



Electronic Signatures

Governance Section: Organizational Planning

Revision Date: 06/23/2022

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Purpose

To establish that the Pool may utilize electronic signatures in all aspects of Pool business.

Authority

Uniform Electronic Transactions Act, SB 6028 effective June 11, 2020, and codified in Title 1 RCW (UETA) --

Under the UETA, a record or signature may not be denied legal effect or enforceability solely because it is in electronic form. If a law requires a record to be in writing, an electronic record satisfies the law.

Policy Statement

It is the intent of WSTIP to authorize the use of electronic records and electronic signatures to the extent authorized under the Uniform Electronic Transactions Act, subject to the conditions herein or those the Executive Director may hereafter specify in the best interest of WSTIP.

Since the law of Washington State allows the use of electronic signatures and the Executive Committee recognizes the importance of allowing electronic signatures out of necessity for the continuance of business and for convenience, all Pool employees and Board Members are authorized to utilize an electronic signature.

Acceptable electronic signatures include:

1. A "digitized signature," a graphical image of a handwritten signature applied to the electronic document by the signer.
2. A "digital signature" created when the signer uses their private signing key to create a unique mark on an electronic document.
3. A "click through" or "click wrap" program, which the signer signs by clicking a button, or typing his or her name, and providing some other personal identifier, or type "I agree."
4. A PIN or password e- signature, where the signer enters identifying information, which may include an identification number, the person's name and PIN or password earlier set up in the system.
5. Any other legally acceptable method of electronic signature that includes two factor authentication.

An electronic signature has the same force and effect as a handwritten signature. Reasonable assurance of the identity of a signer can be obtained through the document being sent to and then received from the known email address of the counterparty, legally certified through a third party such as DocuSign, comparison of a digitized signature with a sample previously authorized or that on a form of identification or any other manner of reasonably confirming identification.

WSTIP acknowledges electronic documents to be of the same legal significance as original, paper documents and authorizes the use of electronic documents throughout the course of business.

Electronic records shall be maintained and retained in accordance with the Secretary of State Retention Schedules or as otherwise required by law.

Amendment

The Executive Director is authorized to amend, approve exceptions, or require additional conditions, to this policy at any time as necessary in the best interest of WSTIP.

Policy History

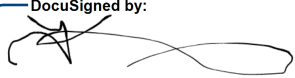
The Executive Committee approved the use of electronic signatures in May of 2015. On April 23, 2020 this Policy was amended due to changes in the law subsequent to this Policy's initial approval and deemed necessary by the Executive Committee due to the COVID-19 pandemic, with authority granted to the Executive Director to further amend this Policy due to the pending effective date of the UETA on June 11, 2020. This policy reflects adoption of the UETA by the State Legislature.


Amended by the Executive Director on July 7, 2020 pursuant to authority granted by the Executive Committee.


Amended by the Executive Committee on June 23, 2022.

Attest:

Approved as to form:

DocuSigned by:

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Jesse Kinney, President

DocuSigned by:

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Danette Rogers, Acting
Secretary/Past President

DocuSigned by:

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Richard Hughes, General Counsel