

# Quick Reference Guide: E-Signature Tools

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## 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.<sup>1</sup>

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.

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<sup>1</sup> 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 August 2019.

## ADOBE SIGN



## DOCUSIGN



<b>Account Manager Name</b>	Brian Rull	Ian Wimsett	
<b>Account Manager Email</b>	<a href="mailto:rull@adobe.com">rull@adobe.com</a>	<a href="mailto:ian.wimsett@docusign.com">ian.wimsett@docusign.com</a>	
<b>Master Agreement #</b>	MA18P16082600000000000027	MA18P18022600000000000092	
<b>Ordering Specialist Name</b>	Sarah Goossens (SHI)	Kelsey McClain (Carasoft)	
<b>Ordering Specialist Email</b>	<a href="mailto:Sarah_goossens@shi.com">Sarah_goossens@shi.com</a>	<a href="mailto:Kelsey.mcclain@carasoft.com">Kelsey.mcclain@carasoft.com</a>	
<b>Ordering Contact Email</b>	<a href="mailto:teammaine@shi.com">teammaine@shi.com</a>	<a href="mailto:Connor.frey@docusign.com">Connor.frey@docusign.com</a>	
<b>Pricing Model</b>	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	
<b>Pricing</b>	\$3.00 / transaction	Government License:	\$648.59
		FedRamp License:	\$741.36
		Government Envelope:	\$6.48
		FedRamp Envelope:	\$7.41
<b>Other Features</b>	Integration with other applications; professional services	Connectors with other applications; professional services	
<b>Training Resources</b>	<a href="https://helpx.adobe.com/support/sign.html">https://helpx.adobe.com/support/sign.html</a>	<a href="https://support.docusign.com/docusignuniversity">https://support.docusign.com/docusignuniversity</a>	

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