

## Electronic Signature Guideline

**Function:** The Office of Compliance Services

**Procedure:** Electronic Signatures Policy

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### Guideline Recommendations

The following steps taken and adapted from the [NYS Electronic Signatures and Records Act Guidelines](#) outline best practices for the selection and use of Electronic Signature methods.

Step	Action
Preparation	<ol style="list-style-type: none"> <li>1. Determine that Electronic Signature methodology will be made in accordance with the specific standards outlined in this policy.</li> <li>2. Verify that electronically signed documents going to external agencies abide by guidelines set forth by the external agency and meet the requirements of the receiving organization.</li> </ol>
Processing	<ol style="list-style-type: none"> <li>1. Provide opportunity for the signer to review the entire document or content to be signed prior to applying an e-signature.</li> <li>2. Make it impossible for an e-signature to be applied to a document without the signer having been informed that a signature is being applied.</li> <li>3. Allow the signer's intent to be expressed as part of the record or in a certification statement submitted with and linked to the signed record.</li> <li>4. Require the signer to act affirmatively to indicate assent to the document being signed. For example, require the signer to click an "Accept" button. A button allowing the signer to "Reject" could also be presented to demonstrate that a choice was made. Alternately, the signer could be</li> </ol>

	required to type specific words of acceptance (e.g., "I ACCEPT" or "I AGREE").
Signature Retention	<ol style="list-style-type: none"> <li>1. Record the date, time, and fact that the signer indicated his or her intent and retain this information for evidentiary purposes. This may be different than the time the signer accessed the application or was authenticated.</li> <li>2. Retain all electronically signed documents in accordance with the RF Electronic Records Management Policy and the Record Retention for Person Related Records guideline.</li> </ol>

## Change History

Date	Summary of Change
November 2, 2021	New Guideline.

### Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).