

DES CUA Renewal

Provide information for ALL existing Public Benefit Non-Profit (PBNP) organizations that want to buy goods and services through [DES statewide contracts](#) who are to submit a new statewide contract usage agreement by **Dec. 31, 2023**. New PBNB organizations will also need to follow steps listed below.

[Contract Usage Agreement for Public Benefit Nonprofits | Department of Enterprise Services \(DES\) \(wa.gov\)](#)

Step 1.

Verify with the Washington Secretary of State for status as a Public Benefit Nonprofit (PBNP) corporation.

- Designated PBNPs are listed in the Secretary of State's [Corporations and Charities Filing System](#). Use the "**Corporation Search**" field to find your organization.
- PBNPs must annually renew their status with the Secretary of State.
- Find [information and forms for nonprofits](#) on the Secretary of State's website.

Status of PBNP must be CHECKED as *Public Benefit Designation*.

Public Benefit Designation:

If not, the form below will need to be filled out and sent in BY MAIL to SOS office.

Application for status as a Public Benefit

[NP_24.03A_PBA.pdf \(wa.gov\)](#)

Step 2.

Email the following documents to DES at cua@des.wa.gov

- A signed [contract usage agreement for PBNPs \(PDF\)](#). Please sign this agreement electronically or it may delay processing.

See instructions below for required fields and One-Click electronic signature.

- IRS confirmation of 501(c)(3) status.
- A copy of your filing with the Secretary of State [Corporations and Charities System](#). Use the "Corporation Search" field to find your organization. **per Step 1.**

- Statement of funding source(s): Show the local, state, or federal agency that provides you funds, the term dates, and dollar amounts. More details are available on page 2 of the contract usage agreement. **Must** be provided on letterhead from the agency providing funds and dates of funding must be inclusive of current period of time.

Completing PBNP Application Form

Once the PDF has been saved to a LOCAL file location, ensure file opens with Adobe Acrobat. This can also be confirmed with RIGHT-CLICK, and OPEN with. Not all functions of form are available if using a Web Browser or DocuSign Reader.



- All fields of contact and Organization Info are required.
 UBI# - Can also be found on SOS website search with Charity Documentation.
 Tax Identification No. (TIN) – found on 501(c)(3) form.

Business Search

BUSINESS SEARCH RESULTS		
Business Name	UBI#	Business Type
MASON COUNTY CORGI RESCUE	536 113 007	WA NONPROFIT CORPORATION

INSERT PBNP NAME
 Mason County Corgi Rescue

UBI No.: _____

PBNP Contact: Todd Stewart

Tel: 360-555-5555

Email: todd@masconcountycorgs.com

Tax Identification No.: _____

- To Electronically sign, click into the “By:” Field.
 A dialogue box will appear with credentials for Sign with a Digital ID.
 Within signature block, PBNP Name will auto-fill.

Mason County Corgi Rescue

A WASHINGTON PUBLIC BENEFIT NONPROFIT CORPORATION

By: _____

PBNP signature (Click to sign)

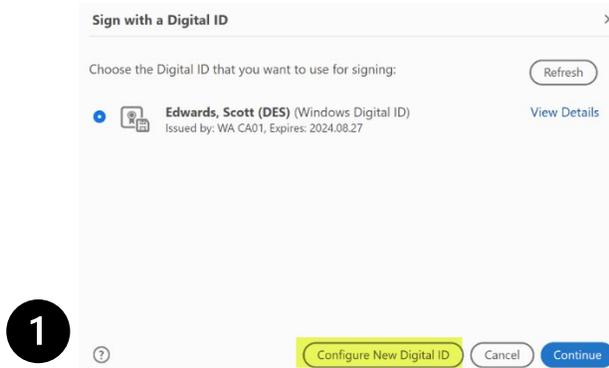
Title: _____

- Click Continue, Confirm the Name and Signature, Click Sign. Once signed, user will be prompted to Save document. Complete form, if necessary, save again. This document can then be attached and emailed to DES with remainder of required forms.



Adobe Users without an existing Signature configuration

1. Clicking Configure New Digital ID.
2. Then select Create a new Digital ID and click Continue.
3. Then select Save to File and click Continue.
4. Then complete just these highlighted fields and click Continue.
5. Then create and confirm a password and click Save. Then go to where that digital ID file is saved on computer.
6. Once complete and added to the CUA form, the signature appears like this.



Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

- Use a Signature Creation Device
Configure a smart card or token connected to your computer
- Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**
Create your self-signed Digital ID

Cancel Continue

2

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

- Save to File**
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

Back Continue

3

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Scott Edwards

Organizational Unit: Contracting and Purchasing

Organization Name: Department of Enterprise Services

Email Address: scott.edwards@des.wa.gov

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures

Back Continue

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Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :
C:\Users\christophers179\AppData\Roaming\Adobe\Au

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

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**A WASHINGTON PUBLIC BENEFIT NONPROFIT
CORPORATION**

By: Raquel
Lackey

Digitally signed by Raquel
Lackey
Date: 2023.12.13 12:42:06
-08'00'

Name: Raquel Lackey

Title: Treasurer

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