

ONESPAN *Sign*

MDOT COST SHARING AGREEMENTS

DocuSign is being replaced with the State of Michigan Enterprise Digital Signature Solution, OneSpan, for all MDOT Agreements, [beginning April 2023](#).

This change impacts all Local Agencies with projects where MDOT is involved, and signatures are required. Please note that wet ink signatures will still be accepted for cost sharing agreements, though, not encouraged.

The new cost sharing agreement process will look as follows:

- MDOT drafts Cost Sharing Agreement and emails to Local Agency
- Local Agency passes Certified Resolution
- Local Agency emails Certified Resolution and Names with Email Addresses of those required to sign to MDOT-eAgreements@michigan.gov
- Agreement is loaded into OneSpan and Signers are assigned by MDOT
- Those assigned to the Agreement are notified via email (from State of Michigan eSignature) as their turn to sign comes up through OneSpan – This is Sequential
- Local Agency Signatories sign Agreement in OneSpan and must be the SAME as those identified in the Certified Resolution
- MDOT executes Agreement when all Local Agency Signatures and any additional Approvals required are received (such as State Ad Board).
- OneSpan notifies those identified in the Agreement that the Executed Document is available for download - Local Agency will be responsible for downloading their own Copy.

MDOT Agreements is requiring that you provide your Local Agency's signatory(s) and associated email address(es) for every agreement.

Please email information to MDOT-eAgreements@michigan.gov.

Signers in Cost Sharing Agreements will be set up for the ability to reassign. This is done in OneSpan prior to signing the document.

If you have additional questions, please contact MDOT-eAgreements@michigan.gov.