

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.

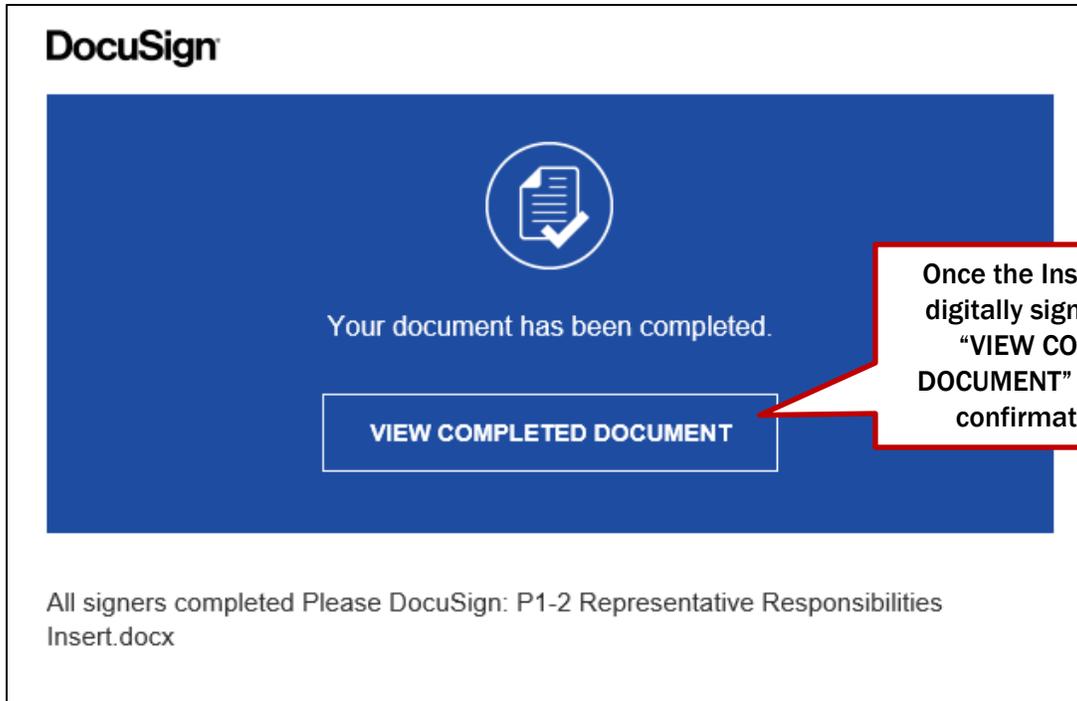
In this document, the Auction Manager provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or Adobe Acrobat. This does not preclude a Bidder from using other commercially available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

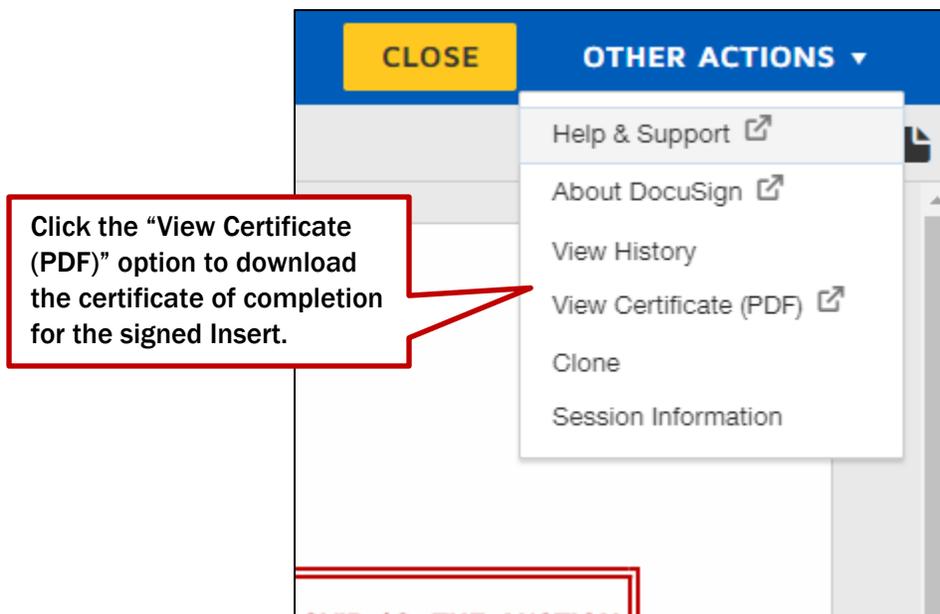
DocuSign offers a 30-day free trial. Please see the details here:

<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.



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.**

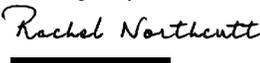
Electronic signatures (e.g., a picture of a signature by opposition to a digital signature entered through software such as that offered by DocuSign) are not acceptable.

REPRESENTATIVE RESPONSIBILITIES INSERT (#P1-2)

I, Rachel Northcutt (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:


 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 | Status: Completed |
| Subject: Please DocuSign: P1-2 Representative Responsibilities Insert.docx | |
| Source Envelope: | |
| Document Pages: 1 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Rachel Northcutt |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | rachel.northcutt@BidderA.com |
| | IP Address: [REDACTED] |

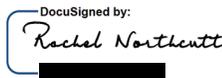
Record Tracking

| | | |
|----------------------|------------------------------|--------------------|
| Status: Original | Holder: Rachel Northcutt | Location: DocuSign |
| 8/14/2020 4:55:17 AM | rachel.northcutt@BidderA.com | |

Signer Events

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

Signature

DocuSigned by:

 Signature Adoption: Pre-selected Style
 Using IP Address: [REDACTED]

Timestamp

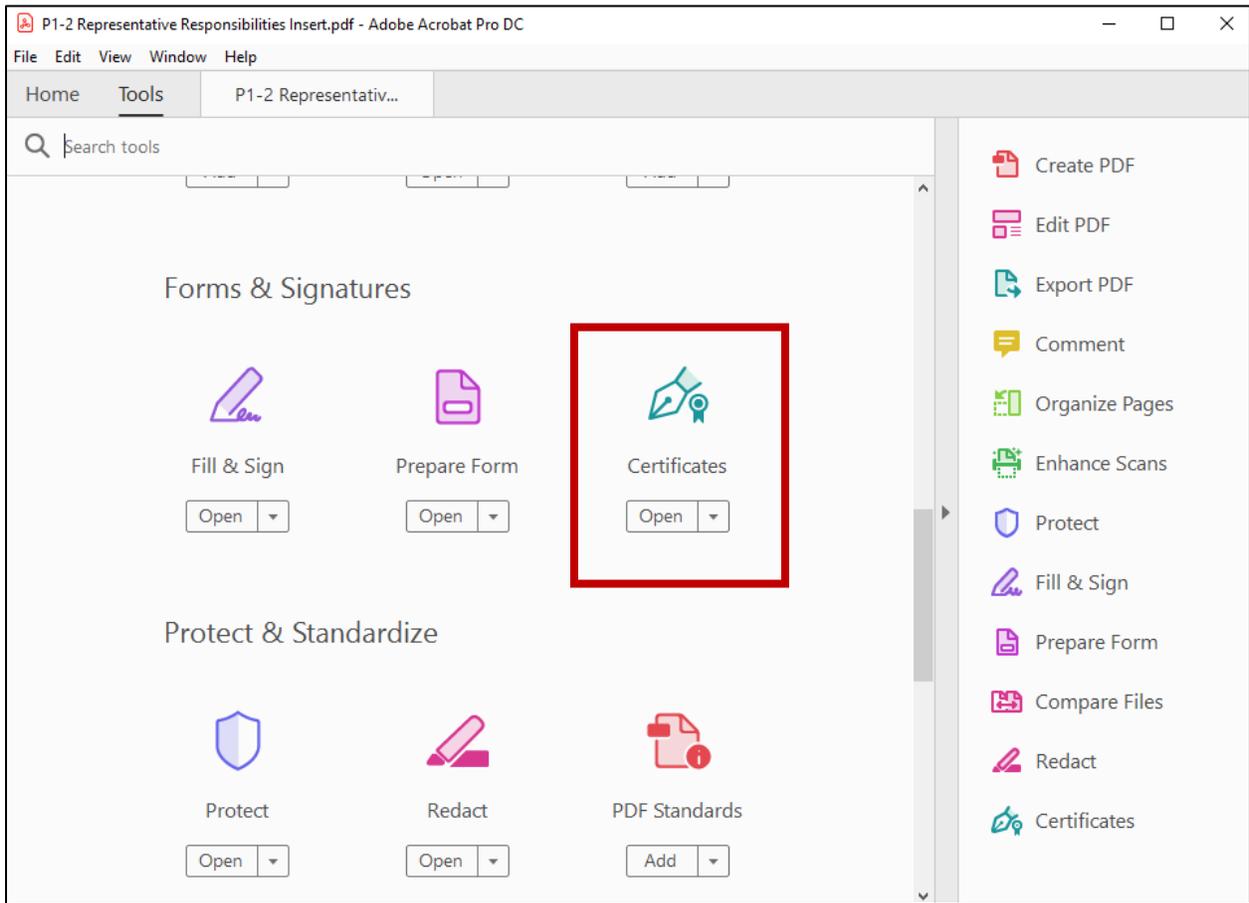
Sent: 8/14/2020 4:55:41 AM
 Viewed: 8/14/2020 4:55:44 AM
 Signed: 8/14/2020 4:57:20 AM
 Freeform Signing

Electronic Record and Signature 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 |

August 25, 2020
Digital Signatures

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

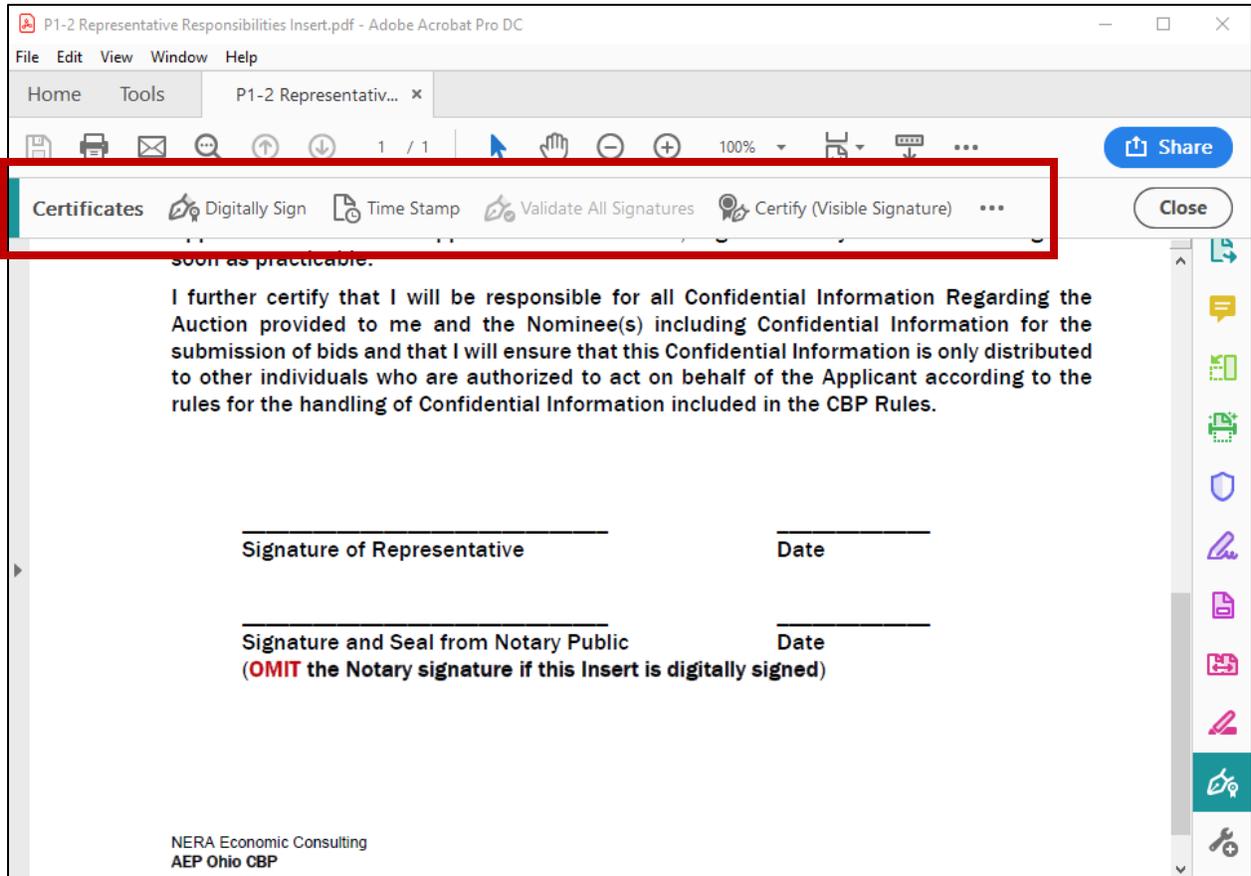


August 25, 2020
Digital Signatures

Locate the Certificates banner at the top of the Insert.

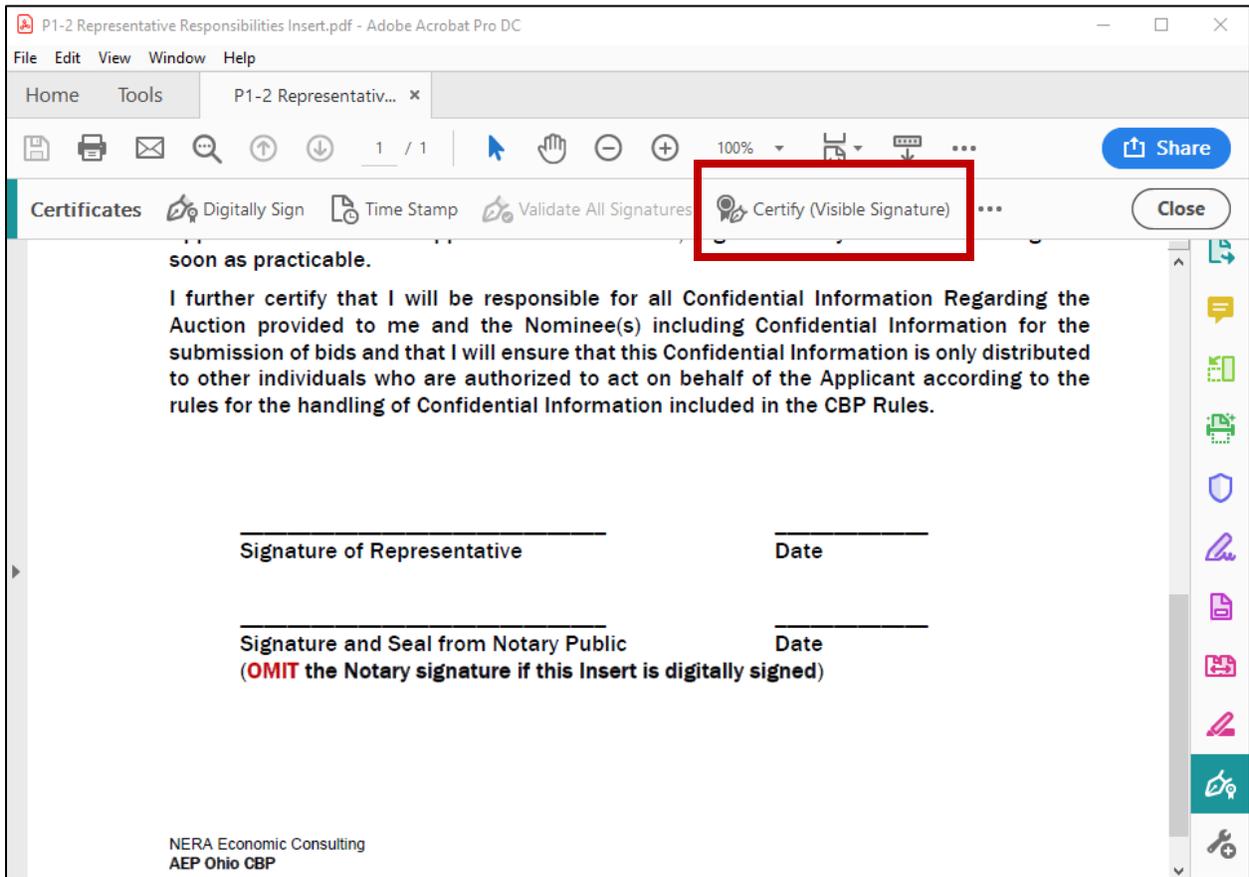
- If you see the option “Certify (Visible Signature)”, then you are able to use Adobe Acrobat to digital sign and certify your signature.
- If you do not see this option, you cannot digitally sign and certify the Representative’s signature without first purchasing a document signing Certificate for the 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>



August 25, 2020
Digital Signatures

Click the option to “Certify (Visible Signature)” and complete the digital signature process.



August 25, 2020
Digital Signatures

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.

