

From Ryan Doyle and Bruce Kadzban, Interim Local Agency Program Managers

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Index:

This advisory is superseded by any subsequent revisions to the references listed in this index.

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OneSpan Digital Signature Application Updates

On January 26, 2023, the Michigan Department of Transportation (MDOT) released OneSpan, the new cloud-based electronic signature tool replacing DocuSign. Below, please find several important updates regarding this transition.

ACCESS, USER TYPES, & COST:

OneSpan is accessed via the MiLogin system. Please create a MiLogin account if you have not done so. Then request access to “Enterprise eSignature Sender”. This is the OneSpan Application. See below about the type of access to request.

There are two user types in OneSpan:

Initiator: A OneSpan user who can initiate/send transactions. An initiator can log into OneSpan and upload documents, set them up for signatures, and send to the appropriate recipients. Initiators may also sign documents. Most users who interact with Local Agency Programs (LAP) will need Initiator access.

Signer: A user who only signs documents sent to them. Signers do not need a OneSpan account.

There will be no charge to Local Agencies using the OneSpan system for official MDOT business. The system is not to be used for non-MDOT related business unless an agreement has been reached with the Department of Technology, Management and Budget (DTMB), for which there would be a cost.

IMPACTS TO LOCAL AGENCY PROGRAMS – PROJECT DEVELOPMENT:

It appears that OneSpan is currently compatible with and can be used for all project development forms except the Program Application. Please transition to OneSpan signatures for these forms no later than June 1, 2023.

The Program Application process and forms are being revised for OneSpan compatibility. DocuSign signatures will continue to be allowed on the Program Application forms until further notice. Revised guidance will be issued when ready.

Use of the Digital Project Signature Sheet (for digital signatures of plan/log cover sheets) is still allowed and recommended, but the process has been updated for OneSpan compatibility. Please utilize the latest Excel workbook and follow the “Instructions” tab. A link to the file can be found on the [Support Services Resource Page](#) by clicking on “All-Pilots” in the drop down menu, and then “Digital Project Signatures”. Use the latest .xlsm file with “Project Signature Sheet_OneSpan” in the file name. The instructions are tailored to MDOT trunkline projects but can be used for Local Agency projects. Additional LAP specific guidance will be posted on the LAP webpage under “Design” as updated.

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DOCUSIGN/ONESPAN TRANSITION DURING CONSTRUCTION:

Engineers on MDOT, Consultant, and Local Agency projects let prior to March 3, 2023, are instructed to process a contract modification incorporating the revised special provision (20SP-104C-02). This special provision covers procedures for using the OneSpan digital signature tool that is replacing DocuSign. It is expected the contract modification will be a zero-cost contract modification. The signatures on the contract modification are intended to be the final signatures using DocuSign for any new documents. Documents already in process may continue to use DocuSign until June 30, 2023. DocuSign will no longer be available for use after June 30, 2023.

The contract modification must be initiated by May 1, 2023, to allow for the appropriate signature approvals prior to June 30, 2023.

PROJECTWISE INTEGRATION AND USE:

A OneSpan update is coming on April 6, 2023, which includes a ProjectWise/OneSpan Sign (PWOSS) Integration tool. The MDOT ProjectWise Support Staff will be offering four training sessions on the use of the integration tool. Training and specific form guidance with OneSpan will not be provided at these sessions.

The General Sessions welcome anyone interested in learning the PWOSS integration tool and how it interacts with ProjectWise and OneSpan. The Construction Sessions cover the same content as the General Session, but will focus on construction related Q&A. For questions on OneSpan, please reach out to MDOT-eSign@michigan.gov.

- General Session – Mar. 16, 2-3 p.m.
- Construction / General Session – Mar. 20, 10-11 a.m.
- General Session – Apr. 17, 2-3 p.m.
- Construction / General Session – Apr. 25, 10-11 a.m.

Please register to attend by filling out the [MDOT PWOSS Training Registration](#) form. A training appointment, including a Teams link, will be e-mailed to you prior to the training session.

TRAINING AND QUESTIONS:

A OneSpan training session recording can be found at: [MDOT Digital Signature Training Session - YouTube](#)

For additional training information, tip sheets and videos, visit www.Michigan.gov/MDOT-eSign.

Please contact MDOT-eSign@Michigan.gov with any questions or concerns related to digital signatures.