

## 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.

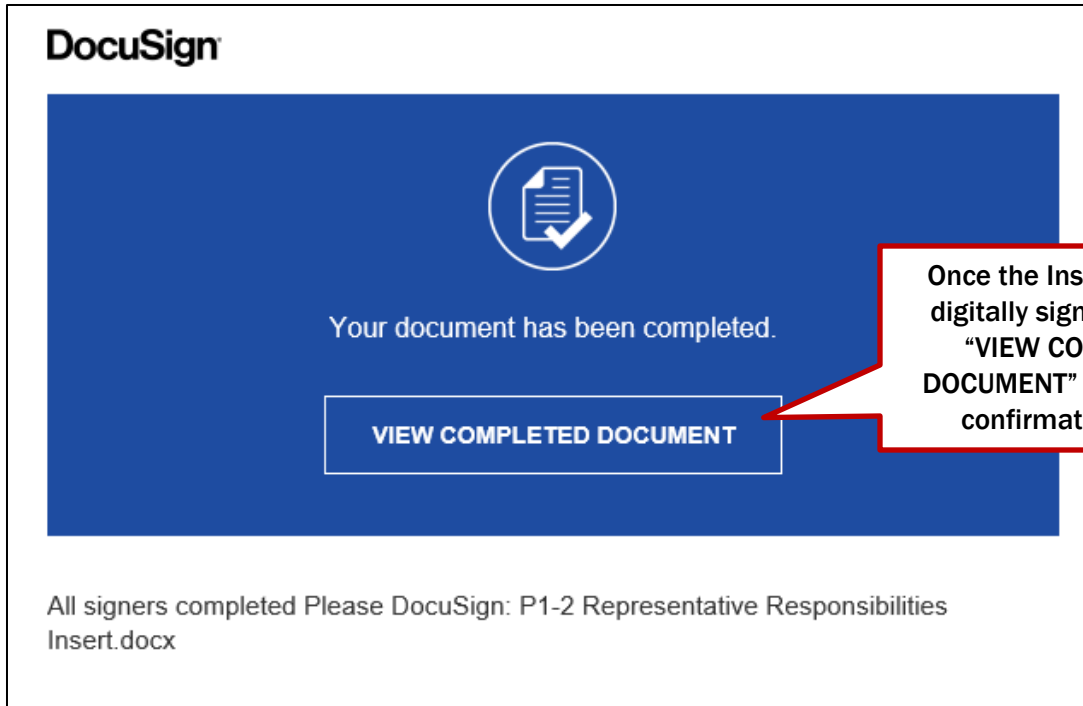
In this document, the Auction Manager provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or a document signing certificate in Adobe Acrobat. This does not preclude a Bidder from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

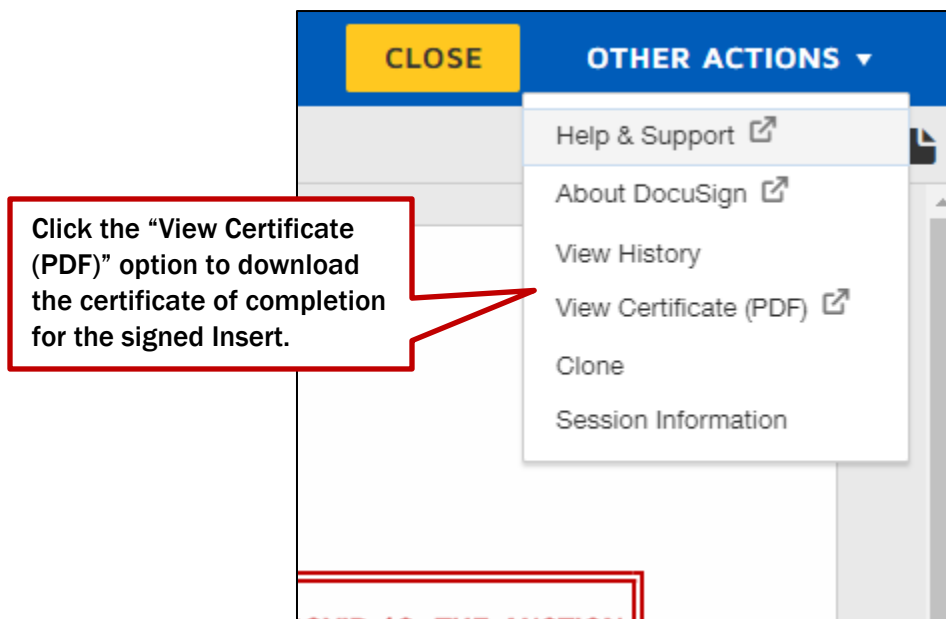
<https://go.docusign.com/o/trial/?tgr=com-trial-hero>

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.



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

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.

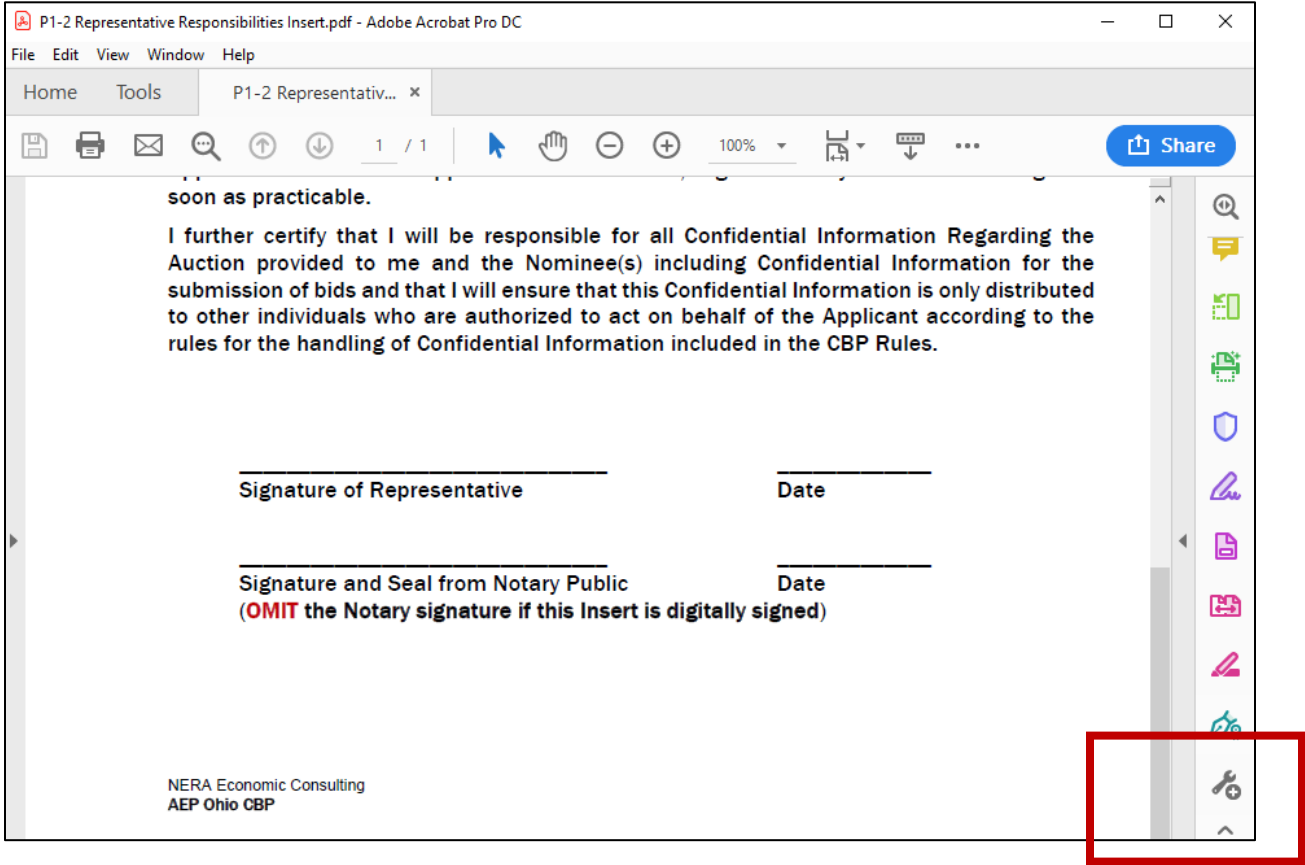


Click the "View Certificate (PDF)" option to download the certificate of completion for the signed Insert.

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

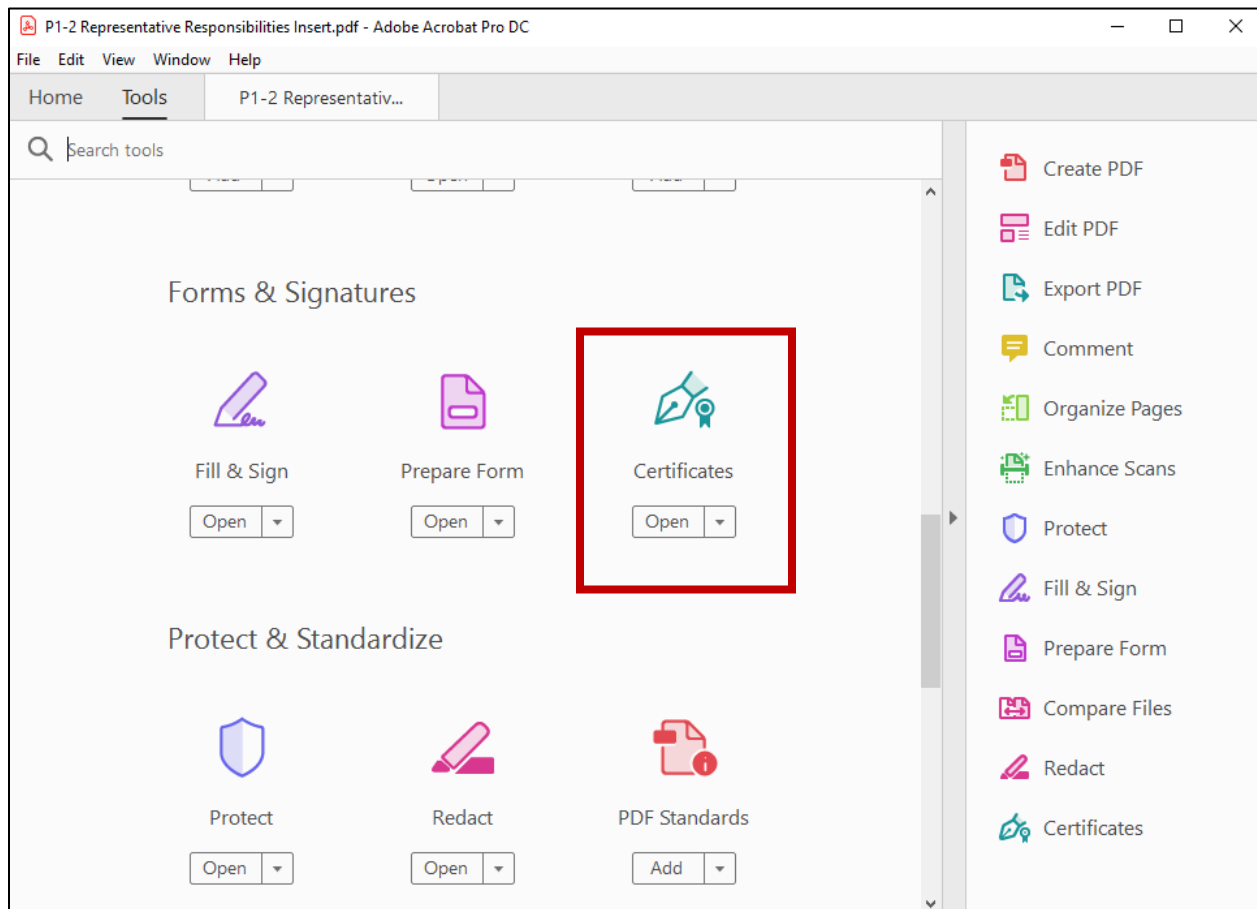
Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on “More Tools” on the menu bar.



The image shows the Adobe Acrobat Pro DC interface with the file "P1-2 Representative Responsibilities Insert.pdf" open. The document content includes a paragraph starting with "soon as practicable." and a certification statement: "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." Below the text are two sets of signature lines. The first set is labeled "Signature of Representative" and "Date". The second set is labeled "Signature and Seal from Notary Public" and "Date", with a red note in parentheses: "(OMIT the Notary signature if this Insert is digitally signed)". At the bottom left, the text "NERA Economic Consulting AEP Ohio CBP" is visible. The right-hand toolbar contains various icons, with the "More Tools" icon (a gear) at the bottom, which is enclosed in a red rectangular box. The top menu bar includes "File", "Edit", "View", "Window", and "Help".

**August 25, 2021**  
**Digital Signatures**

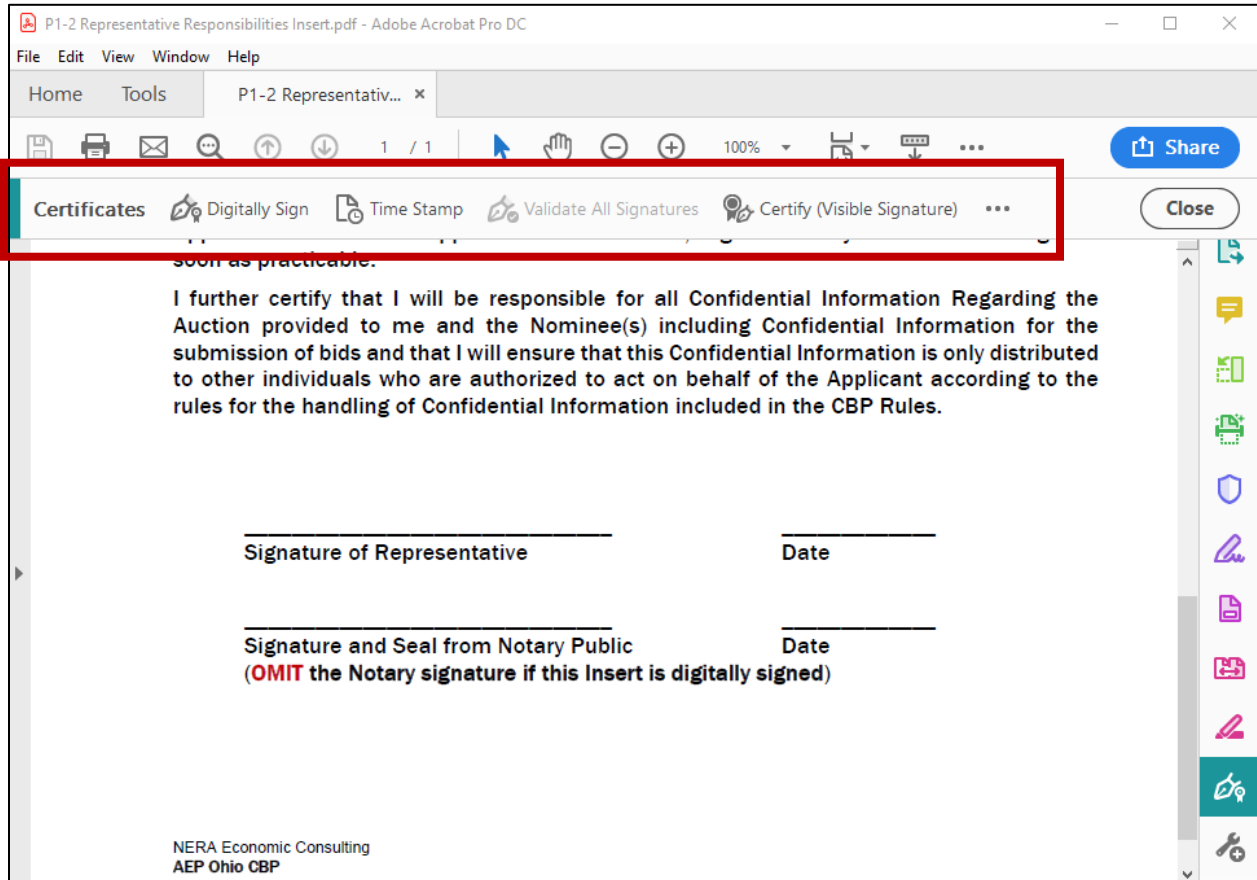
Next, click on the “Certificates” Icon under the header Forms & Signatures.



August 25, 2021  
Digital Signatures

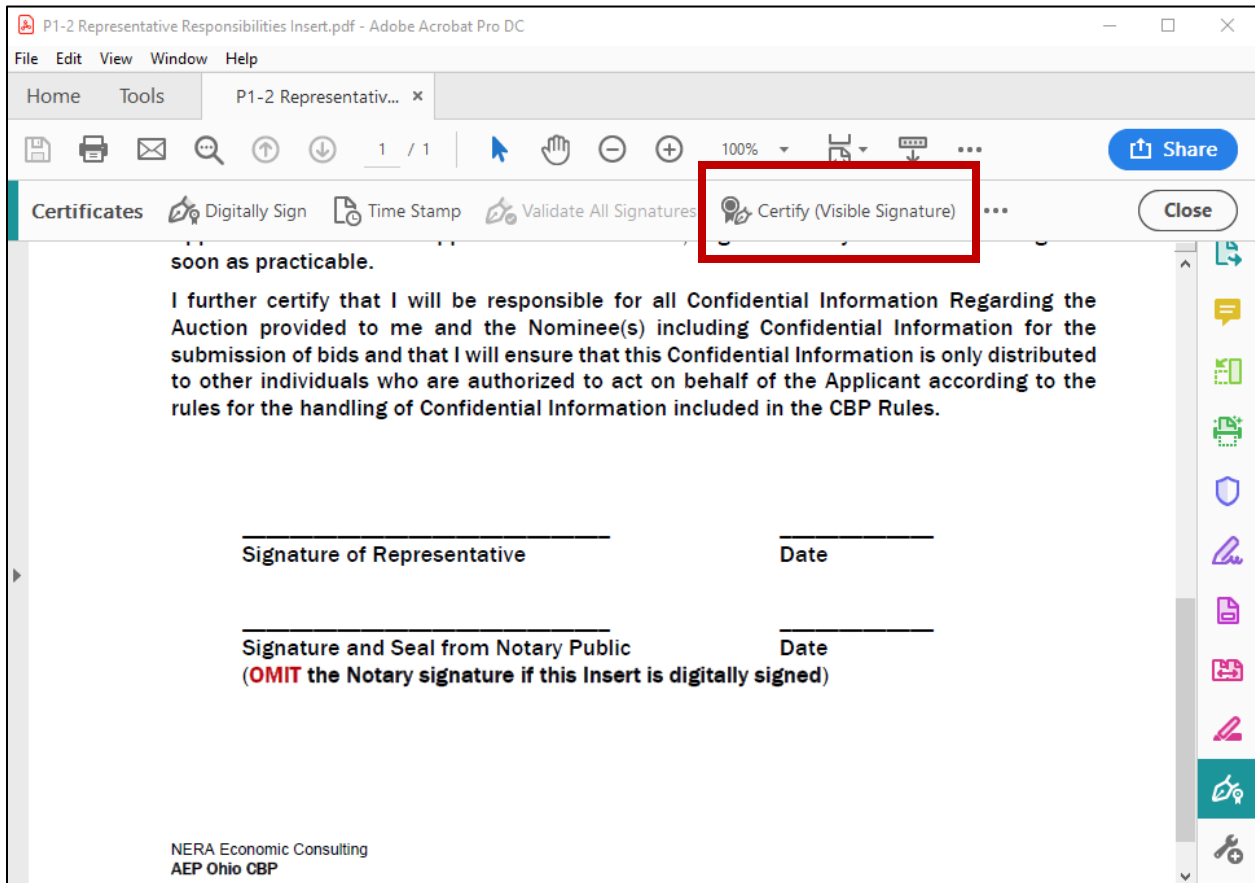
Locate the Certificates banner at the top of the Insert.

- If you see the option “Certify (Visible Signature)”, then you are able to use Adobe Acrobat to 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>



**August 25, 2021**  
**Digital Signatures**

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



August 25, 2021  
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.

The screenshot shows the Adobe Acrobat Pro DC interface. The title bar reads "P1-2 Representative Responsibilities Insert\_signed.pdf - Adobe Acrobat Pro DC". The menu bar includes "File", "Edit", "View", "Window", and "Help". The toolbar shows various icons for file operations and navigation. A red box highlights a certification banner at the top of the document content area, which reads: "Certified by Northcutt, Rachel <rachel.northcutt@nera.com>, certificate issued by MMC Corporate Issuing CA 03." To the right of this banner is a "Signature Panel" button. Below the banner, the document text reads: "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." Below the text, there are two sets of signature lines. The first set is for the Representative, with a red digital signature and a date stamp: "Northcutt, Rachel", "Digitally signed by Northcutt, Rachel", "Date: 2020.08.13 20:58:08 -04'00'", "Signature of Representative", and "Date". The second set is for the Notary Public, with the text "Signature and Seal from Notary Public" and "Date", and a note in red: "(OMIT the Notary signature if this Insert is digitally signed)". At the bottom left, the footer reads "NERA Economic Consulting" and "AEP Ohio CBP".