



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

<b>Subject: Electronic Signatures</b> <b>Effective Date: 02-01-18</b>		<b>Policy No: 06-045</b>
<b>Revised:</b>	<b>Forms:</b>	
<b>Reviewed: 10-15-18, 08-29-19, 11-30-20</b>		

**POLICY:** *The intent of this policy is to allow for e-signatures use for Shawnee County CDDO by means of methods that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk but rather to provide a process that gives parties assurance that appropriate analysis was completed prior to implementation of e-signature, and that the level of user authentication used is reasonable for the type of transaction conducted.*

*Kansas Statues Annotated 16-1601 et.seq., governing Electronic Transactions and The Electronic Signatures Act (Public Law No: 106-229) give electronic contracts the same weight as those executed on paper. The act has some specific exemptions or preemptions. Although the act enables documents to be signed electronically, the option to do so lies solely with the consumer.*

*The act specifically avoids stipulating "approved" form of electronic signature, instead leaving the method open to interpretation by the marketplace. Any number of methods is acceptable under the act. Methods include simply pressing an "I Accept" button, digital certificates, smart cards and biometrics.*

*E-signatures may be implemented using various methodologies depending on the risks associated with the transaction.*