**Instructions to ERC to Obtain Legal Signers for DocuSign**



INDOT has made the transition to use DocuSign, by all parties, to electronically sign INDOT LPA Contracts and Local Roads and Bridges Matching Grant Agreements.

In preparation for using DocuSign, the Employee in Responsible Charge (ERC) must give INDOT contact information for the person(s), with **Legal Binding Authority**, to sign contracts for a local agency.

INDOT must have the information prior to any future contracts being routed to your local for execution:

1. Signer Name: = First and Last Name of legal signer.
2. Signer Email: = An E-Mail address that will mail directly to the legal signer.
3. Signer Cell Phone Number: = A phone number that can receive a text message. This text message will be sent with the authorization code needed for the legal signer to enter into DocuSign as a verification of identity. This is the preferred method of signature verification.
4. *Alternative Means of Signature Verification:* = If the legal signer does not have a cell number, or does not want to provide their cell number, they will receive an E-Mail with an authorization code, located within the body of the E-Mail, to enter into DocuSign as verification of identity.

**Please complete the following information for legal signer(s) and return to INDOT.**

There is space for, up to, four (4) legal signers below, please only add more signers if your agency requires those signatures.

|  |  |
| --- | --- |
| **LPA Name:** |  |
| **1 – Signer Name:****1 – Signer Email:****1 – Signer Cell Phone Number:** |  |
| 2 – Signer Name:2 – Signer Email:2 – Signer Cell Phone Number: |  |
| 3 – Signer Name:3 – Signer Email:3 – Signer Cell Phone Number: |  |
| 4 – Signer Name:4 – Signer Email:4 – Signer Cell Phone Number: |  |

* + **Definition of Legal Binding Authority:**
		- Mayor; **or**
		- Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
			1. Ordinance showing one official signatory is sufficient to legally bind the agency.
			2. Resolution which shows the individual who signed has the legal authority to bind the agency.
			3. Meeting Minutes which delegates legal authority to one individual to sign on behalf of the agency, **or**
* Multiple signatures from a quorum of County Commissioners, Board of Public Works, or Town Council.

For further instruction, please visit our website at <https://www.in.gov/indot/2390.htm> and choose ***DocuSign - ERC & Legal Signer Instructions*** or call your District Program Director if you have any questions.

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