 <p><i>Town of Allenstown New Hampshire</i></p>	<p>FINANCIAL POLICIES & PROCEDURES Town of Allenstown, NH</p>			
	<p>Title</p> <p>DIGITAL SIGNATURE POLICY</p>			
	<p>Policy No #2014-002</p>	<p>Original Adoption Date 10/06/2014</p>	<p>Revision – No. & Date</p>	<p>Page No Page 1 of 3</p>

Section 1.0: Purpose

The purpose of this policy is to establish requirements for the use of electronic signatures. The Town continues to modernize its administrative processes to increase efficiency and accountability. The utilization of electronic signatures is just another part of that ongoing process.

Section 2.0: Organization Affected

All departments and/or functional areas of the Town of Allenstown.

Section 3.0: Definitions

Digital Signature- Representing a written signature found on paper, a digital signature is actually a digitalized code that can be included with a digital message to identify a sender. A digital signature must somehow guarantee that the person sending the digital message is really who he or she claims to be. Used in many electronic business transactions today, digital signatures must be not forgeable. Therefore, a number of encryption techniques are utilized to guarantee a high level of security with digital signatures. In the year 2000 the U.S. Electronic Signature in Global and National Commerce Act (ESIGN) and the Uniform Electronic Transactions Act (UETA) was passed in the United States making it legitimate for legal documents to be signed using digital signatures.


Section 4.0: Policy

4.1 Preferred Signature Format

The preferred signature format for all documents issued or executed by town officials will be the approved digital signature format. Digital signatures provide better protection against forgery. Digital signatures contribute to the town's efforts to eliminate paper files in favor of digital files.

4.2 Utilization of Signature

The digital signature access will only be utilized for town business. Authorized users of the digital signature system shall not provide access to their respective signature password to anyone else. Town Officials are responsible for keeping their password secure. Authorized signers of a document may use saved signatures that have been approved by the Town Administrator. This policy strictly prohibits the use of the signature of the identity of another person.



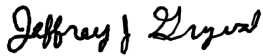

 Town of Allentown New Hampshire	FINANCIAL POLICIES & PROCEDURES Town of Allentown, NH			
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Section 5.0: Procedures

Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

Section 7.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> Shaun Mulholland	Town Administrator		09/02/2014
<u>Original Policy Reviewed & Approved By:</u> Jason Tardiff	Board of Selectman Chairperson		10/06/2014
Jeff Gryval	Board of Selectman		10/06/2014
Kate Walker	Board of Selectman		10/06/2014

 <p>Town of Allentown New Hampshire</p>	<p align="center">FINANCIAL POLICIES & PROCEDURES Town of Allentown, NH</p>			
	<p>Title</p> <p align="center">DIGITAL SIGNATURE POLICY</p>			
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Section 8.0: Policy & Procedure Revision History

			Approvals	
	Section	Changes Made	By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				

Signature Certificate



Document Reference: LR8JVCJPR3D4A2VRKAC59B

RightSignature
Easy Online Document Signing



Kate Walker

Party ID: TPNGKPIYA2WENL6SKMX4P

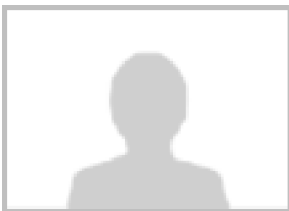
IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

e65522eb8b4ead9e86a5d91d9e597bdb09e66642



Jeffrey Gryval

Party ID: 5TISPTI5PKSFE7G6HKLGPA

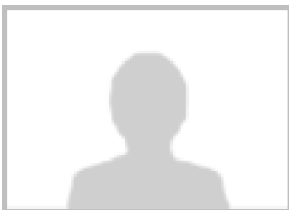
IP Address: 24.62.155.198

VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4fe15e854f9229e0ee0832c760a954d93d503aff



Jason Tardiff

Party ID: SCZMSTITRLZMPLFALUI3ZG

IP Address: 64.222.96.214

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

bae612ff58e7dc54028697d9f369b001d0aced28



Shaun Mulholland

Party ID: 23UNKEJRTIJVLKS4J8ESK5

IP Address: 64.222.96.214

VERIFIED EMAIL: smulholland@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

b20b2223df453ad3faf6f04ce0ed174f9213e41a



This signature page provides a record of the online activity executing this contract.

Signature Certificate



Document Reference: LR8JVCJPR3D4A2VRKAC59B

RightSignature

Easy Online Document Signing

Timestamp

2014-10-18 17:14:26 -0700

2014-10-18 17:14:26 -0700

2014-10-18 17:13:56 -0700

2014-10-08 15:37:58 -0700

2014-10-08 15:36:43 -0700

2014-10-07 06:31:04 -0700

2014-10-07 06:30:17 -0700

2014-10-07 06:25:13 -0700

2014-10-07 06:25:00 -0700

2014-10-07 06:25:00 -0700

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jeffrey Gryval, Jason Tardiff, Shaun Mulholland, and Shaun Mulholland.

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 64.222.96.214

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 24.62.155.198

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 24.62.155.198

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144

Document signed by Shaun Mulholland (smulholland@allentownnh.gov) with drawn signature. - 64.222.96.214

Document viewed by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214

Document created by Shaun Mulholland (smulholland@allentownnh.gov). - 64.222.96.214



This signature page provides a record of the online activity executing this contract.