<u>Pennsylvania Department of Environmental Protection</u>
<u>Grants Center</u>
<u>Electronic Signature (eSignature) Information</u>

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.

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.

<u>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.</u>

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.

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**.

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.

2. Next, click the Sign button.
3. 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)

4. 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.
5. 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
Review Request	DEP - ESA:2018	Grantee Approval Request	Department of Environmental Protection	10/9/2018
Review Request	DEP - ESA:2016	Grantee Approval Request	Department of Environmental Protection	9/4/2018

Important Reminders / Facts
1. 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.
2. 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.
3. 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.
4. 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.