

POLICY

SUBJECT: Electronic Signature
NUMBER: MGT-646-20
APPLICABLE TO: All DJS Employees

APPROVED: /s/ signature on original
Sam Abed, Secretary
DATE: 5/19/20

I. POLICY

DJS accepts electronic signatures as legally binding and equivalent to handwritten signatures to signify an agreement where DJS policies, or state or federal regulations or laws require a handwritten signature, unless otherwise prohibited by such policies, regulations, or laws.

This policy does not limit the Department's right or option to conduct a transaction on paper or in non-electronic form, nor affect the Department's right or obligation to have documents provided or made available on paper when required by applicable policies, laws, or regulations.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204
- B. Md. Code Ann., Commercial Law, §§ 21-101 to 21-120

III. DIRECTIVES/POLICIES RESCINDED

- A. None

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	5/19/20

PROCEDURES

SUBJECT: Electronic Signature
NUMBER: MGT-646-20
APPLICABLE TO: All DJS Employees

APPROVED: _____ /s/ signature on original _____

Lynette Holmes,

Deputy Secretary for Support Services

DATE: _____ 5/18/20 _____

- I. PURPOSE**
To provide procedures that allow staff to sign documents with an electronic signature.
- II. DEFINITIONS**
Electronic Signature means a visible electronic mark attached to or logically associated with a document and executed or adopted by a person with the intent to sign the document.
- III. PROCEDURES**
- A. General
1. DJS requires the use of electronic signatures whenever practicable for internal documents. DJS strongly encourages the use of electronic signatures for external use when permitted by policy, regulation, or law.
 2. Employees shall convert documents needing an electronic signature into an Adobe PDF. (To convert, see the section entitled “Saving Microsoft Word Documents as a PDF” in *Appendix 1 – Adobe Acrobat Document Cloud Tip Sheets*.)
- B. Electronically signing a document
To sign, employees shall follow the instructions given in the section entitled “Signing a PDF w/ Adobe Acrobat Reader DC” of *Appendix 1 – Adobe Acrobat Document Cloud Tip Sheets*. Employees may use one of three types of signatures to sign a PDF with Adobe Acrobat Reader DC. These types are as follows:
- 1) **Typed signature** - Employees may type their signature onto the document; or
 - 2) **Drawn signature** - Employees may use their mouse or if they have a touch screen, use their finger to draw their signature; or
 - 3) **Image signature** – Employees may add a photo of their signature to serve as their electronic signature. (NOTE: a photo of the employee’s signature must be uploaded to their computer before it can be appended to the document; to create an image, see the section entitled “Creating a Signature Image” in *Appendix 1 – Adobe Acrobat Document Cloud Tip Sheets*.)

- C. Multiple signatures required on a single document
When the signature of more than one person is required on a document, the last employee to append their signature shall forward the document to the identified recipient as requested or as required by policy.
- D. Modifications
1. An employee may not alter another employee's digital signature after it has been appended to a document; and
 2. Any subsequent modifications to the document after the digital signature was appended to it will result in the document no longer being approved by the signer, except when additional signatures are required and have been appended.
- E. Falsification of signature
1. An employee who falsifies or modifies another's electronic signature is subject to disciplinary action, up to and including termination of employment and criminal prosecution, under applicable federal and state laws.
 2. An employee immediately shall report any suspicious or fraudulent activities related to electronic signatures to the DJS Office of the Inspector General and the employee's supervisor.

IV. RESPONSIBILITY

Administrators are responsible for implementation and compliance with this procedure within 30 calendar days of issuance.

V. INTERPRETATION

The Deputy Secretary for Support Services shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VIII. APPENDIX

1. Adobe Acrobat Document Cloud Tip Sheets



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Electronic Signature
NUMBER: MGT-646-20
APPLICABLE TO: All DJS Employees

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.



Adobe Acrobat Document Cloud

Tip Sheets

Includes:

Sign PDF Documents

Convert Microsoft Word to PDF

Convert PDF to Microsoft Word (not available at this time)

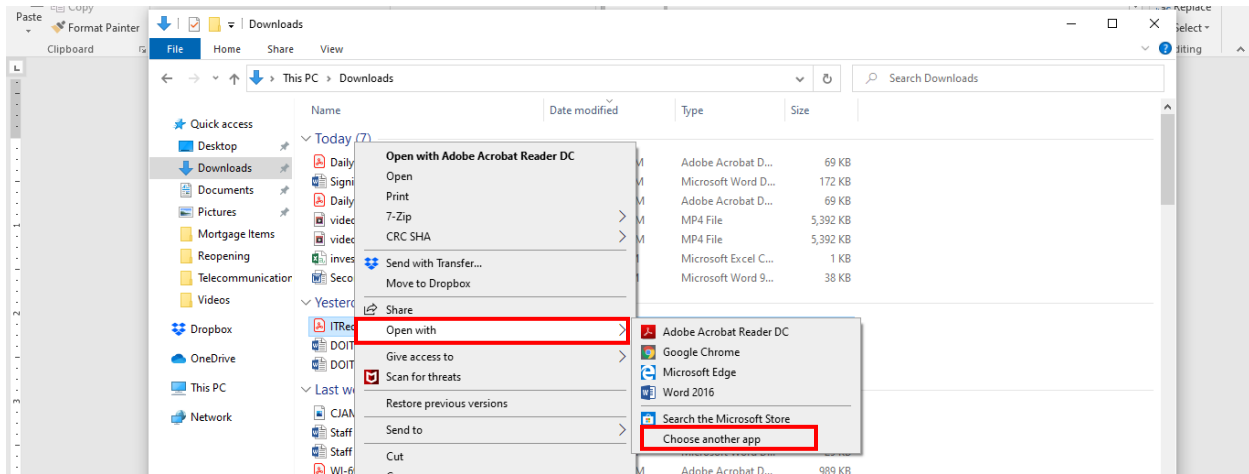
Adobe Acrobat Document Cloud (DC)

Signing Documents in Adobe Acrobat DC

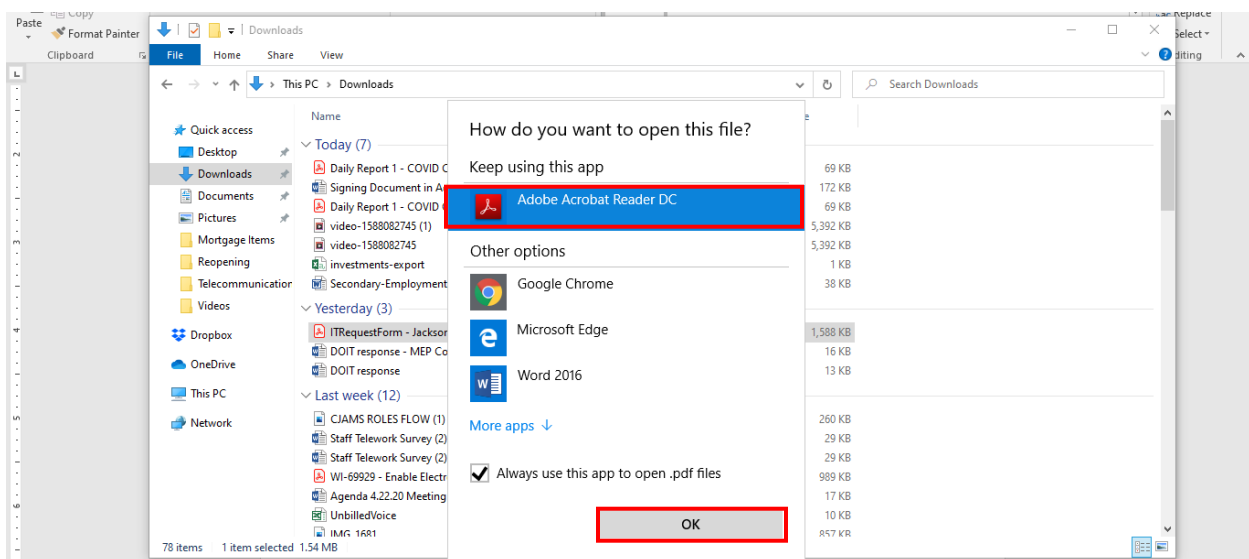
Set Adobe Acrobat Reader DC as Default

Windows 10 has set everyone's default to Microsoft Edge when opening a pdf file. To create Adobe Document Cloud (DC) as your default setting to open documents consistently, follow these steps.

- Right click the file you want to open
- Click **Open with**
- Click **Choose another app**



- Select **Adobe Acrobat Reader DC**
- Click **OK**
- Adobe Acrobat Reader DC is now your default setting and the following instructions will work.

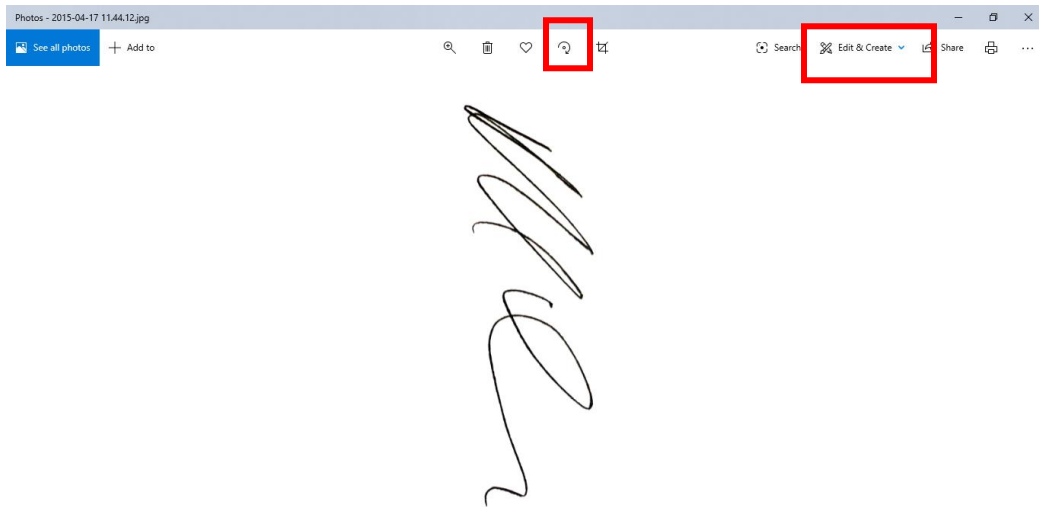


Three types of signatures.

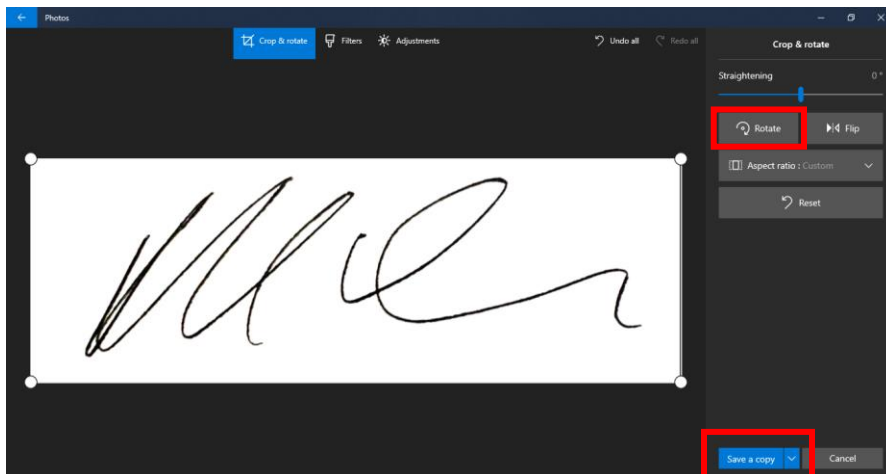
- Typed signature
- Drawn signature
- Image signature

Creating a Signature Image


- There are several ways to capture your actual signature as an image, we recommend the following:
 - On a white piece of paper, sign your name in blue or black ink
 - Take a photo of your signature using your phone camera
 - Upload your photo of your signature to your computer
 - Open your photo (using Windows 10) and the photo viewer will automatically open
 - To edit or rotate your image, click Edit and **Create or click rotate.**

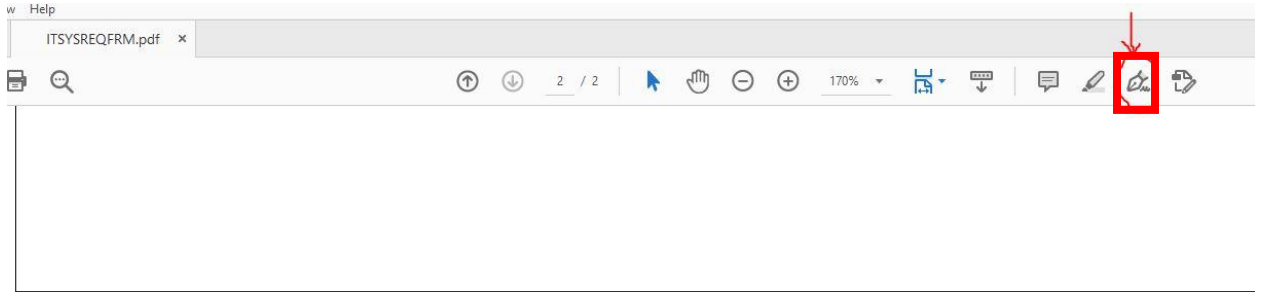


- Edit the image (rotate it to the correct position, crop out anything you do not want).
- Click **Save Copy**



Signing a PDF w/ Adobe Acrobat Reader DC

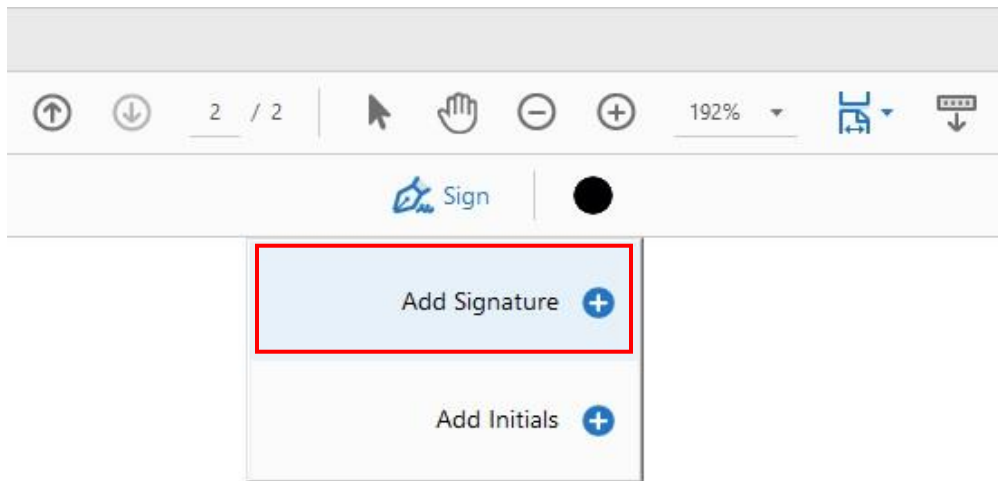
1. Open the PDF form in Adobe Acrobat Reader DC or Adobe Professional (see above to set Adobe as your default to open PDF documents).
2. Click the Sign icon  in the toolbar.



IT USE ONLY:

Approved Rejected
Reason:

3. Click On **Add Signature**



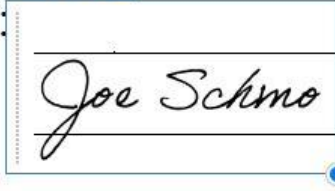
4. At the signature panel you have the option to choose between Type, Draw or image.
Type: use your keyboard to type your name, you can select the style by clicking on "change style" on the right hand side under the signature line
Draw: you can use your mouse or if you have a touch screen you can use that to draw the signature
Image: Use this to browse for signature you already have saved on your computer as an image and place the image and size as you need.

NOTE: The “save signature” check box is checked by default so that whatever you create can be used for future use.



5. Once you have clicked apply you are able to move the signature to the designated area and resize as to best fit your preference.

IT USE ONLY:

Approved Rejected
Reason:
Data Security Officer: 
CIO Approval:
Date:

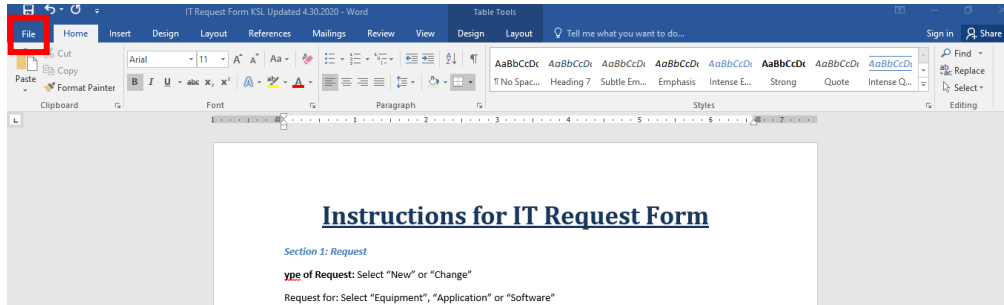
Signature Certificates

If there is a need for certificates for electronic signature, we will need to purchase additional Adobe products. Please complete an IT Request Form and send to IT.

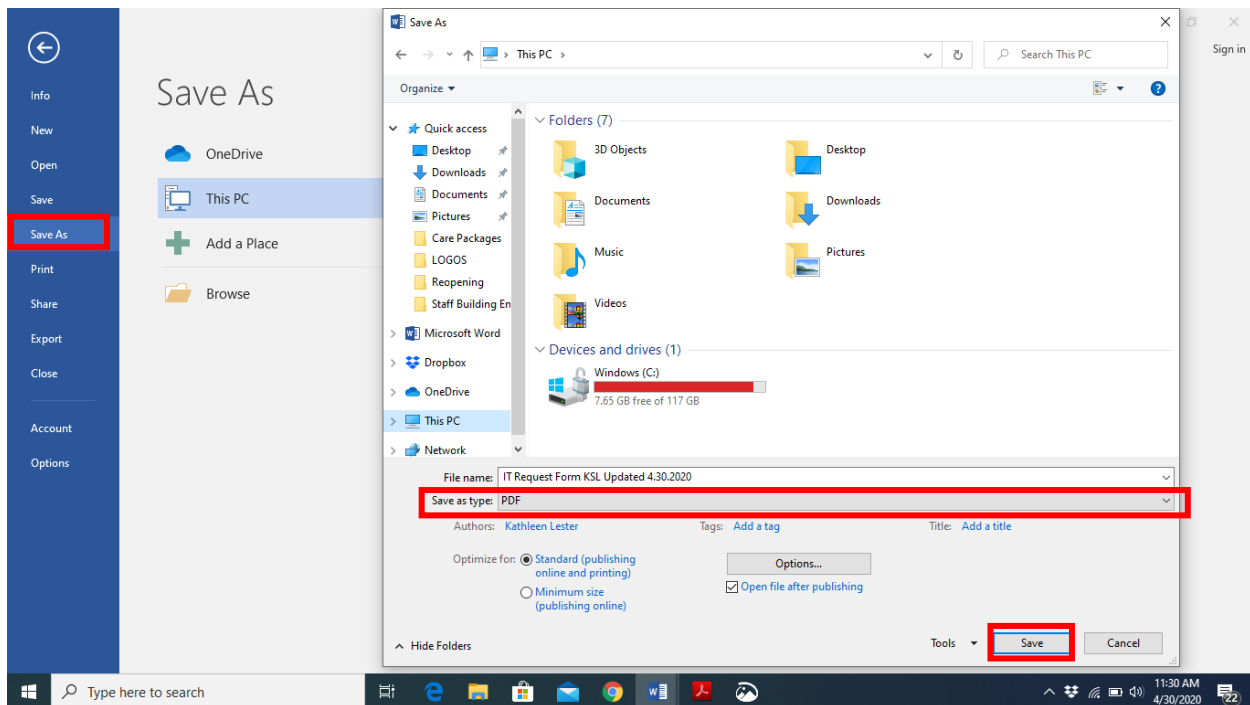
Saving Microsoft Word Documents as a PDF

Users can convert any Microsoft Word document to a pdf.

- Click **File**



- Click **Save As**
- Select where you want to save the document
- Enter "File Name"
- Select "Save as Type" **PDF**
- Click Save
- Your Word document is now saved as a PDF. Note: don't forget to save your Word document as a Word document so you can edit it later.



Converting a PDF file to Microsoft Word

We do not have the ability to securely convert PDF to word files