

# Appendix A: Electronic Signature Methods & Processes Table

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**Related policy:** DES Administrative Policy No. [ITS.01.01 Use of Electronic Signatures & Submissions](#)

**Related Procedure:** DES Administrative Procedure No: [ITS.01.01.P1 Approval of Electronic Signature Solutions](#)

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## About this appendix:

This appendix lists the specific methods and technologies (solutions) approved by DES for a particular record/transaction type. Other solutions may be used only when compliant with DES Administrative Policy No. ITS.01.01 Part D.

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Electronic signatures may include, as appropriate, any of the following approaches, each of which has an increased level of cost, integrity, authenticity, security, and non-repudiation:

- **Click Through or Click Wrap:** In this approach, a signer is asked to affirm his or her intent or agreement by clicking a button. The Click Through or Click Wrap approach is commonly used for low risk, low value consumer transactions.
- **Personal Identification Number (PIN) or password:** When using a PIN or password for an e- signature, a person is required to enter identifying information, which may include an identification number, the person's name and a "shared secret" such as a PIN and/or password. The system checks that the PIN and/or password is in fact associated with the person accessing the system and "authenticates" the person.
- **Digitized Signature:** A digitized signature is a graphical image of a handwritten signature. This approach may use specialized hardware or software for additional security.
- **Digital Signatures:** A "digital signature", is created when the signer uses a private signing key to create a unique mark (called a "signed hash") on an electronic document. The recipient of the document uses the signer's public key to validate the authenticity of the private key and to verify that the document was not altered after signing.
- **Hybrid Approaches:** Hybrid electronic signature solutions are available by combining techniques from various approaches to provide increased security, authentication, record integrity and non-repudiation.

The table below records the least restrictive solution and technology for each transaction type that has been approved for an e-signature, or has been determined through the review process to require a handwritten signature.

The listed solution was approved per the agency policy after conducting a business assessment and risk analysis as laid out by the DES Chief Information Officer.

RECORD/TRANSACTION TYPE	TYPE OF SIGNATURE (APPROACH)					
	CLICK THROUGH OR CLICK WRAP	PIN OR PASSWORD	DIGITIZED SIGNATURE	DIGITAL SIGNATURE	HYBRID APPROACH	HAND WRITTEN SIGNATURE ONLY
	Assurance Strength 					
Court Filings <ul style="list-style-type: none"> <li>Affidavit/Declaration</li> <li>Discovery Answers</li> </ul>						<input checked="" type="checkbox"/>
Real Property instruments that must be recorded with County Auditor – e.g., <ul style="list-style-type: none"> <li>Lease</li> <li>Deed</li> </ul>						<input checked="" type="checkbox"/>
Notarized Document						<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>