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.
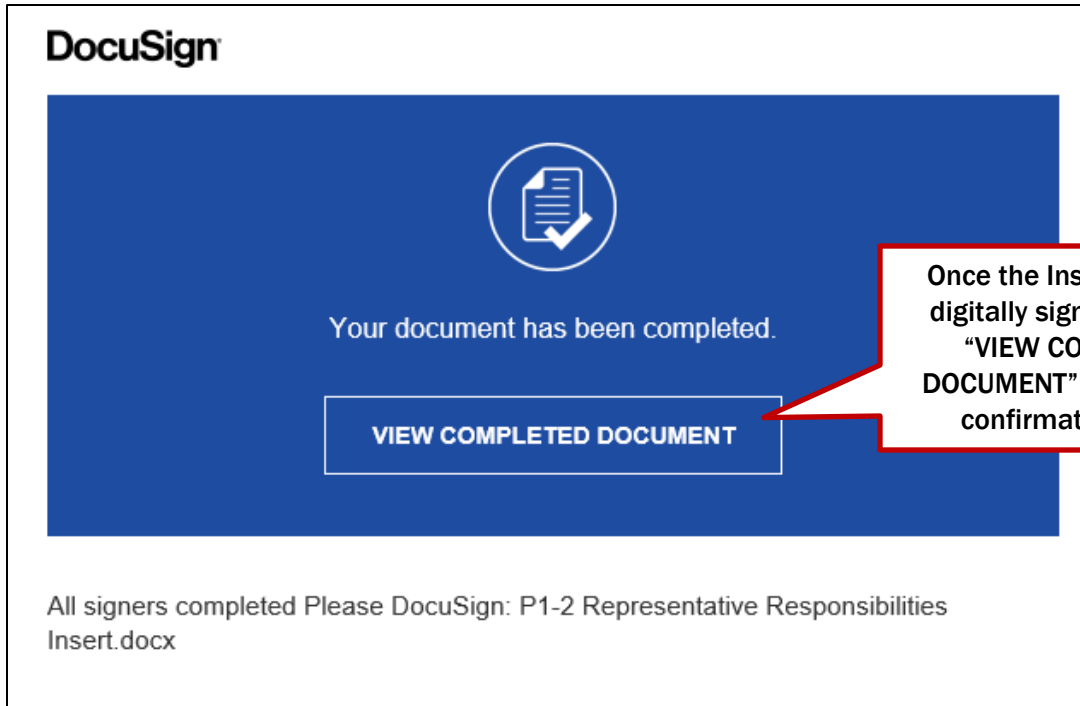
In this document, the Auction Manager provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or a document signing certificate in Adobe Acrobat. This does not preclude a Bidder from 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.
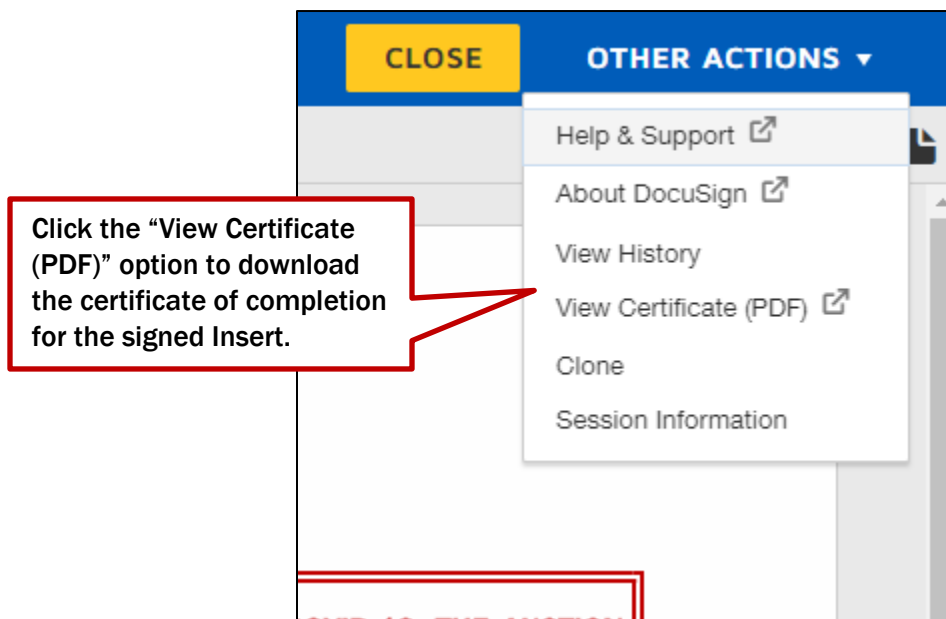
Using DocuSign

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.

DocuSign

Your document has been completed.

VIEW COMPLETED DOCUMENT

Once the Insert has been digitally signed, click the "VIEW COMPLETED DOCUMENT" button in the confirmation email.

All signers completed Please DocuSign: P1-2 Representative Responsibilities Insert.docx

In the upper righthand corner of the webpage, click on the "OTHER ACTIONS" dropdown menu, and select "View Certificate (PDF)" to download the certificate of completion.

CLOSE   **OTHER ACTIONS ▼**

Help & Support 🗗

About DocuSign 🗗

View History

View Certificate (PDF) 🗗

Clone

Session Information

Click the "View Certificate (PDF)" option to download the certificate of completion for the signed Insert.

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 pages.

Using a Document Signing Certificate in Adobe Acrobat

Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on "More Tools" on the menu bar.

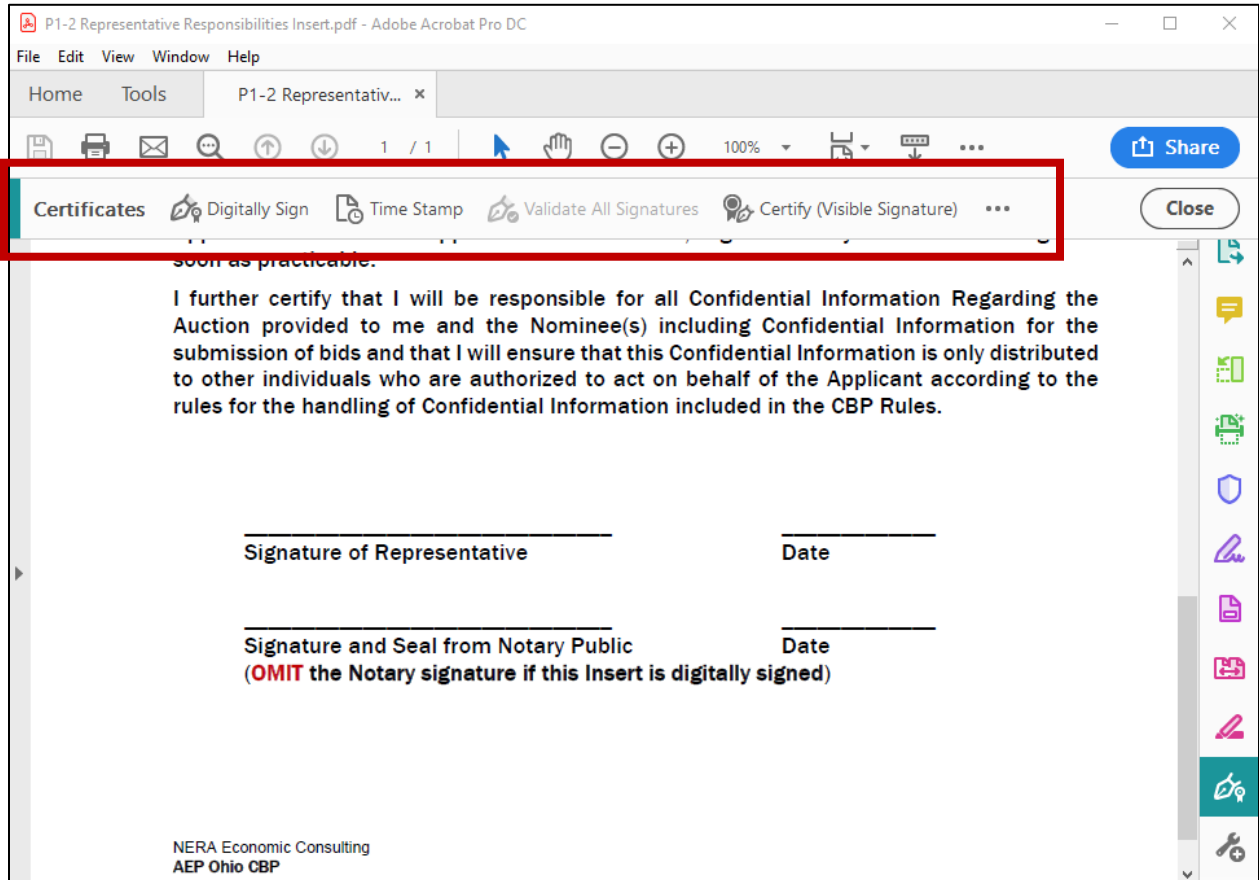December 10, 2024
Digital Signatures

Next, click on the "Certificates" Icon under the header Forms & Signatures.
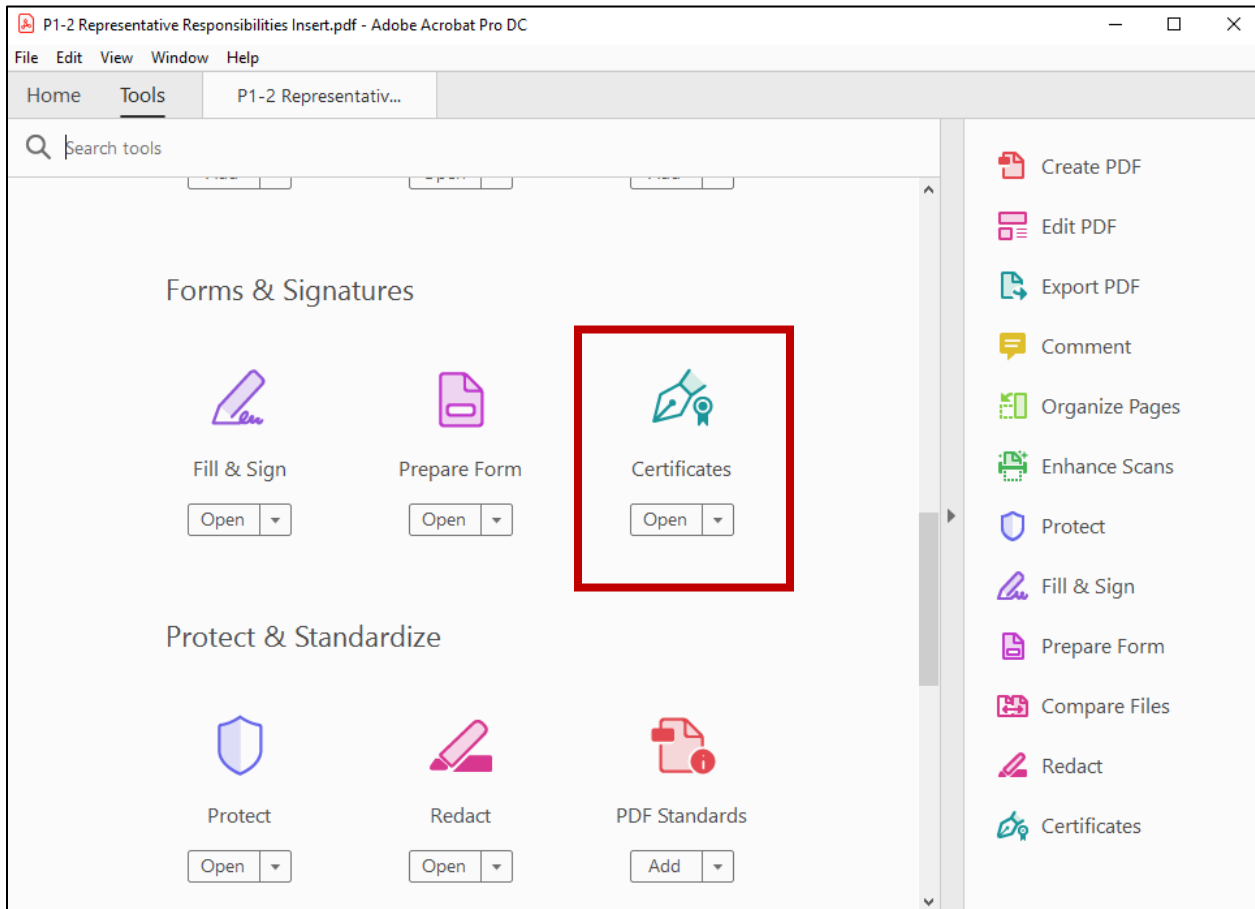
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Locate the Certificates banner at the top of the Insert.
- If you see the option "Certify (Visible Signature)", then you are able to use Adobe Acrobat to digitally sign and certify your signature.

- 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 Signature)" and complete the digital signature process.

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Once completed, you will see a banner at the top of the digitally signed Insert with the additional information that the signature has been certified as shown below.