

Quick Reference Guide: Digital Signature Tools

OVERVIEW

Maine State Law¹ defines two types of non-manual signatures: electronic and digital. Both types of signatures provide a legal way to replace handwritten signatures in virtually every process. Examples include: contracts, amendments, application forms, new hire onboarding forms, vendor onboarding, change authorizations, and many other procurement-related forms and processes.

The definition and rules for electronic signatures are less restrictive than for digital signatures. Agency commissioners have broad authority to determine when an electronic signature is acceptable to meet the agency's business requirements.

When an electronic signature is not sufficient, a digital signature is required. This guide provides information about digital signature vendors and the process for obtaining licenses. Agencies can also review resources about digital signatures available from MaineIT.



Note: The requester of the digital signature (i.e., State agency) is the only entity that needs a license. The person signing the document does not need a license.

DIGITAL SIGNATURE

[MRS Title 10, §9502](#) defines a digital signature as “a computer-created electronic signature that:

- A. Is intended by the person using it to have the same force and effect as the use of a manual signature; [PL 1999, c. 762, §2 (NEW).]
- B. Is unique to the person using it; [PL 1999, c. 762, §2 (NEW).]
- C. Is capable of verification; [PL 1999, c. 762, §2 (NEW).]
- D. Is under the sole control of the person using it; and [PL 1999, c. 762, §2 (NEW).]
- E. Is linked to data in such a manner that it is invalidated if the data are changed. [PL 1999, c. 762, §2 (NEW).]”

The State of Maine Executive Branch has master agreements for licenses with two digital signature providers: **Adobe Sign** and **DocuSign**.



Note: With the volume of DocuSign envelopes being purchased by agencies, MaineIT has entered into a volume agreement with DocuSign. For agencies that select DocuSign as their digital signature solution, please contact Mary Colson at mary.colson@maine.gov if interested in participating.

STEPS FOR OBTAINING DIGITAL SIGNATURE LICENSE

1. Review the vendors and product information provided in the table below.

¹ [MRS Title 10, §9402](#). Definitions (Electronic signature); [MRS Title 10, §9502](#). Definitions (Digital signature) Additional citations pertaining to electronic and digital signatures include: [MRS Rule 104](#) (Filing of Maine Tax Returns) and [MRS Title 10, §9418](#). (Uniform Electronic Transaction Act)

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2. Contact the vendor's account manager with any general questions.
3. Contact the account manager (Adobe Sign) and ordering specialist (DocuSign) to request a quote and compare the quotes to determine which vendor best meets the agency's needs.
4. After selecting the vendor, create a delivery order (DO) in Advantage, making sure to reference the appropriate master agreement number.
5. Review training resources available from the vendor.

ADOBE SIGN

DOCUSIGN

The information in this table is current as of September 2020.



Account Manager Name	Andy Powell	Ian Wimsett	
Account Manager Email	anpowell@adobe.com	ian.wimsett@docusign.com	
Master Agreement #	MA18P16082600000000000027	MA18P180226000000000000092	
Ordering Specialist Name	N/A	Zach Kutyn (Carahsoft)	
Ordering Specialist Email	teammaine@shi.com	zachary.kutyn@carahsoft.com	
Ordering Contact Email	teammaine@shi.com	ian.wimsett@docusign.com	
Pricing Model	Transaction-based (more transactions = lower cost per transaction); 1,500 minimum that can be shared	Named user (5 minimum); includes 500 envelopes that can be shared	
Pricing	\$3.00 / transaction	Government License:	\$648.59
		FedRamp License:	\$741.36
		Government Envelope:	\$6.48
		FedRamp Envelope:	\$7.41
Other Features	Integration with other applications; professional services	Connectors with other applications; professional services	
Training Resources	https://helpx.adobe.com/support/sign.html	https://support.docusign.com/docusignuniversity	

Procurement questions? Contact justin.franzose@maine.gov .