

Electronic Signature Process for Commissioner signed documents

This process can be used for documents for which an entity **requires electronic signatures on documents, such as the State of Colorado**. It is currently not the desire of the BCC Office to do electronic signatures on all documents.

If there is an option of a wet signature on documents, staff should follow the existing process and provide a hard copy of the document for a wet signature.

Instructions

1. All processes for signature blocks will remain the same for electronic signatures as they are for wet signature documents. Use the following signature block. Policy 100.3 outlines signature requirements and states the Commissioners should be the **last** signature on the document.

<p><i>Example Signature Block:</i></p> <p>BOARD OF COUNTY COMMISSIONERS LARIMER COUNTY, COLORADO</p> <p>BY: _____ Chair</p> <p>ATTEST:</p> <p>_____ Deputy Clerk</p>
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Please review the policy to ensure adherence. Common reasons for rejected documents are missing County Attorney approval or the Clerk's attestation.

2. Submitter shall email bcc-admin@larimer.org to inform staff that a document is coming for electronic signature. This email must include the title of the document and anticipated date for it to be submitted to the Admin Agenda.

3. Submitter will be responsible for uploading a copy of the document and the appropriate Document Review Form into the Municode system and submit it to the agenda.

4. The submitter will provide the bcc-admin@larimer.org email address to the sender of the electronic document so they can include that person on the email chain for signature. The submitter shall inform the document sender to set it up so bcc-admin@larimer.org staff can **specify the recipients**. BCC admin staff will assign the signature to the appropriate Commissioner and Clerk as dictated by meeting attendance. Here is a [helpful link](#) on how to specify a recipient.

5. When submitting for electronic signatures, the submitter only needs to deliver a hard copy of the Document Review Form to the BCC office noting that the document itself will be electronically signed. The document review form should include contact information for the person responsible for sending the document via electronic software, as well as the submitters' preferred contact information.
6. At the conclusion of the Admin Matters meeting, if the document is approved, BCC Office staff will specify the recipient by adding the appropriate Commissioner and Clerk to be signed electronically.
7. After both electronic signatures are obtained, the Clerk will upload that signed document into On-base and index as appropriate using the information from the agenda.
8. No hard copy will be returned to the submitter. The submitter can get their copy from the document vendor or search for it in On-base.