

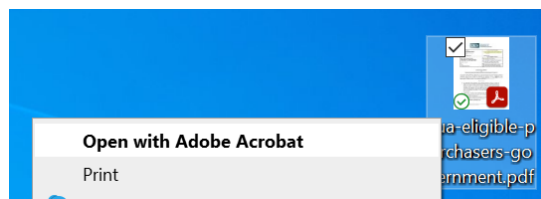


How to Submit a DES Contract Usage Agreement for Government Entities

All government organizations that want to buy goods and services through [statewide contracts](#) must have a current, signed contract usage agreement on file with DES.

Complete the Contract Usage Agreement

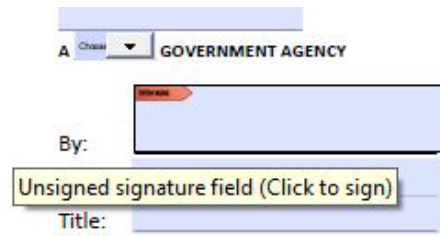
- [Download the PDF](#) and save to a local file location.
- Open with Adobe Acrobat.
- You can also RIGHT-CLICK, and OPEN with... However, not all functions of this form are available if using a Web Browser or DocuSign Reader.



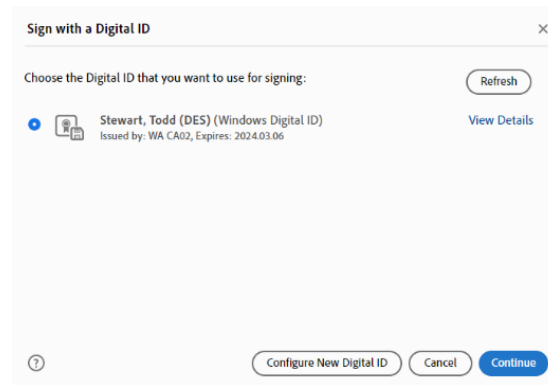
- All fields under contact and organization info are required.

State of Washington DEPARTMENT OF ENTERPRISE SERVICES Attn: Contracts & Procurement P.O. Box 41411 Olympia, WA 98504-1411
INSERT ELIGIBLE PURCHASER NAME Department of Enterprise Services Business Contact: Purchasing Tel: _____ Email: oua@des.wa.gov 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, Agency Name will auto-fill.



- 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 the other required forms.



Adobe Users without an existing signature configuration

1. Click 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.

Sign with a Digital ID [X]

Choose the Digital ID that you want to use for signing: [Refresh]

- 
Edwards, Scott (DES) (Windows Digital ID) [View Details](#)
Issued by: WA CA01, Expires: 2024.08.27

[?] **Configure New Digital ID** [Cancel] [Continue]




1

Configure a Digital ID for signing [X]

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 [X]

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 [X]

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]

4

5

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\Wu

Apply a password to protect the Digital ID:

Confirm the password:

6

A

By: **Stewart, Todd (DES)** Digitally signed by Stewart, Todd (DES)
Date: 2024.03.13 11:18:09 -07'00'

Name: **Todd Stewart**

Title: **Management Analyst**