

Quick Reference Guide: E-Signature Tools

WHAT IS AN ELECTRONIC SIGNATURE?

An electronic signature, or e-signature, is a legal way to obtain consent or approval on electronic documents or forms.¹

E-signatures are used 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.

E-signatures can be used for both internal and external documents.

BENEFITS OF USING E-SIGNATURE

Using e-signature saves time and cost by eliminating the need to mail paper documents. Electronically signing documents also supports green initiatives by reducing paper waste.

Interest / usage of e-signature tools is growing rapidly in the State of Maine!

E-SIGNATURE TOOLS FOR STATE OF MAINE

The State of Maine has master agreements for two types of e-signature licenses: **Adobe Sign** and **DocuSign**.



Note: The requester of the signature is the only person who needs a license. The person signing the document does not need a license.

STEPS FOR OBTAINING E-SIGNATURE LICENSE

1. Review the vendors and product information provided in this guide.
2. Contact the vendor's **account manager** with any general questions.
3. Contact the **ordering specialist** for BOTH vendors to request a quote and compare the quotes to determine which vendor best meets the needs of your agency.
4. After selecting the provider, create a delivery order (DO) in Advantage, making sure to reference the appropriate master agreement #.
5. Review training resources available from the vendor.

¹ Citations & References: [Title 10, §9409: Attribution and effect of electronic record and electronic signature](#); [Title 10, §9502: Definitions](#); [Rules Governing the Use of Digital Signatures](#)

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The information in the table below is current as of March 2020.

ADOBE SIGN



DOCUSIGN



Account Manager Name	Andy Powell	Ian Wimsett	
Account Manager Email	anpowell@adobe.com	ian.wimsett@docusign.com	
Master Agreement #	MA18P16082600000000000027	MA18P18022600000000000092	
Ordering Specialist Name	N/A	Kelsey McClain (Carasoft)	
Ordering Specialist Email	teammaine@shi.com	Kelsey.mcclain@carasoft.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 100 or 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	

Questions? Contact [Justin Franzose](#) in the Division of Procurement Services.