

Pennsylvania Department of Environmental Protection
Grants Center
Electronic Signature (eSignature) Information

As part of the Department of Environmental Protection (DEP) grant agreement process, when your grant agreement is ready for your review and your electronic signature (eSignature) is requested, you will have received a system-generated notification email from DEP-esignature@pa.gov.

A new signature request for your approval

○ DEP-esignature@pa.gov
To C

Commonwealth e-signature Request	
A NEW SIGNATURE REQUEST FOR YOUR APPROVAL!	
Agency	DEP - Department of Environmental Protection
ApplicationID	
Project Name	Mosquito-borne Disease Control Grant
Program Name	Mosquito-borne Disease Control Grant
Grantee Approval Request	A new signature request "DEP - ESA: Grantee Approval Request" has been submitted for your review, please use the link provided. Click here to review and sign this request
First Name:	
Last Name:	
Title:	Chief Clerk
Email:	
Request will expire on:	2/22/2021 1:43:33 PM
<small>This is an official request from the Center of Excellence of the commonwealth e-signature portal. If you believe that this email is spam, please log in directly to our eSignature home page. https://apps.dced.pa.gov/esignature/</small>	

Prior to receiving this eSignature notification email, your grant contact person was asked to provide your organization's grant agreement signatory information (name, title, and email address), which was entered into the eSignature system. It is this information that is being used to complete the grant agreement and to prep the eSignature system to accept your electronic signature.

Please note that all eSignatures must be completed before the request's expiration date. If a request expires, a new request will have to be generated and all signatories will be required to complete this regardless of having already completed the eSignature requirements.

Step 1 – Login to Keystone Login System or Register for a Keystone Login account

The eSignature system utilizes the Pennsylvania Keystone Login system to control access to many Commonwealth systems, such as eSignature. For the Keystone Login system to allow

access to the eSignature system, your Keystone Login information, name and email address, must match what is displayed in the eSignature notification email, First & Last Name, email address. If the name and email address in your Keystone account differs, then you will not be able to access the eSignature request.

1. First, click on the link, **Click here to review and sign this request**, under the Grantee Approval Request block of the notification email, to access the Keystone Login system, and enter your username and password.
2. If you are unsure that your Keystone Login account information matches the information in the eSignature notification email,
 - a. Click on this link, [Pennsylvania Keystone Login Portal \(pa.gov\)](#),
 - b. Click on Log In, enter your username and password, and click the Log In button.
 - c. Click on Edit Account, and answer your security questions.
 - d. If your name and email address are different, make these changes and update your record.
 - e. Return to the eSignature notification email, and click the link, **Click here to review and sign this request**.
3. If you do not have a Keystone account, you must complete the registration information. Click on this link: <https://keystonelogin.pa.gov/Account/Register>. For additional information on registering for a Keystone Login system account, please view this video: http://files.dep.state.pa.us/GrantsLoans/Registering_as_New_ESA_User.mp4.
4. If you are having any issues or difficulties with the Keystone or eSignature systems, please contact Scott Noldy at snoldy@pa.gov, or Jennifer Ritter at jritter@pa.gov.

Step 2 – Access eSignature Dashboard - New Requests

After logging into the Keystone Login system, you will be forwarded to eSignature Dashboard New Requests page.

The screenshot shows the eSignature dashboard interface. At the top, there is a dark blue header with 'eSignature' on the left, 'DashBoard Hello' in the center, and 'Log off' on the right. Below the header, the main content area has a title 'New Requests' and a subtitle 'Requests that are new, waiting for you to sign.' There are five colored buttons: 'New Requests' (blue), 'Pending Requests' (dark blue), 'Completed Requests' (green), 'Cancelled Requests' (red), and 'Expired Requests' (orange). Below these buttons is a table with three columns: 'Request Name', 'Agency Name', and 'Expiration Date'. The table contains one row of data.

Request Name	Agency Name	Expiration Date
Review Request DEP - ESA:2020 Grantee Approval Request	Department of Environmental Protection	2/24/2021

To view the eSignature request, click on the **Review Request** link.

Step 3 – Complete the eSignature Request

When you click on the Review Request link, you will be forwarded to the eSignature Request page. On this page, you will be able to view the grant agreement PDF by clicking on the link under **Documents for Approval**.

eSignature DashBoard Hello Log off

Department of Environmental Protection
ESA
Please review the following documents which have been submitted for your approval.

Request Information:

Description:	DEP - ESA:20200	Grantee Approval Request	Project Name:	EE test
Program Name:	Environmental Education Grants (EEG)		Status:	New
Expiration Date:	2/24/2021		This document must be signed by the expiration date indicated to be valid.	
Signatures recorded:	No signatures recorded on this request yet			

Signer Information:
To Sign on behalf of this person, please check this box, and enter your information below:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Email Address:	<input type="text"/>

Please select one of the options below and provide comments:

Comments:

After reviewing the grant agreement PDF, you will need to complete the eSignature requirements:

1. Click the Legal Disclaimer checkbox. If you do not immediately see the Legal Disclaimer checkbox, scroll further down the page to view it.

eSignature DashBoard Hello Log off

Signer Information:
To Sign on behalf of this person, please check this box, and enter your information below:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Email Address:	<input type="text"/>

Please select one of the options below and provide comments:

Comments:

Legal Disclaimer

"Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

- Next, click the Sign button.
- This will complete the eSignature requirements for this grant agreement and you will be forwarded to the status page that will affirm your eSignature was submitted:

eSignature DashBoard Hello Log off

This electronic signature has been **Approved** by you, and therefore is complete. There is no further action needed by you at this time.

Should you have any questions or feel you received this message in error, please contact your system administrator.

Agency:	Department of Environmental Protection
Application:	ESA
Request Name:	DEP - ESA:2020 Grantee Approval Request
Project Name:	EE test
Program Name:	Environmental Education Grants (EEG)

- At this time, you have completed the eSignature request, and if your grant agreement requires eSignatures from other signatories, they will in turn receive the eSignature notification email and must complete the process as outlined in the above instructions.
- Should you need to re-access the eSignature system at any time to view the eSignatures that you have completed, you may always return to the eSignature Dashboard and click on the other tabs for additional information:

eSignature DashBoard Hello Log off

Completed Requests

Requests that are either signed/denied by you.

New Requests
Pending Requests
Completed Requests
Cancelled Requests
Expired Requests

Request Name	Agency Name	Expiration Date
Review Request DEP - ESA:2020 Grantee Approval Request Department of Environmental Protection 2/24/2021	Department of Environmental Protection	2/24/2021
Review Request DEP - ESA:2018 Grantee Approval Request Department of Environmental Protection 10/9/2018	Department of Environmental Protection	10/9/2018
Review Request DEP - ESA:2016 Grantee Approval Request Department of Environmental Protection 9/4/2018	Department of Environmental Protection	9/4/2018

Important Reminders / Facts

- Your Keystone Login System registration information, in particular the First Name & Last Name, and email address must match the name and email address information displayed in the eSignature notification email.
- Keystone accounts belonging to other individuals within your organization will not be able to access the eSignature Request. Only the individuals identified as signatories to the grant agreement will be able to access the eSignature request.
- If multiple signatories are required to electronically sign a grant agreement, the primary signatory must first complete the eSignature. Only when the primary signatory has completed the eSignature request will the next signatory receive a notification email to complete the electronic signature.
- The system-generated eSignature notification email is only sent to those individuals identified as grant agreement signatories. The system is unable to email additional individuals within the organization with a copy of the eSignature request.

5. You have 20 days to complete the eSignature requirements for all signatories before the eSignature request expires. If the eSignature request expires, a new request will have to be generated and all signatories will be required to electronically sign this new request regardless if any previous eSignatures have already been submitted. **It is recommended that the eSignature requirements be completed by all parties well in advance to the expiration date so as to not delay processing the grant agreement.**
6. Should you have any issues or difficulties with the Keystone Login System or the eSignature System, please contact Scott Noldy at snoldy@pa.gov, or Jennifer Ritter at jritter@pa.gov.