

Design Division Direction on Digital Signatures

Design Division strongly recommends using electronic signatures whenever possible. In an effort to work toward digitizing as many documents minimize trips to TxDOT offices, please utilize digital signature applications such as DocuSign and Adobe, rather than attempting to print/sign/scan documents.

The table below indicates Design Division's recommended application to use for digitally signing documents in typical cases. However, ***either application is acceptable*** and functions properly for digitally signing all listed documents. Consideration of quantity of signatures on the document, signee's familiarity with each application, and coordination/transmission requirements for signing may be factors in determining the best application to use.

DOCUMENT TYPE		DESIGN DIVISION RECOMMENDED DIGITAL SIGNATURE APPLICATION	
		ADOBE ACROBAT ¹	DOCUSIGN ²
Plan Sheets	Title Sheet		√
	All other sheets	√	
PS&E Supporting Documents	Form 1002	√	√
	Certifications		√
	Agreements		√
	Design Exceptions/Waivers		√
	Contract Time Determination Schedule	√	
	Engineer's Seal Supplemental Sheet	√	
	Any other supporting documents not listed ³		√

¹Refer to ePS&E Helper for Acrobat XI manual (Chapter 4) on [Design Division's SharePoint](#) site.

²Submit TxDOTNow ticket for ability to send DocuSign documents to others; once Sender account is set up it can be accessed [here](#). Refer to instructions for sending a document for one DocuSign signature [here](#) and for sending documents for multiple signatures [here](#) and [here](#).

³Other documents may include Form 2502/VE study, Justification to not use Additional Project-Specific Liquidated Damages (APSLD), Addendum Request Form, etc.

On the following page please find additional information and resources to assist with using DocuSign and Adobe to digitally sign documents.

Additional Resources for Digital Signatures

DocuSign:

TxDOT has an enterprise license for DocuSign. This is more appropriate for contracts, memos, and PS&E supporting documentation requiring DE or TP&D signature. In order to send documents to someone else (or yourself) to sign, you must submit a TxDOTNow support ticket (Order Something > SiteManager/EPRS Access). In the description box you can type: *Please create a DocuSign System User account for [Employee Name], with assigned Role of DocuSign Sender without Templates. Business Justification: Necessary to expedite documents to supervisors for signature.*

And again note that recipients do not need this type of account to sign documents. This support ticket request is only needed for those who will be sending documents to be signed.

Once you have a Sender account, you should be able to access it through the PingOne service here: <https://desktop.pingone.com/TxDOT/Selection?cmd=selection>

Basic instructions for sending a document for one signature can be found here: <https://support.docusign.com/en/articles/How-do-I-get-signatures-on-a-document-New-DocuSign-Experience>

Instructions for sending documents requiring multiple signatures (including plan set title sheets) can be found here:

Create Recipients List: <https://support.docusign.com/en/guides/ndse-user-guide-add-recipients>

Add Form Fields for Recipients: <https://support.docusign.com/en/guides/ndse-user-guide-add-fields>

Adobe Acrobat:

If you do not already use digital signatures, instructions for how to setup a Digital ID are posted in the ePS&E Helper for Acrobat XI manual (Chapter 4) on Design Division's SharePoint page

here: <https://txdot.sharepoint.com/sites/division-DES/EPSE/SitePages/Home.aspx>

This is the recommended method for signing most plan sheets.