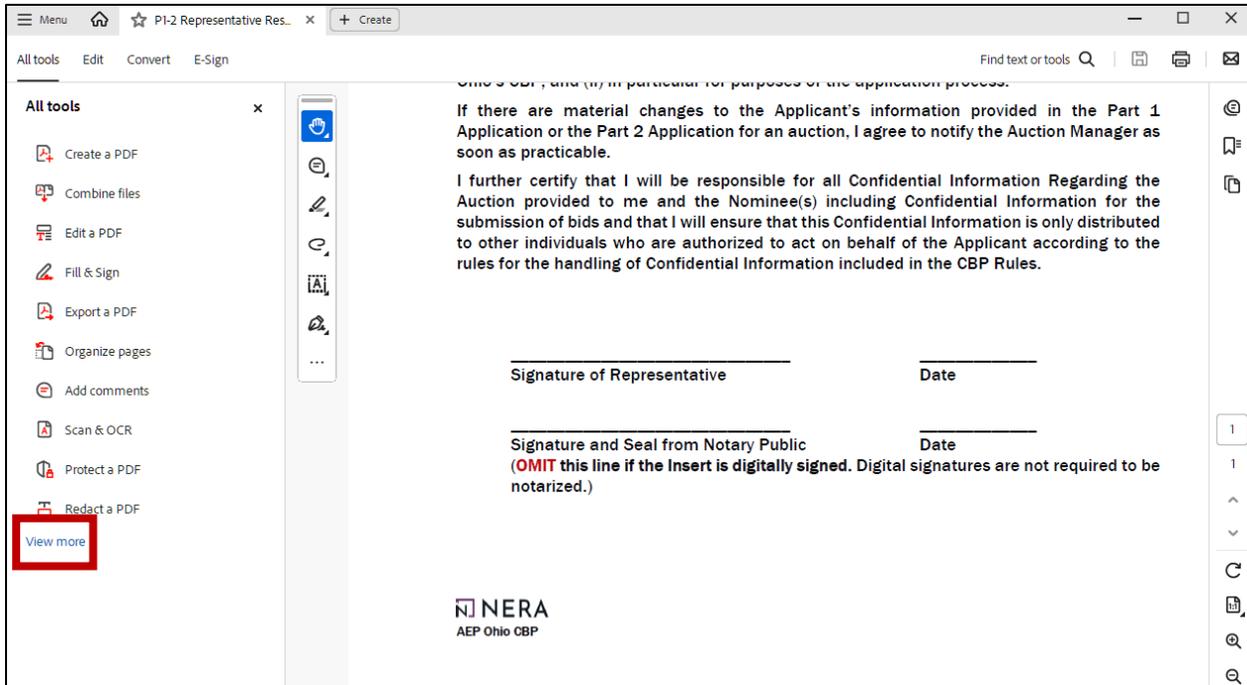
Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/4/2025 2:19:35 PM
Certified Delivered	Security Checked	12/4/2025 2:19:49 PM
Signing Complete	Security Checked	12/4/2025 2:20:17 PM
Completed	Security Checked	12/4/2025 2:20:17 PM
Payment Events	Status	Timestamps

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Using a Document Signing Certificate in Adobe Acrobat

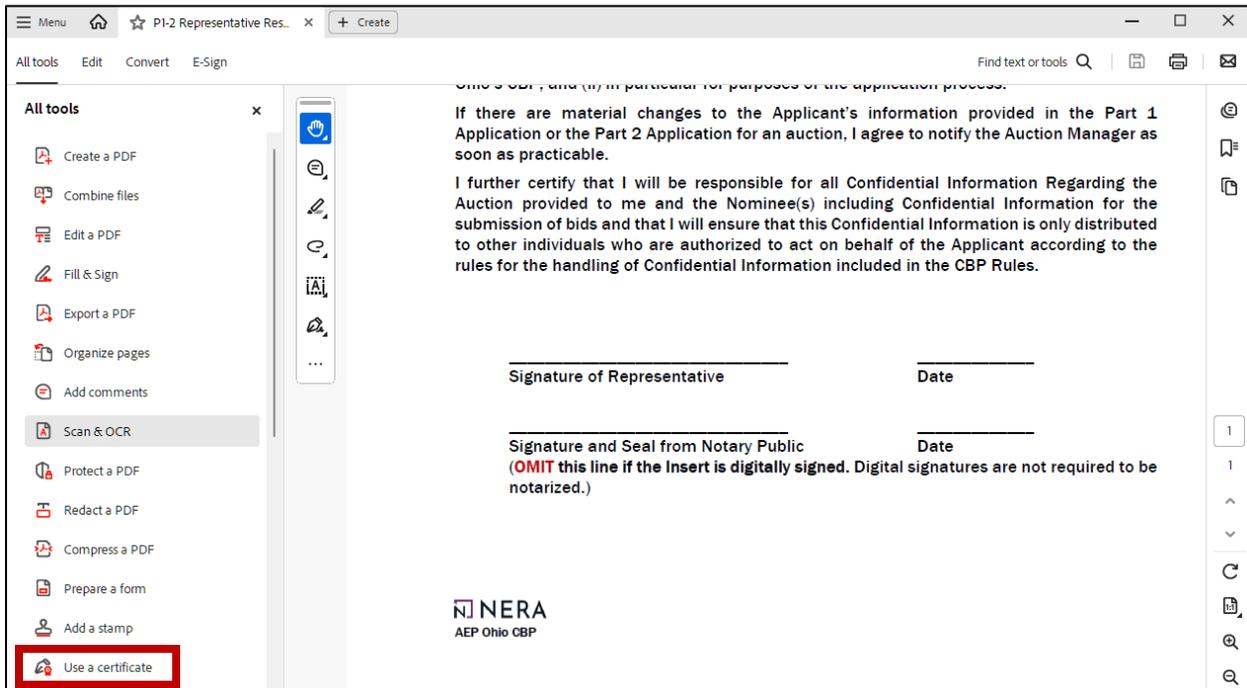
Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on “View more” on the “All tools” menu bar.



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Digital Signatures

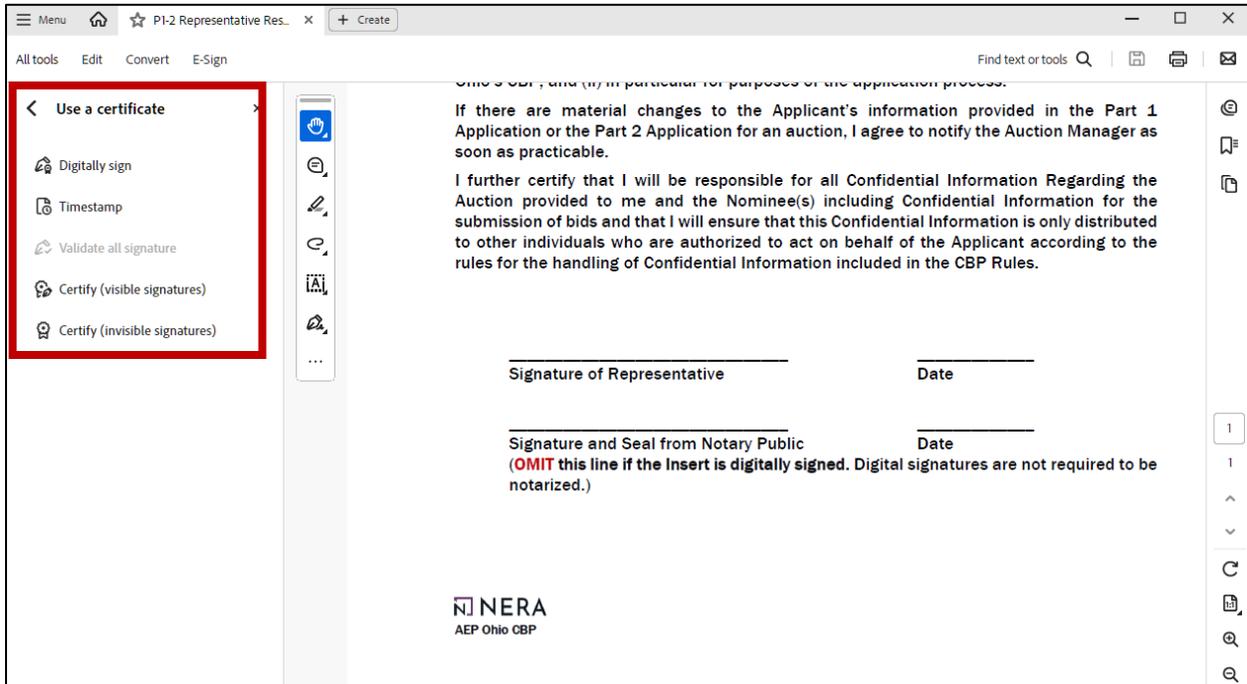
Next, click on the “Use a certificate” Icon under the header “All tools”.



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Digital Signatures

Locate the “Use a certificate” heading:

- If you see the option “Certify (Visible Signature)”, then you are able to use Adobe Acrobat to digitally sign and certify your signature.
- If you do not see this option, you cannot digitally sign and certify the signature without first purchasing a document signing Certificate for the signatory through a certificate authority that is compatible with Adobe. Please see the link provided below for vendors approved by Adobe. The Auction Manager is not aware of a free-trial option for these vendors.
<https://helpx.adobe.com/acrobat/kb/certified-document-services.html>



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Click the option to “Certify (visible signatures)” and complete the digital signature process.

