COUNTY OF SAN DIEGO
DEPARTMENT OF PURCHASING & CONTRACTING
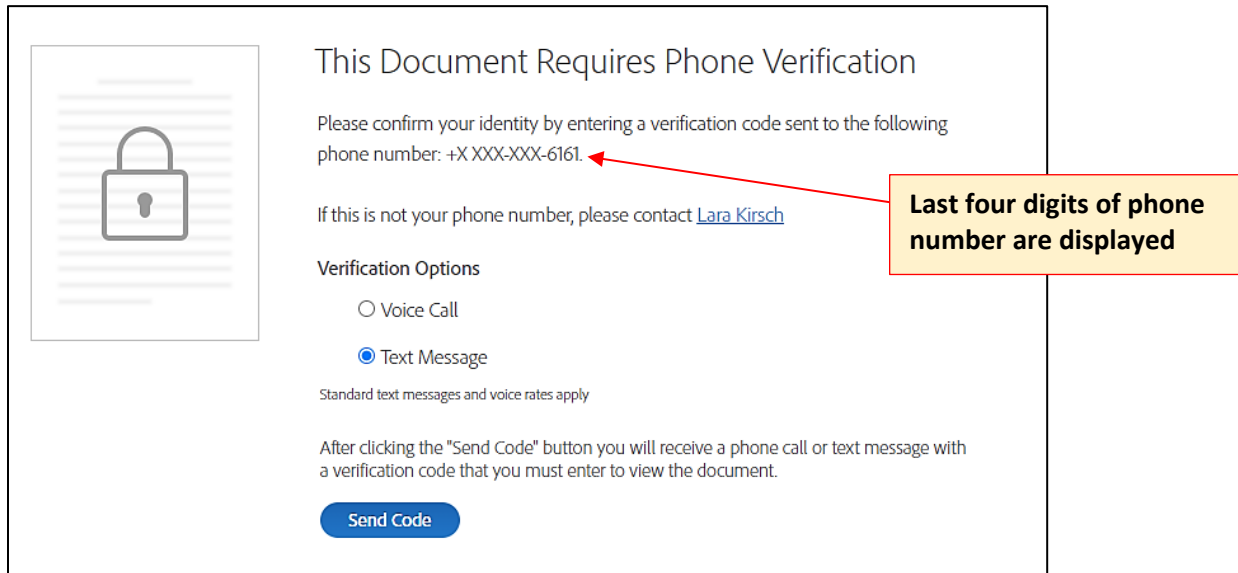
ELECTRONIC SIGNATURES FOR CONTRACTS – FACT SHEET

The County accepts electronic signatures for contracts and related documents using the County's Adobe Sign implementation. The use of electronic signatures is optional for contractors and must be mutually agreed upon.

- Electronic Signatures shall only be accepted when using the County's Adobe Sign implementation initiated by the County Department of Purchasing and Contracting (DPC). Signatures will not be accepted using any other system, including contractor hosted or managed implementations of Adobe-Sign or other products.

- Electronic signatures may not be combined with manual signatures. If electronic signatures are to be used, all parties must sign electronically.

- Signatures will use two-factor authentication (email and SMS/phone) for all signers. To use electronic signatures, the contractor must provide an email address and a phone number capable of receiving SMS messages (cellular phone) or voicemail for the representative(s) authorized to sign the contract.

- The contractor's electronic signature will capture fields including the signer's signature, name, title, and signature date. Signers must provide all information requested in the signature fields when signing.

- The contractor is able to retrieve the document through Adobe Sign upon the last signature.

- The signed contract document will contain the electronic signature. An audit log of the signatures containing the emails, phone numbers, and IP addresses used to generate and validate the electronic signatures will also be created. This audit log will generally not be releasable to protect privacy and security.

- The County will post the electronically signed contract to its public DPC Contracts Library at: https://www.sandiegocounty.gov/content/sdc/purchasing/documentum-contract-search.html

  - If elements of the contract need redaction prior to publishing and/or other release, the contract will be printed, manually redacted, and then scanned. This version will be published and/or released.

Please refer to following page for details on using Adobe Sign.

When you receive an email requesting signature, the link will first take you to the following screen. You have the option of selecting Voice Call or Text Message. Ensure you know whether a cell phone or desk phone was used. A text message cannot be sent to a desk phone - use Voice Call if it's a desk phone.

This Document Requires Phone Verification

Please confirm your identity by entering a verification code sent to the following phone number: +X XXX-XXX-6161.

Last four digits of phone number are displayed

If this is not your phone number, please contact Lara Kirsch

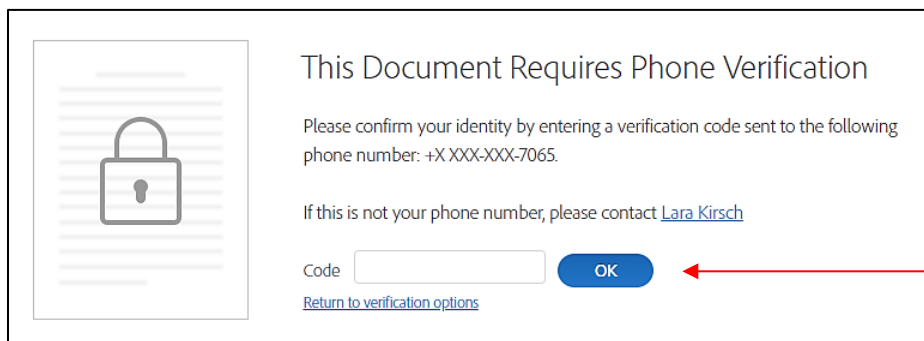**Verification Options**

○ Voice Call

◉ Text Message

Standard text messages and voice rates apply

After clicking the "Send Code" button you will receive a phone call or text message with a verification code that you must enter to view the document.

Send Code

The verification code will be sent immediately. Enter code and click "OK". **Once verified, you will be taken to the agreement for signature.**

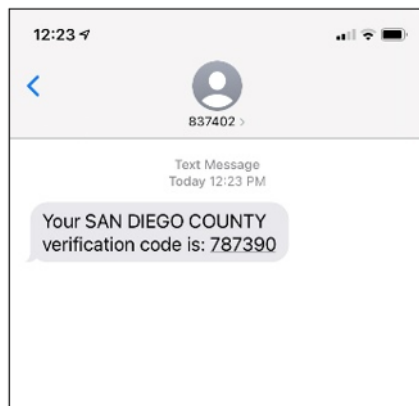### This Document Requires Phone Verification

Please confirm your identity by entering a verification code sent to the following phone number: +X XXX-XXX-7065.

If this is not your phone number, please contact Lara Kirsch

Code [   ]   **OK**

Return to verification options

12:23

837402

Text Message
Today 12:23 PM

Your SAN DIEGO COUNTY verification code is: 787390

If you select Text message, it will appear as shown in example.

Once all parties sign, you will receive an email notification with a link to the fully executed document.

Example: