

December 29, 2011

## **CSI Electronic Signature Guidelines**

Electronic signatures<sup>1</sup> hold the same legal authority and enforceability as written signatures on paper documents, as expressed in the Electronic Signatures in Global and National Commerce Act (E-SIGN) enacted June 30, 2000 by the U.S. Congress. As there are numerous technologies and methods of establishing an electronic signature, CCSE does not require, at this time, the use of any specific type of technology or vendor. The use of electronic signatures on documentation related to the California Solar Initiative (CSI) application process is approved by CCSE provided the use of such adheres to the guidelines provided herein.

By submitting documentation executed with an electronic signature, the applicable CSI participants agree to these guidelines and shall:

1. Accept full responsibility for the use of the electronic signature.
2. Ensure that the electronic signature is unique to the individual using it.
3. Verify that the electronic signature is under the sole control of the person using it.
4. Maintain documentation to demonstrate the authenticity of the electronic signature for at least five years from the date of submission.
5. Provide to CCSE, upon request, documentation to demonstrate the authenticity of the electronic signature within the five-year period.

Please contact CCSE at (858) 244-1177 with any questions regarding the use of electronic signatures on CSI documentation.

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<sup>1</sup> “An electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record” as defined in E-SIGN.