



SIGNATORY SUBSCRIBER AGREEMENT FOR CROMERR COMPLIANCE

I. Organization

Name:

Mailing Address:

City: State: ZIP: Main Telephone:

II. Authorized Official

Name: Title:

Daytime Telephone: Email:

III. Authorized Official Certification - By signing below, I certify that:

- I understand that the Subscriber Agreement allows the Signatory to submit electronic documents required by authorized Oklahoma programs on behalf of the Organization to an Electronic Document Receiving System (EDRS), in lieu of paper submissions;
I have read and understand the rules in OAC 252:004-17 relative to electronic reporting and Cross-Media Electronic Reporting Rule (CROMERR) compliance;
I affirm that the individual identified as Signatory is duly authorized to submit electronic documents on behalf of the Organization using an EDRS;
I understand and agree that the Organization and I will be legally bound, obligated, and held responsible by the Signatory's use of an EDRS to the same extent as submitting a paper document bearing my handwritten signature;
I understand that I will have the opportunity to review the information to be submitted, including any required certification statements, in a human-readable format and to prevent the filing of any electronic document that is untrue, incomplete, or misleading;
I understand that an EDRS will automatically reject any electronic document submitted without a valid electronic signature, if such signature is required, and that such rejection means that the required document has not been filed and the Organization will be subject to whatever penalties might apply to the failure to file;
I agree to notify the EDRS contact that I am no longer authorized to represent the Organization as soon as the authorization is revoked;
I agree to notify the EDRS contact that the Signatory is no longer authorized to represent the Organization as soon as the authorization is revoked;
I agree to retain a copy of the fully executed subscriber agreement as long as I continue to represent the Organization; and
I understand that transmitting an electronic document using an EDRS subjects the Organization and me to:
- The same state or federal administrative, civil, criminal, or other penalties and remedies as apply to submitting incomplete, false, or misleading information in paper format;
- Any applicable state or federal administrative, civil, criminal, or other penalties and remedies that apply to not complying with all requirements for using an EDRS; and
- Criminal penalties for falsification in official matters, currently established in 21 O.S. § 281.

Signature of Authorized Official: County of State of

Signed and sworn to (or affirmed before me) this day of , 20.

My commission expires: AFFIX SEAL NOTARY PUBLIC

IV. Organization and Facility Permissions – By default a signatory is assigned to all facilities associated with an organization. If you would like to limit which facilities a signatory has access to, please indicate that below.

Facility Name(s):

V. Signatory

Name:

Title:

Daytime Telephone:

Email:

VI. Signatory Certification By signing below, I certify that:

- Understand that the Subscriber Agreement allows me to submit electronic documents required by authorized Oklahoma programs on behalf of the Organization to an Electronic Data Receiving System (EDRS) in lieu of paper submissions;
- I have read and understand the rules in OAC 252:004-17 relative to electronic reporting and Cross-Media Electronic Reporting Rule (CROMERR) compliance;
- I affirm that I have been authorized to submit electronic documents on behalf of the Organization using an EDRS;
- I understand and agree that the Organization and I will be legally bound, obligated, and held responsible by the signatory's use of an EDRS to the same extent as submitting a paper document bearing my handwritten signature;
- I understand that I will have the opportunity to review the information to be submitted, including any required certification statements, in a human-readable format and to prevent the filing of any electronic document that I believe to be untrue, incomplete, or misleading;
- I understand that an EDRS will automatically reject any electronic document submitted without a valid electronic signature, if such signature is required, and that such rejection means that the required document has not been filed and the Organization will be subject to whatever penalties might apply to the failure to file;
- I understand that I will automatically receive an e-mail receipt from the EDRS for each submission that contains a valid electronic signature, which will identify me, the document received and the date and time of receipt;
- I will notify the EDRS contact within three (3) business days of transmitting any electronic document to an EDRS, if an email receipt is not received;
- I agree to protect my unique electronic signature device from compromise and from use by anyone else, and specifically agree to:
 - Maintain the secrecy of my access information;
 - Not divulge or delegate my access information to any other individual;
 - Not store the access information in an unprotected location; and
 - Not allow any access information to be written into computer scripts to achieve automated log-in;
- I agree to notify the EDRS contact as soon as possible, but no later than 24 hours, after suspecting or determining that my access information has been lost, stolen or otherwise compromised;
- I understand that DEQ may contact the Authorized Official identified on the subscriber agreement to verify my identity;
- I agree to notify the EDRS contact that I am no longer authorized to act as a Signatory as soon as the authorization is revoked;
- I agree to retain a copy of the fully executed subscriber agreement as long as I continue to act as a Signatory; and
- I understand that transmitting an electronic document using an EDRS subjects me to:
 - The same state or federal administrative, civil, criminal, or other penalties and remedies as apply to submitting incomplete, false, or misleading information in paper format;
 - Any applicable state or federal administrative, civil, criminal, or other penalties and remedies that apply to not complying with all requirements for using an EDRS; and
 - Criminal penalties for falsification in official matters, currently established in 21 O.S. § 281.

Signature of Signatory: _____ County of _____ State of _____

Signed and sworn to (or affirmed before me) this _____ day of _____, 20 _____.

My commission expires: AFFIX SEAL _____ NOTARY PUBLIC