

Cosign Digital Signature Tool

2017 Contract Management Conference

Bay City, MI
March 29, 2017

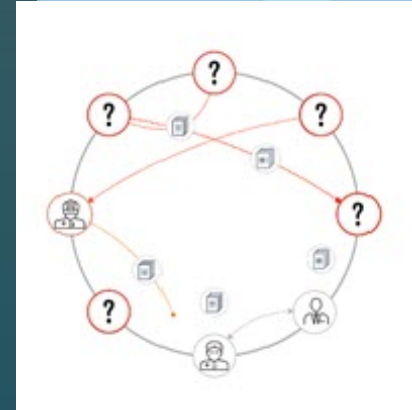


Current MDOT e-Sign Process

- MDOT e-Sign use has grown rapidly
- Now a core MDOT business process
- Clear benefits/significant savings for all stakeholders
- A great first step

Current process has some issues:

- “ad-hoc” e-sign validation is complicated (5600 forms)
- Cost & licensing issues
- No standardization/multiple programs
- Lack of mobile device applications



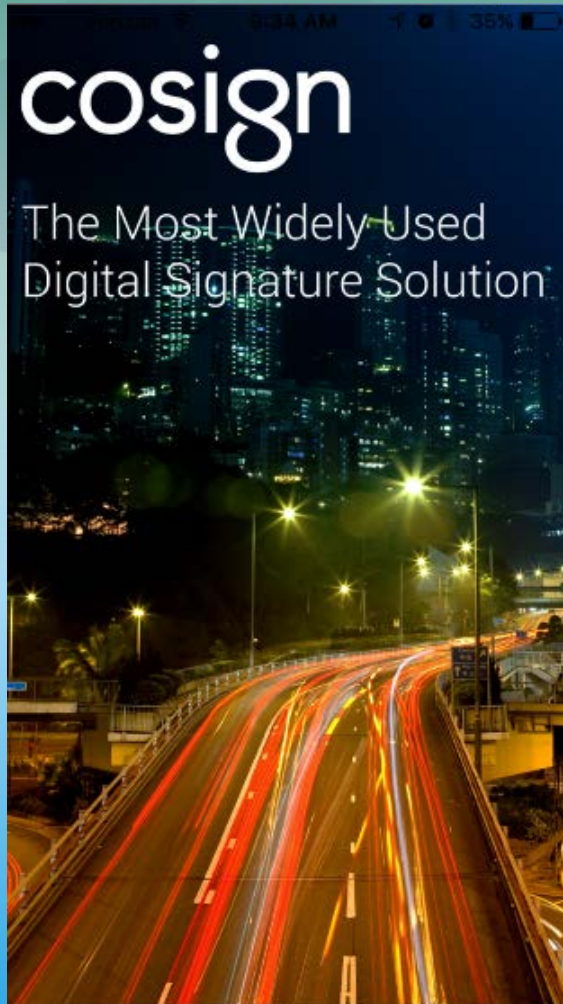
So MDOT began searching for a new tool...

The *NEW* MDOT Digital Signature Tool

- CoSign Central from DocuSign
 - Trusted Digital Signature Tool
 - Met selection criteria
 - Centrally managed system
 - Free for all MDOT stakeholders

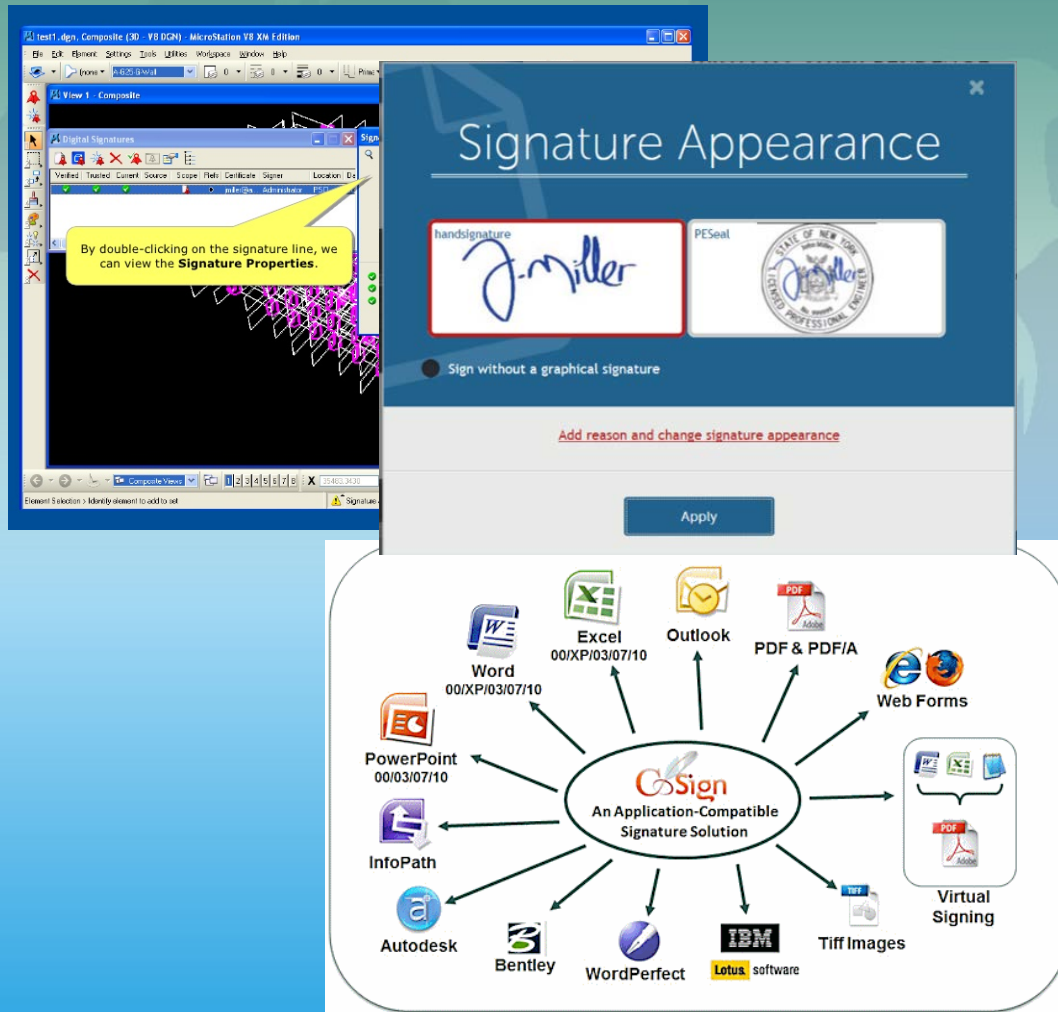


CoSign Features



- **Three ways to use:**
 - PC Software "Omnisign"
 - Web <http://mdotnetpublic.state.mi.us/cosignweb>
 - Mobile Application
- Easy to use interface and fast processing.
- Compatible with current signature process
- Easy to use & similar to prior methods
- Sign Documents directly from common programs (*no need to upload*)
- Standardized e-Sign tool
 - Reduces software conflicts
 - Simplifies support for users.

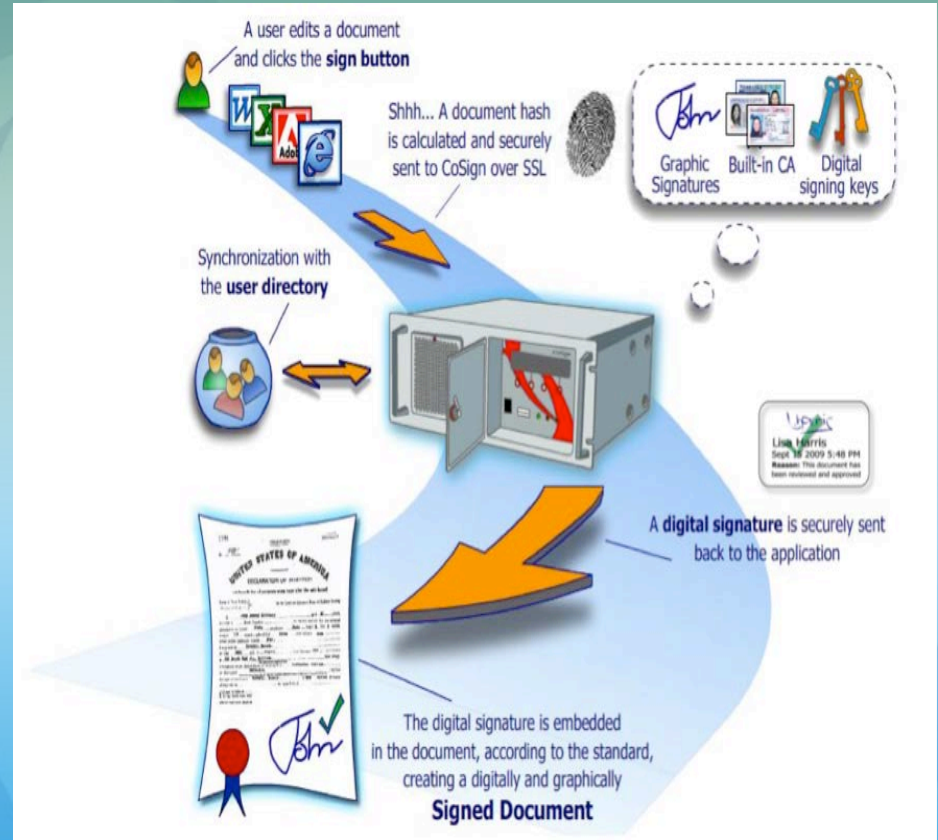
CoSign Features



- Customizable signature block
- Professional Seals (PE/LA/PS/etc.)
- Integrates with MS Word, Excel, Outlook, SharePoint, Windows and ProjectWise
- Direct use of CoSign in ProjectWise with "markup"
- Centralized validation enhances security with less user effort

How Does CoSign Work?

- Sign from desktop, mobile, or web interfaces w/same ID
- Signing process confirms your identity with MDOT DocuSign Appliance
- Confirms identity of other signatures on document
- Securely encrypts your signature
- **Important Note:**
Must have internet access



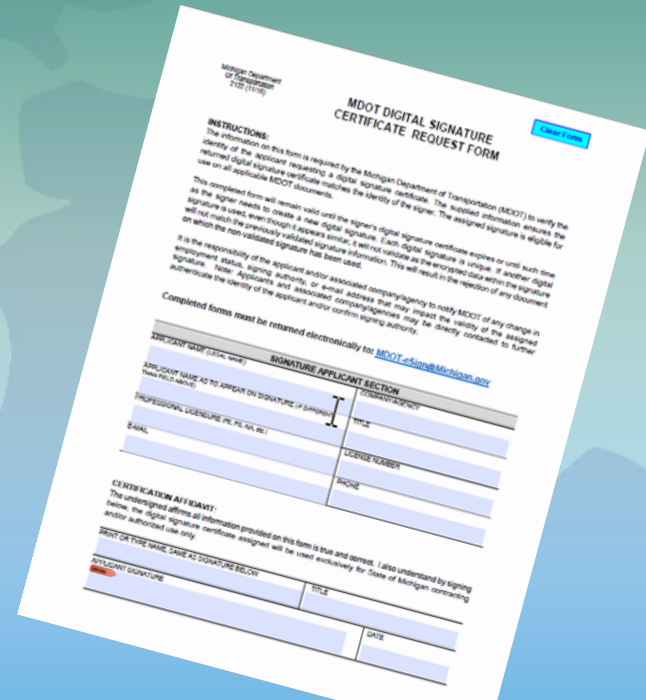
MDOT CoSign Implementation Plan

- **Launched February 1, 2017**
- Anyone can apply for an ID at any time.
- MDOT will target outreach efforts to various groups
 - *(MDOT staff, Consultants, Contractors, Suppliers, Local Agencies, etc.)*
 - *Industry Newsletters, Presentations, Announcements, etc.*
- Transition period in 2017 of mixed Adobe/other/CoSign e-sign
- Goal is to have everyone using CoSign by Fall of 2017



How Can I Start Using CoSign?

- Fill out 2122 form send to:
 - MDOT-e-sign@Michigan.gov
 - ❖ *Note: If using prior e-signature, also submit current 5600 form)*
- After Validation you will receive:
 - Email with Login/password
 - Software Installation Instructions
 - Instructions for all three signing methods
 - ❖ *web, mobile app, and PC software*
- Co-Sign website & YouTube Support
- Dedicated MDOT e-sign webpage

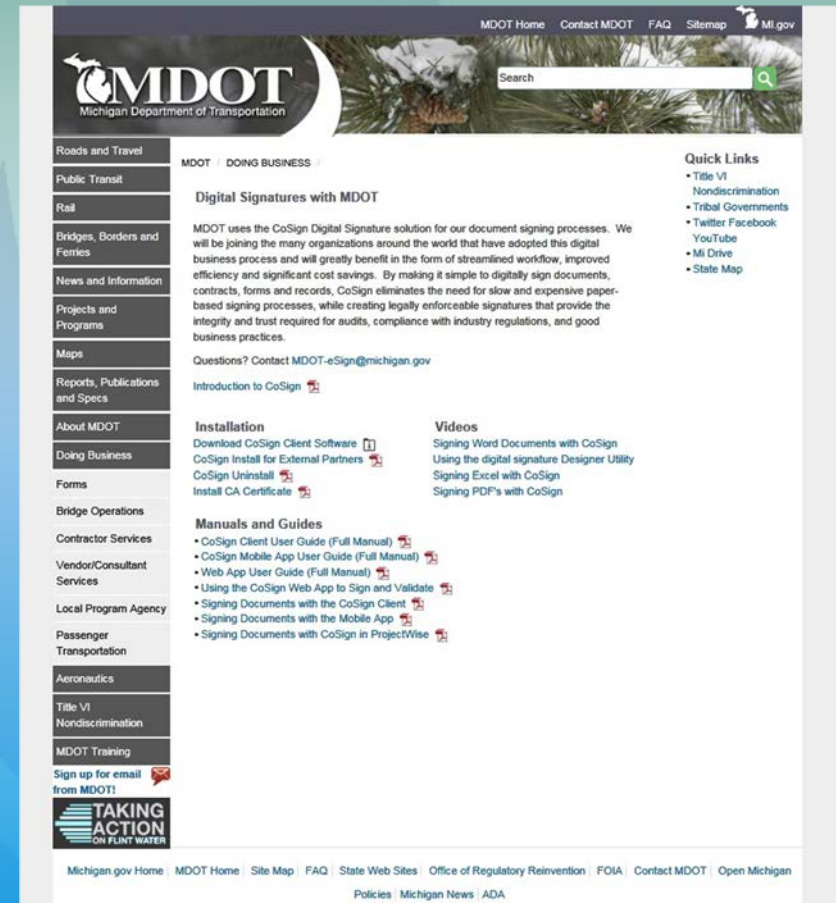


The image shows a "MDOT Digital Signature Certificate Request Form" from the Michigan Department of Transportation. It includes instructions for applicants, a section for personal information, a section for professional information, and a certification statement. The form is titled "MDOT DIGITAL SIGNATURE CERTIFICATE REQUEST FORM" and has a "Clear Form" button in the top right corner. The instructions state that the information on the form is required by MDOT to verify the identity of the applicant requesting a digital signature certificate. The form also includes a section for "COMPLETED FORMS MUST BE RETAINED ELECTRONICALLY FOR: MDOT-e-sign@Michigan.gov".



Visit the MDOT e-Sign Support Website

- Located under “Doing Business”
- www.Michigan.gov/mdot-esign
- Site Contains:
 - Application form
 - Technical Support Information
 - Frequently Asked Questions
 - How to Videos
 - Downloadable manuals
 - Tutorials and more



www.Michigan.gov/mdot-esign

Demo - PC CoSign with Outlook



Demo – PC CoSign with ProjectWise



Demo – CoSign Website Application

- <http://mdotnetpublic.state.mi.us/cosignweb>



Demo – CoSign Mobile Device App



Sign

LONG TAP TO SIGN

Authorized by Managing Office Manager:
Del Kirkby P.E.

Authorized by Region Construction
VanNorwick
Christopher Van Norwick, P.E.

Authorized by Bureau of Field Services

Authorized by Airports Division:

FEDERAL PARTICIPATION - ACTION BY F.H.W.A.

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Recommended by Construction Engineer: Kevin McReynolds
Kevin McReynolds, P.E.

Authorized by Managing Office Manager: Del D. Kirkby
Del Kirkby P.E.

Authorized by Region Construction Engineer: Chris VanNorwick
Christopher Van Norwick, P.E.

Authorized by Bureau of Field Services: Tim Croze

Authorized by Airports Division:

RTICIPATION - ACTION BY F.H.W.A.

RTICIPATION - ACTION BY F.A.A.

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Back Signing a Document Sign

Select Signature

4/6 Jason PE 5/6

Include date and time

Include signer name

Title

Reason

Apply Signature

Jason Clark

Signed by: Jason Clark
MDOJ Construction Administration Engineer
Date & Time: Jan 12 2017 9:49 AM

Signature

Date

GET THE APP



MDOT Digital Signature Support:

Contact MDOT-eSign@Michigan.gov

To get your user ID/password and for
technical support