

# ONESPAN

MDOT LOCAL AGENCY AGREEMENTS E-SIGNATURE TOOL

**MAY 2023**

*Sign*

# Overview

MDOT's Digital Signature Program, DocuSign, is Reaching Its End of Life July 2023

DocuSign is Being Replaced with the State of Michigan Enterprise Digital Signature Solution, OneSpan, for Agreements April 2023

Impacts all Local Agencies with projects where MDOT is Involved and Signatures are Required.



# Agreements

The Signature Process will Change Regarding the Execution of Agreements

## CURRENT PROCESS

- MDOT Drafts Cost Sharing Agreement
- MDOT Sends to Local Agency for Review, Approval and Signature via Email
- Local Agency Reviews, Passes Resolution for Approval
- Local Agency Signs Agreement via DocuSign and Returns to MDOT with Resolution
- MDOT Executes Agreement and Provides Copy to Local Agency via Email

# NEW PROCESS

- MDOT Drafts Cost Sharing Agreement and emails Local Agency.
- Local Agency Passes Resolution
- Local Agency Emails Resolution to [MDOT-eAgreements@michigan.gov](mailto:MDOT-eAgreements@michigan.gov) and Includes the Name and Email Addresses of Those Required to Sign.
- Agreement is loaded into OneSpan, Signers are Assigned, and Receive Email

## State of Michigan eSignature

MDOT eAgreements has added you as a Signer to "MDOT Agreement 23-5103"

Hi MDOT eAgreements, MDOT eAgreements has added you as a Signer to "MDOT Agreement 23-5103". Please

- Local Agency Signatories Sign Agreement in OneSpan (Notified Sequentially) and are the SAME as Those Identified in the Certified Resolution
- OneSpan Notifies MDOT that Local Agency has Signed the Agreement
- MDOT Executes Agreement
- OneSpan Notifies Local Agency Agreement is Available for Download

*Sounds Easy!*



# Contacts Are KEY!

**\*\*\*MDOT is Requesting Email Addresses of Approved Signatories  
For Each Agreement\*\*\***

Please Email Resolution and Contacts to [MDOT-eAgreements@michigan.gov](mailto:MDOT-eAgreements@michigan.gov)

MDOT will send to Contact(s) via OneSpan with Option to Re-Assign\*

# ONESPAN

## *Signatures*

MDOT only Requires One Authorized Signature per Agreement  
Standard Agreement will have Two Signature Blocks (**One is Optional**)

Signers can be Re-Assigned\*

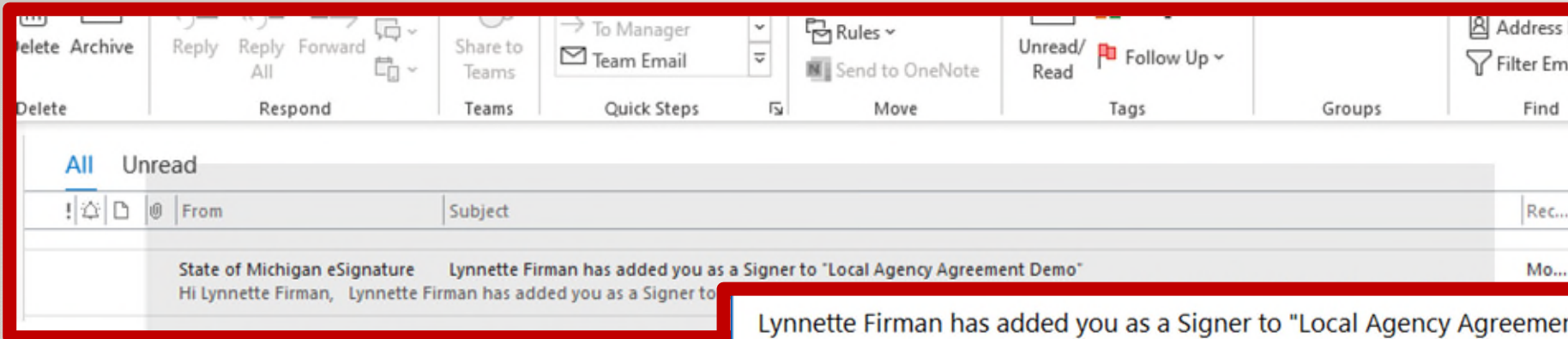
Signatures are Done Sequentially

User Agreement Acceptance is Required EVERY... TIME...



# Signing

- You are Notified via Email that a Document Requires Your Signature

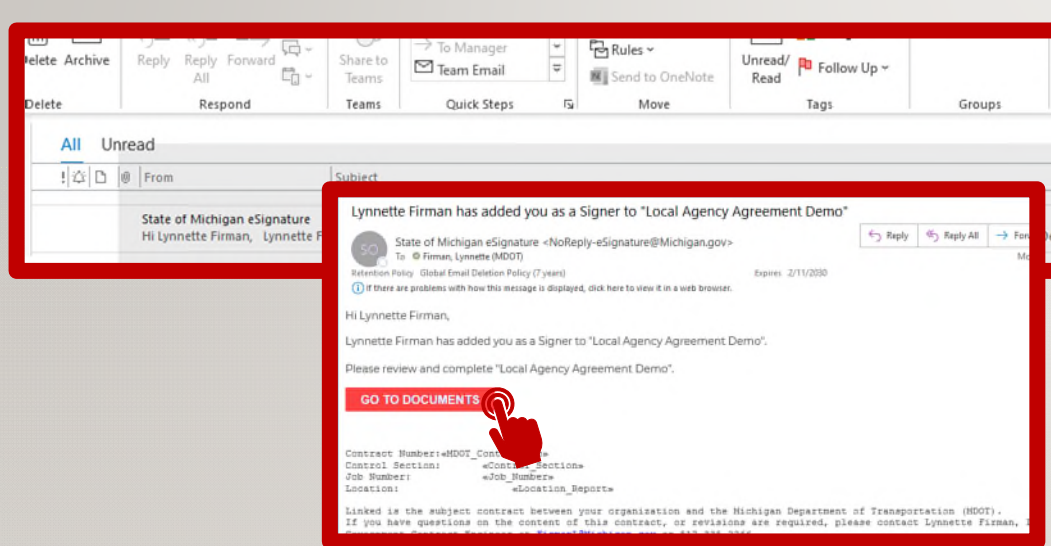


- Go To Documents
- Accept User Agreement
- Click to Sign
- Click Done and Confirm
- Next Signer is Notified



# Optional Signing

- You are Notified via Email that a Document Requires Your Signature



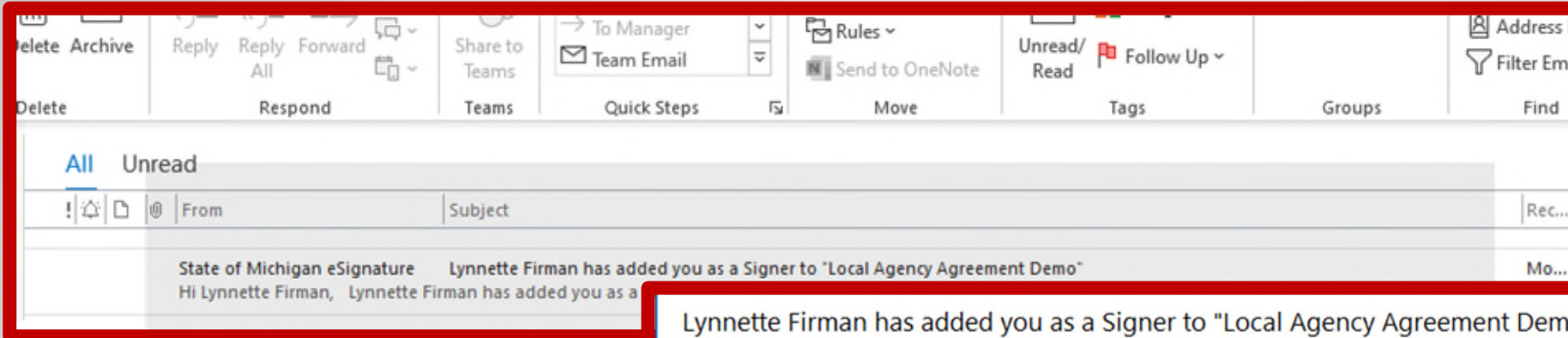
- Go To Documents
- Accept User Agreement
- Click to Sign **OR** Continue to Proceed w/o Signing
- Click Yes to Confirm
- Next Signer is Notified

A screenshot of a document review and signing interface. The document is titled "Review & optionally sign this document" and is 28 pages long. The document content includes a paragraph about the REQUESTING PARTY and a section 19 stating that the contract shall become binding upon signing. Below the text, there are two signature lines: "LOCAL AGENCY" and "MICHIGAN DEPARTMENT OF TRANSPORTATION". The "LOCAL AGENCY" line has a red "Sign Optional" button and a red hand cursor icon pointing to it. The "MICHIGAN DEPARTMENT OF TRANSPORTATION" line has a "By" field and a "Department Director MDOT" title. At the bottom, there is a "Continue" button with a red hand cursor icon pointing to it.



# \*Re-Assigning Signatures

- You are Notified via Email that a Document Requires Your Signature

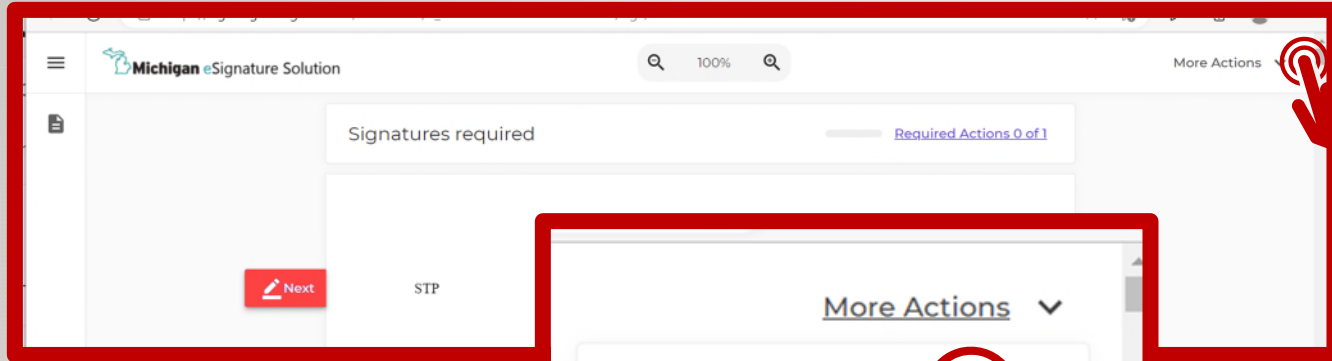


- Go To Documents
- Accept User Agreement
- DO NOT SIGN**

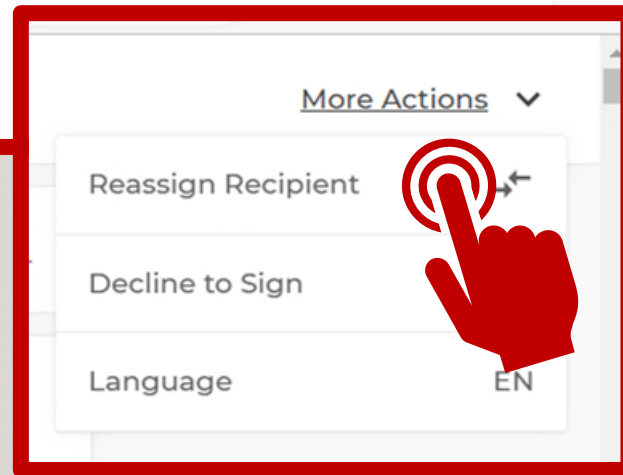


# \*Re-Assigning Signatures, cont.

- Click on 'More Actions'



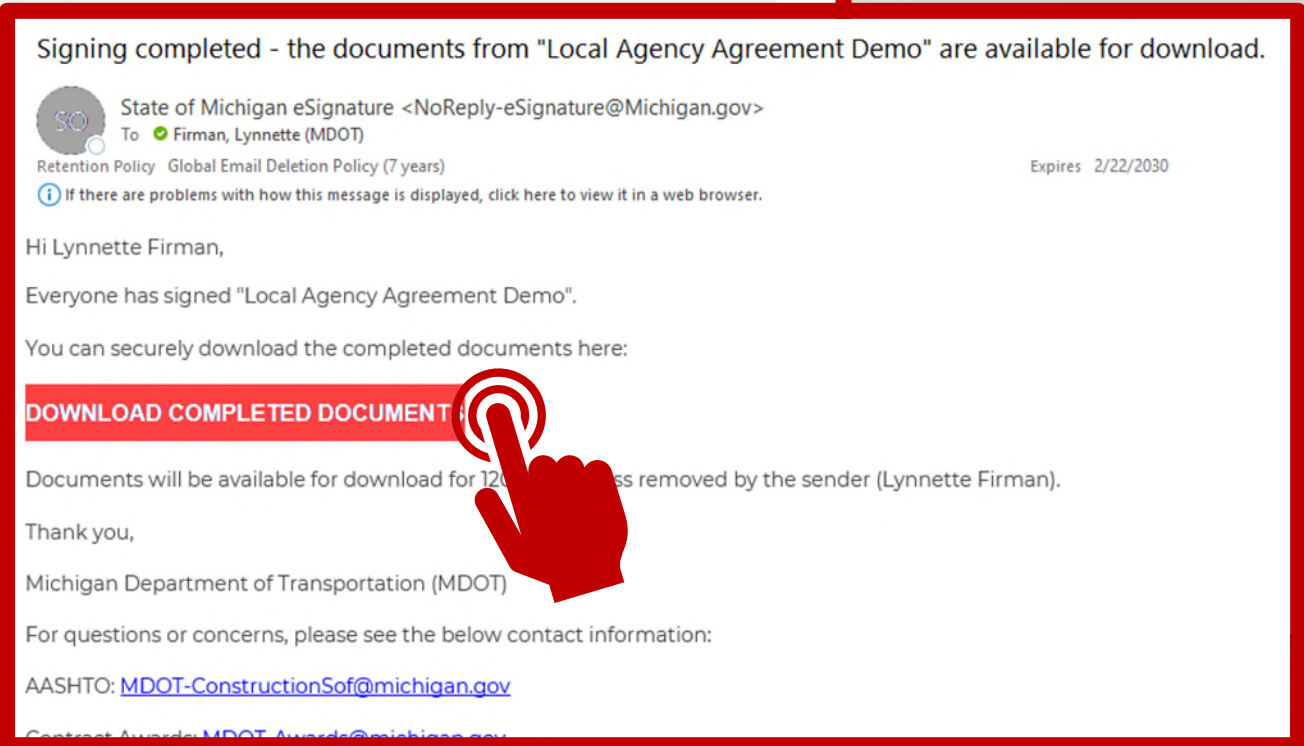
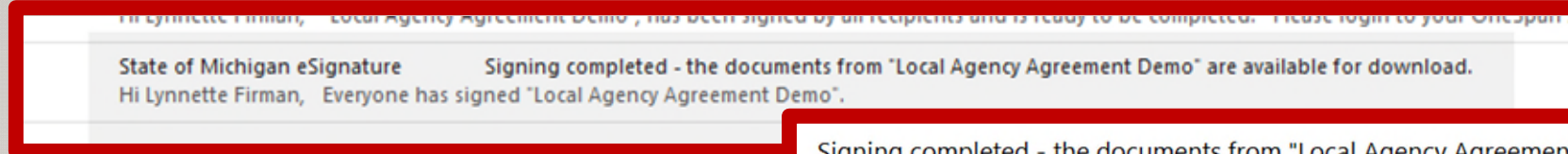
- 'Reassign Recipient'
- Add New Signer Information
- Choose email for authentication and 'Reassign'

A screenshot of the 'REASSIGN RECIPIENT' form. The form contains the following fields: 'First Name (Required)' with the value 'Deirdre', 'Last Name (Required)' with the value 'Thompson', 'Email (Required)' with the value 'thompsonsd@michigan.gd', 'Title' (empty), and 'Company' (empty). There are 'Cancel' and 'Next' buttons at the bottom. A red hand icon points to the 'Next' button.A screenshot of the 'REASSIGN RECIPIENT' authentication screen. It shows the 'Authentication method' section with the instruction: 'Please select an authentication method for verifying the recipient's identity.' There are three radio button options: 'Email' (selected), 'Q&A', and 'SMS'. Below this, there is a text box stating: 'The identity of the recipient is verified using their secure name and password when logging into their email account.' At the bottom, there are 'Cancel' and 'Reassign' buttons. A red hand icon points to the 'Reassign' button.



# Retrieving the Executed Document

Email Notification is Automatically Sent to All Signers when Complete  
**Agencies will need to Download Their Own Copy of the Signed Agreement**



# Contacts for Q's

MDOT-eAgreements@michigan.gov

*Lynnette* firmanl@michigan.gov

*Deirdre* thompsond@michigan.gov