

***Stanislaus County Employees'  
Retirement Association***



**ELECTRONIC SIGNATURE POLICY**

**Policy 1013**

December 15, 2020

**Purpose**

To authorize StanCERA to accept electronic signatures (eSignatures), increasing productivity and ensuring convenient, timely and appropriate access to StanCERA information by utilizing electronic signature technology.

**Authority**

County Employees Retirement Law of 1937 (CERL): Government Code §31527(i),  
*“Notwithstanding any other law, for the use and acceptance of a document requiring a signature that is submitted by a member using an electronic signature, if the document and electronic signature are submitted using technology the board deems sufficient to ensure its integrity, security, and authenticity. A document submitted pursuant to the regulation shall be given the same force as a signed, valid original document.”*

**Procedure**

The use of electronic signatures is permitted and shall have the same force and effect as the use of a “wet” signature or manual signature if all the following criteria are met:

1. The electronic signature is unique to the person using it.
2. The electronic signature is capable of verification.
3. The electronic signature is under the sole control of the person using it.
  - a. Email notifications requesting electronic signatures must not be forwarded.
4. The electronic signature is linked to the data in such a manner that if the data is changed after the electronic signature is affixed, the electronic signature is invalidated.

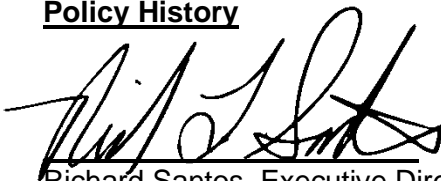
DocuSign and Adobe Sign are software programs that use technology sufficient to ensure the integrity, security, and authenticity of documents with an electronic signature. StanCERA will give an electronically signed document filled through DocuSign or Adobe Sign the same legal force as a signed, valid original document.

Any member documents processed through DocuSign or Adobe Sign will be processed into the Arrivos Imaging System for storage according to the Records Retention Policy.

**Policy Review**

This Board shall review this policy at least every three years.

**Policy History**



Richard Santos, Executive Director

POLICY APPROVAL DATE: December 15, 2020