



## **Electronic Signature Standard**

### **Introduction**

Electronic signatures are an important tool for providing fast, efficient service to our clients, citizens and stakeholders.

### **Purpose**

To establish a standard for electronic signatures.

### **Definitions**

**Cloud signature** – A form of digital signature that is managed in the cloud by a vendor, such as Adobe Sign.

**Digital signature** – A mathematical scheme for verifying the authenticity of digital messages or documents. Digital signatures use certificate-based digital IDs from trust service providers to verify signer identity and demonstrate proof of signing by binding each signature to the document with cryptography.

**Electronic signature** – A legal way to get consent or approval on electronic documents or forms. Electronic signatures can be used to replace handwritten signatures in virtually every personal or business process. Examples include contracts, application forms, new hire onboarding forms, nondisclosure agreements, vendor onboarding documents and RFPs, change authorizations and government benefits enrollment forms.

### **Standard**

Adobe Sign is the standard tool for e-signatures at the State of Oklahoma. This includes the built-in “basic” version of Adobe Sign that is available in Adobe Reader and Adobe Acrobat, but it is strongly encouraged that if you are electronically signing documents or requiring others to electronically sign documents, you should obtain an Adobe Sign license and use that instead of the basic version.

It is acceptable for the e-signatures to be either a digital signature, a cloud signature or an e-signature that is not signature-backed. All are considered legal signatures.

An Adobe Sign license may be acquired via the OMES service desk or the OMES service catalog. You can search for the word “Adobe” in the service catalog to find the access request form.

Any other tool that is required to be used by the document creator/signer should be requested for approval in addition to this standard.

It is acceptable that if an Oklahoma employee receives an invitation to sign a document from an external party/vendor, that they are allowed to sign that document using the external party’s provided tool, up to and including signing up for an account with that e-signature provider.

The Electronic Signature Standard is subject to Oklahoma’s Uniform Electronic Transactions Act, Title 12A § 15 - 101 et al.

**Compliance**

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

**Rationale**

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

**Revision history**

This standard is subject to periodic review to ensure relevancy.

<b>Effective date:</b> 05/24/2022	<b>Review cycle:</b> Annual
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<b>Approved by:</b> Dan Cronin, Chief Information Officer	