# Cosign Digital Signature Tool 2017 Contract Management Conference

Bay City, MI March 29, 2017

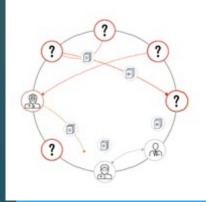


#### Current MDOT e-Sign Process

- 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

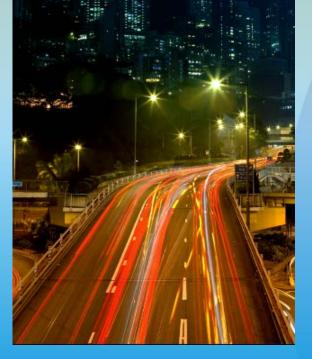
- CoSign Central from DocuSign
  - Trusted Digital
     Signature Tool
  - Met selection criteria
  - Centrally managed system
  - Free for all MDOT stakeholders



# **CoSign Features**

cosign

The Most Widely-Used Digital Signature Solution

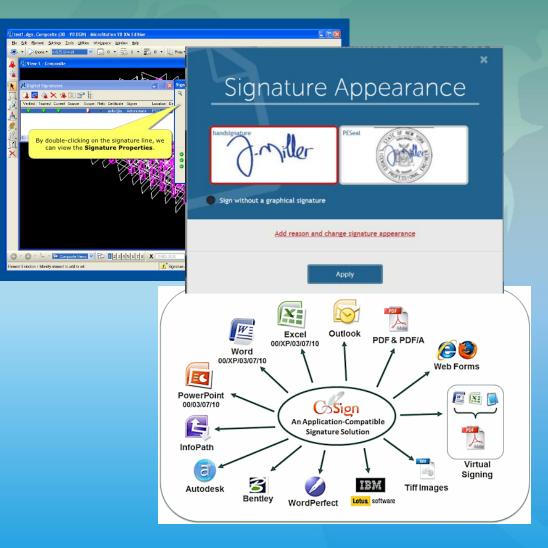


Three ways to use:

 -PC Software "Omnisign"
 -Web <a href="http://mdoinetpublic.state.mi.us/cosignweb">http://mdoinetpublic.state.mi.us/cosignweb</a>
 -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

SharePoint



Active Directory

#### 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

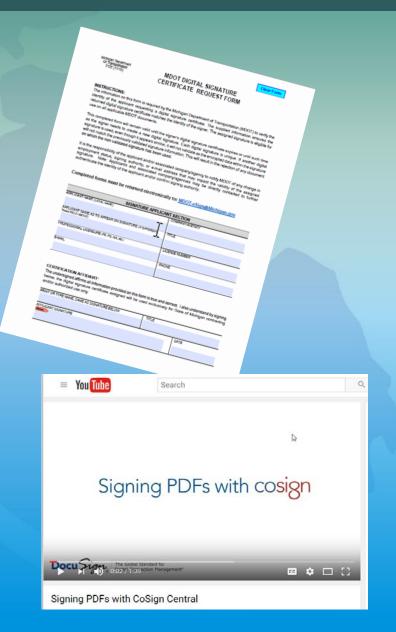
Anyone can apply for an ID at any time.

- 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



### 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

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Projects and Programs Maps Reports, Publications	contracts, forms and records, CoSign elimina based signing processes, while creating lega inlegity and trust required for audits, complie business practices. Questions? Contact MDOT-eSign@michigan Introduction to CoSign 15	Ily enforceable signatures that provide the ince with industry regulations, and good				
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#### 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**

Date

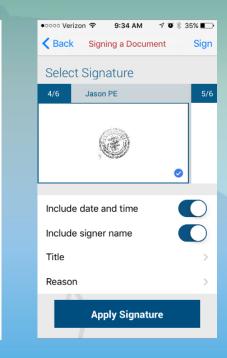
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Jason Clark	Signed by: Jason Clark MDOT Construction Administration Engineer Date & Time: Jan 12 2017 9:49 AM	cosign
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# **MDOT Digital Signature Support:**

#### Contact MDOT-eSign@Michigan.gov To get your user ID/password and for technical support

