

DIGITAL SIGNATURES WITH MDOT

The Michigan Department of Transportation uses the DocuSign Signature Appliance digital signature solution for document signing processes. By making it simple to digitally sign documents, contracts, forms and records, DocuSign SA eliminates the need for slow and expensive paper-based signing processes while creating legally enforceable signatures that provide the integrity and trust required for audits, compliance with industry regulations, and good business practices.

Account Creation

To set up an MDOT digital signature account, you will need to submit a Digital Signature Request Form (Form #2122). This [form](#) is required by MDOT for all MDOT employees and external partners that are requesting a digital signature certificate.

After MDOT has created your account, you will receive an e-mail with your temporary password and set-up information.

Michigan Department of Transportation
2122 (04/15)

MDOT DIGITAL SIGNATURE
CERTIFICATE REQUEST FORM

Clear Form

INSTRUCTIONS:
The information on this form is required by the Michigan Department of Transportation (MDOT) to verify the identity of the applicant requesting a digital signature certificate. The supplied information ensures the returned digital signature certificate matches the identity of the signer. The assigned signature is eligible for use on all applicable MDOT documents.

This completed form will remain valid until the signer's digital signature certificate expires or until such time as the signer needs to create a new digital signature. Each digital signature is unique. If another digital signature is used, even though it appears similar, it will not validate as the encrypted data within the signature will not match the previously validated signature information. This will result in the rejection of any document on which the non-validated signature has been used.

It is the responsibility of the applicant and/or associated company/agency to notify MDOT of any change in employment status, signing authority, or e-mail address that may impact the validity of the assigned signature. Note: Applicants and associated company/agencies may be directly contacted to further authenticate the identity of the applicant and/or confirm signing authority.

Completed forms must be returned electronically to: MDOT-eSign@Michigan.gov

SIGNATURE APPLICANT SECTION	
APPLICANT NAME (LEGAL NAME)	COMPANY/AGENCY
APPLICANT NAME AS TO APPEAR ON SIGNATURE (IF DIFFERENT THAN FIELD ABOVE)	TITLE
PROFESSIONAL LICENSURE (PE, PS, AA, HL)	LICENSE NUMBER
E-MAIL	PHONE NUMBER

CERTIFICATION AFFIDAVIT:
The undersigned affirms all information provided on this form is true and correct. I agree to supply and receive information electronically. I agree to utilize MDOT's current digital signing software as the legal equivalent of my hand-written signature on all required transactions. I also understand by signing below, the digital signature certificate assigned will be used exclusively for State of Michigan contracting and/or authorized use only.

PRINT OR TYPE NAME, SAME AS SIGNATURE BELOW	TITLE
APPLICANT SIGNATURE	DATE

You will need to change your temporary password before beginning to sign documents as the temporary one that is being provided does not log you in to the system. It just allows you to create a new, personal password. The process for doing this will be determined by which DocuSign application best suits your signing needs.

We offer three applications:

1. **DocuSign SA Client Software**
2. **DocuSign Web Application**
3. **DocuSign Mobile App**

1. DSA CLIENT SOFTWARE

This is the most full-featured option. Software is installed on a user's computer that offers the fastest processing speed along with the ability to manage a wide range of signing functions and custom user configurations.

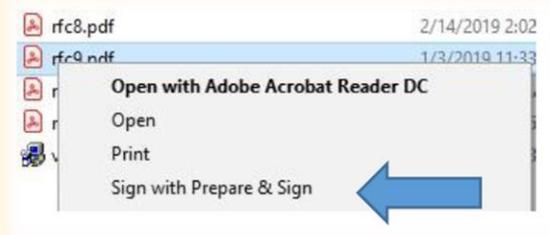


This is ideal for users that sign large numbers of documents.

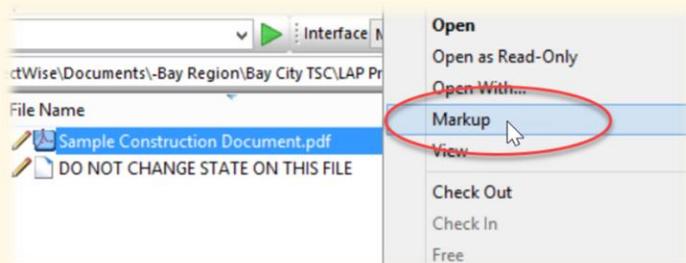
The DocuSign SA software is available at www.michigan.gov/mdot-eSign, where you will find an 'Installation (External Partners)' area with links to download the software as well as installation instructions.

After installing the software, a new password can be created using the Signature Appliance Control Panel application that will now be installed on the computer.

Documents can be signed using Prepare & Sign - DocuSign's built-in PDF reader. Just right-click on a PDF file name and select **Sign with Prepare & Sign** (or, in some installations, **Sign with CoSign**). After this is done, you simply need to draw a signature box, or click an existing signature field to sign the document.



The client software also provides convenient integration with ProjectWise. With the client software installed on a machine, you can right-click on a file in ProjectWise and select **Markup**. This action will check out and open the file.



After this is done, the document can be reviewed, signed and checked in to update the copy.

With the DocuSign client installed on a machine, most PDF readers can be set up to sign and validate using your MDOT digital signature account. This typically requires some setting adjustments and specific procedures in order to sign documents. The MDOT e-Sign support team can be contacted for guidance on setting up your reader of choice.

2. DSA WEB APPLICATION

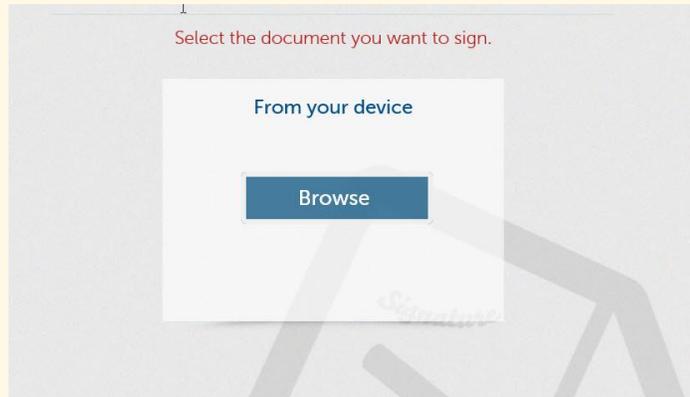
With the web app, users can digitally sign and validate documents without having to install any software. Instead, you simply navigate to a web page to carry out your signing activity. It provides support for PDF files as well as MS Word and Excel documents. This is an ideal solution for those who will be occasional signers.



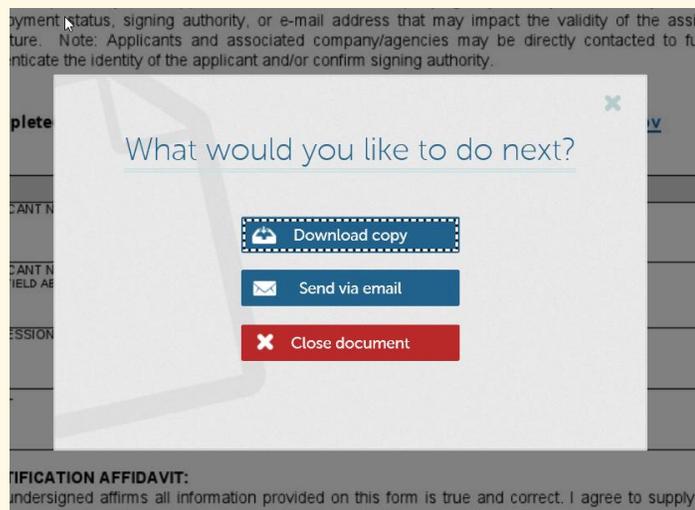
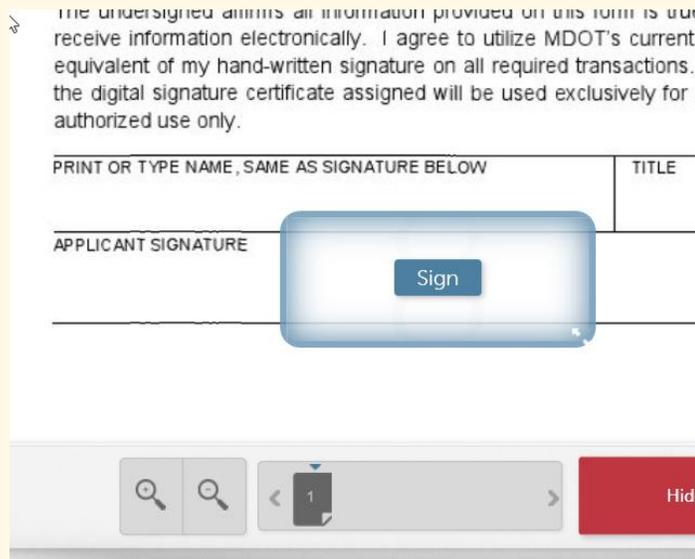
If you are a new user, you can enter your e-mail address/username and temporary password that you have been provided. This will direct you to a page where you will be asked to set up a new password. Once this has been done, it can be used across all platforms (client software, web and mobile).



After a user is logged in to the web application it is a simple process to upload a document from your device, position the signature field and sign the document



After the document is signed, you can choose to download the document and save it to your computer or send it by e-mail directly from the web application.

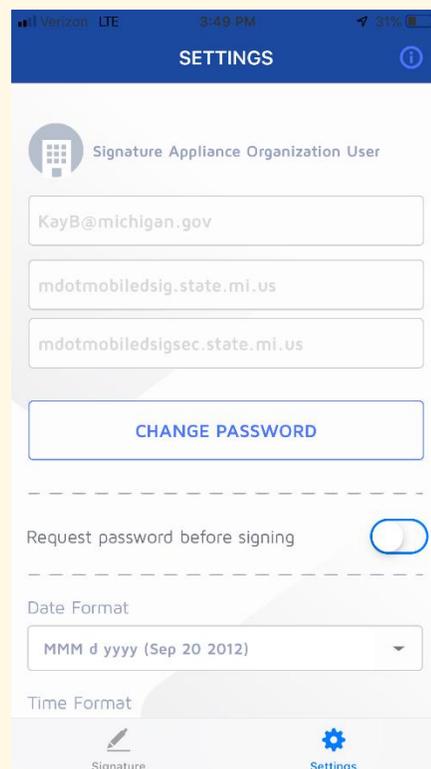
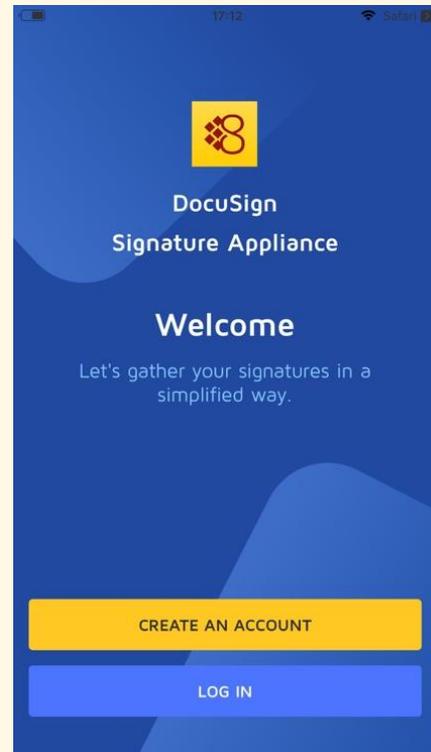


3. DSA MOBILE APPLICATION

The mobile app, which can be installed on Android-based or Apple iOS devices, enables users to digitally sign and validate PDF documents up to 30 MB as well as create and manage their signatures using their mobile devices.

The app can be downloaded from the iOS or Google Play stores. After it is installed, a couple of basic settings are needed to configure the app to allow for a connection to our signature appliance.

Users with new accounts who are accessing the mobile application for the first time can create a new password by going to the Settings menu where they will find a change password option. You can enter your username/e-mail and use the temporary password as the current password.



With the app installed, a user can open a PDF file on their device and will now find a 'Copy to DSA Sign' option in the sharing/action items. Selecting this will send the document to the DSA Sign application. After the signature has been applied to the document, the signed PDF can be forwarded via e-mail or sent to a cloud storage service.

Note: For Android users, the signed document can also be stored on the local device.



Digital Signature Account Support

Email: MDOT-eSign@michigan.gov

To request assistance through the MDOT Software Helpdesk, please request access to the "MiMDOT Software Support" module on the MiLogin for Workers page: <https://MiLoginWorker.Michigan.gov>

Additional Resources:

[Using the DSA Software to Sign Documents](#)

[Using the Web Application](#)

[Setting up and Using the Mobile App](#)