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

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.

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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.



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.

August 25, 2020 Insert #P1-2

Bidder A, LLC

Name of Applicant

# DUE TO EMERGENCY MEASURES ENACTED IN THE WAKE OF COVID-19, THE AUCTION MANAGER IS ACCEPTING DIGITALLY SIGNED INSERTS.

This Insert may be:

- Printed, signed, scanned, and uploaded to the online Part 1 Form; or
- Submitted with a digital signature and a document or information verifying the identity of the signatory. If digitally signed, the signature line for the Notary Public may be left blank.

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

### **REPRESENTATIVE RESPONSIBILITIES INSERT (#P1-2)**

I, <u>Rachel Northcutt</u> (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: Kachel Northcutt

Signature of Representative

8/14/2020

Date

Signature and Seal from Notary Public Date (OMIT the Notary signature if this Insert is digitally signed)



#### **Certificate Of Completion**

Envelope Id: A00369340F3445CB8EFCBC0BD3B233F8 Subject: Please DocuSign: P1-2 Representative Responsibilities Insert.docx Source Envelope: Document Pages: 1 Signatures: 1 Certificate Pages: 1 Initials: 0 AutoNav: Enabled EnvelopeId Stamping: Enabled Time Zone: (UTC-08:00) Pacific Time (US & Canada)

#### **Record Tracking**

Status: Original 8/14/2020 4:55:17 AM

#### Signer Events

Rachel Northcutt rachel.northcutt@BidderA.com Officer Security Level: Email, Account Authentication (None) Holder: Rachel Northcutt rachel.northcutt@BidderA.com



Signature Adoption: Pre-selected Style Using IP Address:

Status: Completed

Envelope Originator: Rachel Northcutt rachel.northcutt@BidderA.com IP Address:

Location: DocuSign

Timestamp Sent: 8/14/2020 4:55:41 AM Viewed: 8/14/2020 4:55:44 AM Signed: 8/14/2020 4:57:20 AM Freeform Signing

Electronic Record and Signature I	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	8/14/2020 4:55:41 AM
Certified Delivered	Security Checked	8/14/2020 4:55:44 AM
Signing Complete	Security Checked	8/14/2020 4:57:20 AM
Completed	Security Checked	8/14/2020 4:57:20 AM
Payment Events	Status	Timestamps

# **Using Adobe Acrobat**

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

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Next, click on the "Certificates" Icon under the header Forms & Signatures.

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 digital sign and certify your signature.
- If you do not see this option, you cannot digitally sign and certify the Representative's signature without first purchasing a document signing Certificate for the Representative 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.

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	I, <u>Rachel Northcutt</u> (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				
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