

## **Introduction**

Inserts are separate forms in Microsoft Word format posted under the [FINAL Spring 2022 Indexed REC RFP Documents](#) header on the [Final Materials](#) page of the procurement website. When an Insert requires a signature, it must be completed either by: (i) printing, signing, and scanning the Insert; or by: (ii) digitally signing the Insert and providing along with the Insert an additional document or information that verifies the identity of the signatory. Additional documentation or information may include: (i) a certificate of completion if the signatory uses DocuSign; (ii) a Final Audit Report if the signatory uses Adobe Sign; (iii) evidence that the digital signature has been certified by the signatory using a document signing Certificate; or (iv) other documentation or information produced by a commercially available software that can be used by the Procurement Administrator to verify the identity of the signatory. Digital signatures without a document or information verifying the identity of the signatory are not acceptable; signature images and other electronic signatures are not acceptable.

In this document, the Procurement Administrator provides instructions on how to obtain the additional document or information that verifies the identity of the signatory for Inserts that are digitally signed using DocuSign or a document signing Certificate in Adobe Acrobat. This does not preclude a Bidder from using other commercially available software as long as such software generates an additional document or information that can be used by the Procurement Administrator to verify the identity of the signatory.

If electing to complete an Insert with a digital signature created in DocuSign, a Bidder must include with the completed Insert the certificate of completion that is automatically created in DocuSign after completing a document.

- DocuSign offers a 30-day trial. Please see the details here: <https://go.docusign.com/o/trial/?tgr=com-trial-hero>
- An individual can create a free DocuSign account to upload and sign documents as long as the account holder is the only signatory to these documents. A paid subscription is required if the documents require the signature of individuals other than the account holder.

If electing to complete an Insert with a digital signature created in Adobe Acrobat, the signatory must have a document signing Certificate in place to validate the digital signature.

If electing to complete an Insert with a digital signature created in Adobe Sign, a Bidder must include with the completed Insert the Final Audit Report that is automatically created in Adobe Sign after completing a document:

- Adobe Sign offers a free trial. Please see the details here: <https://acrobat.adobe.com/us/en/sign/free-trial-global.html?trackingid=KLZWW>
- Various tutorials for using Adobe Sign can be found here: <https://helpx.adobe.com/sign/tutorials.html>

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- Instructions for downloading the Final Audit Report can be found here:  
<https://helpx.adobe.com/sign/using/audit-reports-transaction-history.html>

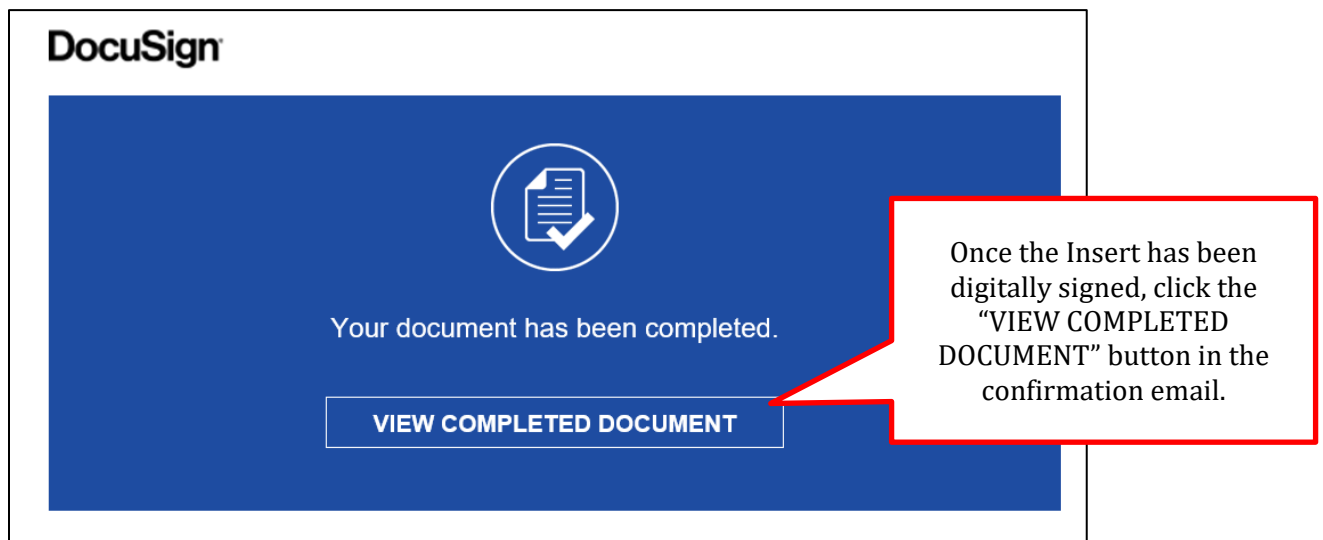
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

## DOWNLOADING THE CERTIFICATE OF COMPLETION USING DOCUSIGN

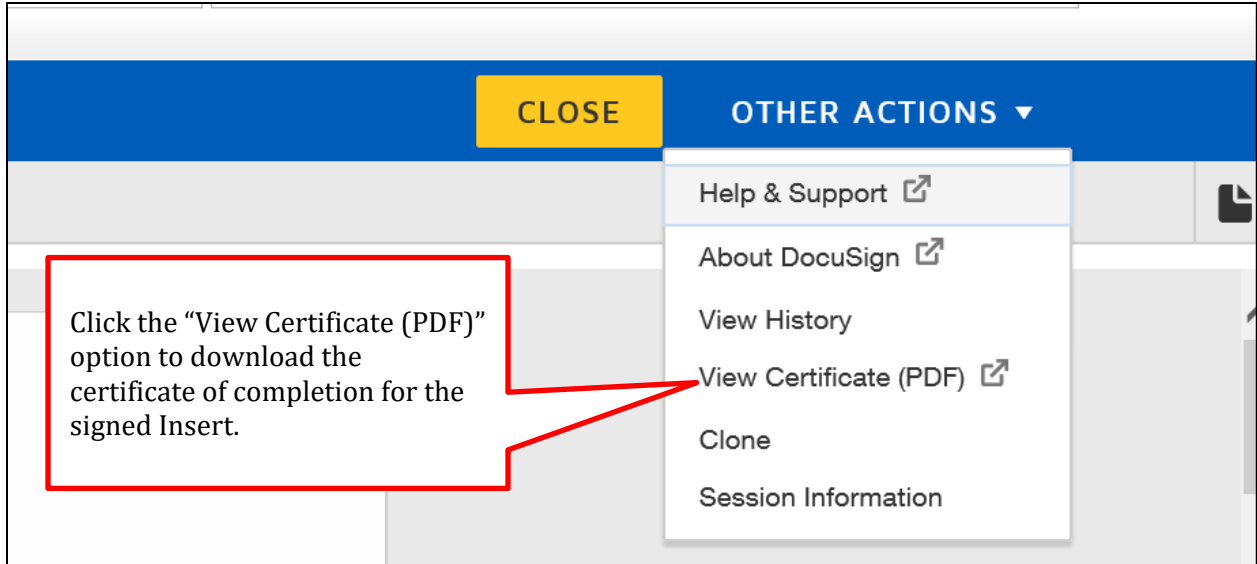
DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, the sender (the individual who uploaded the Insert and prepared the “envelope” in DocuSign) as well as all signatories receive a copy of the signed document. The sender may also add individuals (other than the signatories) who will receive a copy of the signed document. Any individual receiving the signed document can follow the instructions below to download the certificate of completion via either: 1) the confirmation email generated by DocuSign, or 2) their own DocuSign account.

### **1. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM EMAIL**

From the confirmation email, click the “VIEW COMPLETED DOCUMENT” button to be directed to a webpage to download the signed Insert, as shown below.



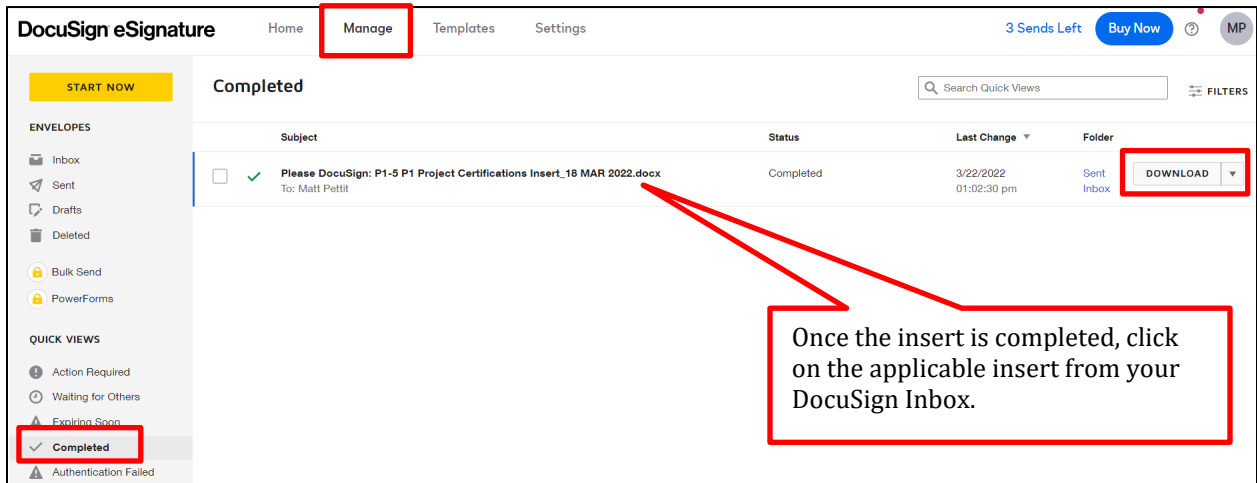
In the upper righthand corner of the webpage that opens, click the “OTHER ACTIONS” drop down menu, and select “View Certificate (PDF)” to download the certificate of completion. See screenshot on next page.



A sample digitally signed Insert and corresponding certificate of completion appear on pages 6-7 of this guide.

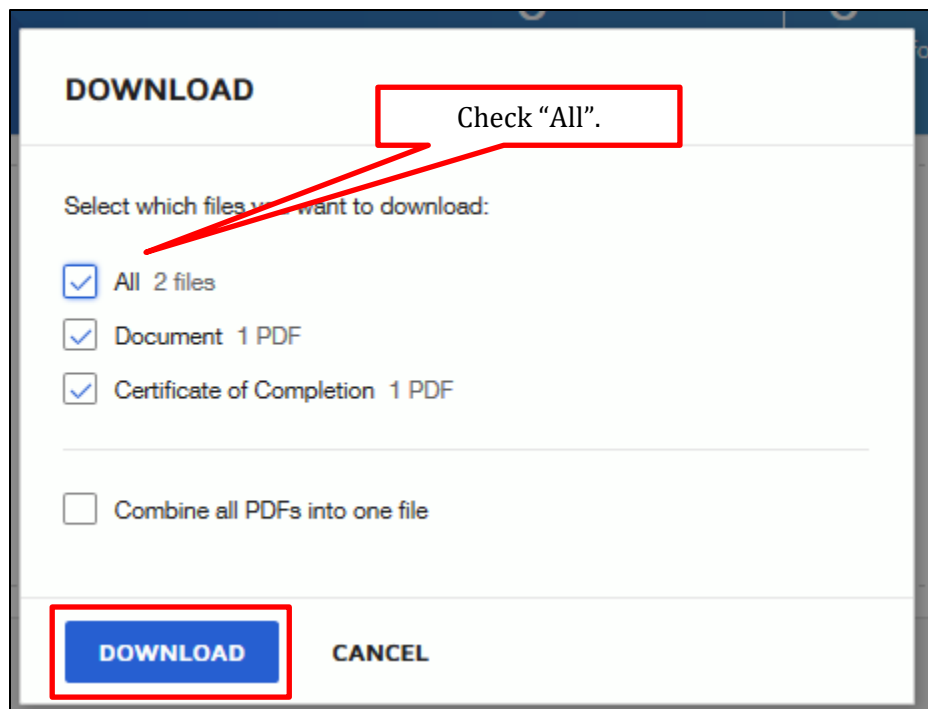
## 2. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM A DOCUSIGN ACCOUNT

Log into a DocuSign account (<https://account.docusign.com/#/password>) and click on the Manage tab in the top navigation bar. Next, click on the Completed link at the bottom of the left-hand navigation bar. On the righthand side of the page click the download icon.



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**DOWNLOAD**

Select which files you want to download:

- All 2 files
- Document 1 PDF
- Certificate of Completion 1 PDF

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Combine all PDFs into one file

**DOWNLOAD**      CANCEL

*Annotations:* A red box highlights the text "Check 'All'." with a red arrow pointing to the "All 2 files" checkbox. Another red box highlights the "DOWNLOAD" button.

A sample digitally signed Insert and corresponding certificate of completion appear on the following pages of this guide.

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DocuSign Envelope ID: 45F3B70D-C84E-4D4D-B41E-4F243CF8B870

**Spring 2022 Procurement Events (Indexed REC RFP)**  
**18 MAR 2022**

Spring Sun Project  
*Name of Project*  
Seller A, Inc.  
*Name of Seller*

This Insert may be:

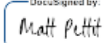
- *Printed, signed, scanned, and uploaded to the online Part 1 Form;*
- *or*
- *Submitted with a digital signature and a document or information verifying the identity of the signatory.*

Electronic signatures (e.g., a picture of a signature by opposition to a digital signature entered through software such as that offered by DocuSign) are not acceptable.


**P1 PROJECT CERTIFICATIONS INSERT (#P 1-5)**  
**(FIRST ITEM IN SECTION 6 OF THE PART 1 FORM)**

I, Matt Pettit [enter the name of the Officer of the Seller], certify that:

1. the Project is a "utility-scale wind project" or a "utility-scale solar project" or a "brownfield site photovoltaic project" as these terms are defined in the Act and the Seller has made all investigations it deems necessary to make this determination;
2. the Project is not a repowered facility;
3. the Date of First Operation of the Project, as this term is defined by PJM EIS GATS or M-RETS, did not occur on or before June 1, 2017;
4. the Project has reached the appropriate development milestones to fully expect that the Project will deliver its first REC to each Company by a date consistent with the terms of the REC Contract;
5. the Project has or will have a single revenue quality meter that satisfies the requirements of the applicable regional transmission organization, transmission provider, or distribution company and that measures or will measure its generation output;
6. the Project is or will be registered in PJM EIS GATS or M-RETS and the Seller will deliver RECs to the Companies by delivering such RECs through a standing order for the Project to each Company's PJM EIS GATS or M-RETS account in an unretired state;
7. the Project is not and will not be a generating unit whose costs are being recovered through rates regulated by Illinois or any other state or states; and
8. the information provided in the Proposal regarding the Project, including the description of the Project site, is true, up-to-date, and accurate to the best of my knowledge and belief.

<small>DocuSigned by:</small>  <small>11772915242116481</small>	3/22/2022
Signature of Officer of the Seller	Date

1 / 1
72.1%




**Certificate Of Completion**

Envelope Id: 45F3B70DC84E4D4DB41E4F243CF8B670		Status: Completed
Subject: Please DocuSign: P1-5 P1 Project Certifications Insert_18 MAR 2022.docx		
Source Envelope:		
Document Pages: 1	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Matt Pettit
AutoNav: Enabled		matt.pettit@nera.com
Envelope Stamping: Enabled		IP Address: 209.122.229.137
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		

**Record Tracking**

Status: Original	Holder: Matt Pettit	Location: DocuSign
3/22/2022 10:01:25 AM	matt.pettit@nera.com	

Signer Events	Signature	Timestamp
Matt Pettit matt.pettit@nera.com NERA Security Level: Email, Account Authentication (None)	 <p style="font-size: small;">DocuSigned by: Matt Pettit 417335533819461...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 209.122.229.137</p>	<p>Sent: 3/22/2022 10:01:51 AM Viewed: 3/22/2022 10:01:56 AM Signed: 3/22/2022 10:02:30 AM Freeform Signing</p>

Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	3/22/2022 10:01:51 AM
Certified Delivered	Security Checked	3/22/2022 10:01:56 AM
Signing Complete	Security Checked	3/22/2022 10:02:30 AM
Completed	Security Checked	3/22/2022 10:02:30 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>

## USING A DOCUMENT SIGNING CERTIFICATE IN ADOBE ACROBAT

**NOTE: This section outlines the steps to Certify and apply a digital signature using a document signing Certificate purchased through a certificate authority that is compatible with Adobe Acrobat. This example is not related to the software Adobe Sign.**

Convert the Insert to a pdf file and open this file with Adobe Acrobat. Click on “More Tools” on the menu bar.

**P1 PROJECT CERTIFICATIONS INSERT (#P1-5)**  
**(FIRST ITEM IN SECTION 6 OF THE PART 1 FORM)**

I, Matt Pettit [enter the name of the Officer of the Seller], certify that:

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5. the Project has or will have a single revenue quality meter that satisfies the requirements of the applicable regional transmission organization, transmission provider, or distribution company and that measures or will measure its generation output;
6. the Project is or will be registered in PJM EIS GATS or M-RETS and the Seller will deliver RECs to the Companies by delivering such RECs through a standing order for the Project to each Company’s PJM EIS GATS or M-RETS account in an unretired state;
7. the Project is not and will not be a generating unit whose costs are being recovered through rates regulated by Illinois or any other state or states; and
8. the information provided in the Proposal regarding the Project, including the description of the Project site, is true, up-to-date, and accurate to the best of my knowledge and belief.

Signature of Officer of the Seller \_\_\_\_\_ Date \_\_\_\_\_

More Tools

Next, click on the “Certificates” Icon under the header Forms & Signatures.

Home Tools P1-5 P1 Project Ce...

Search tools

Create & Edit

- Create PDF
- Combine Files
- Organize Pages
- Edit PDF
- Export PDF
- Scan & OCR
- Rich Media

Forms & Signatures

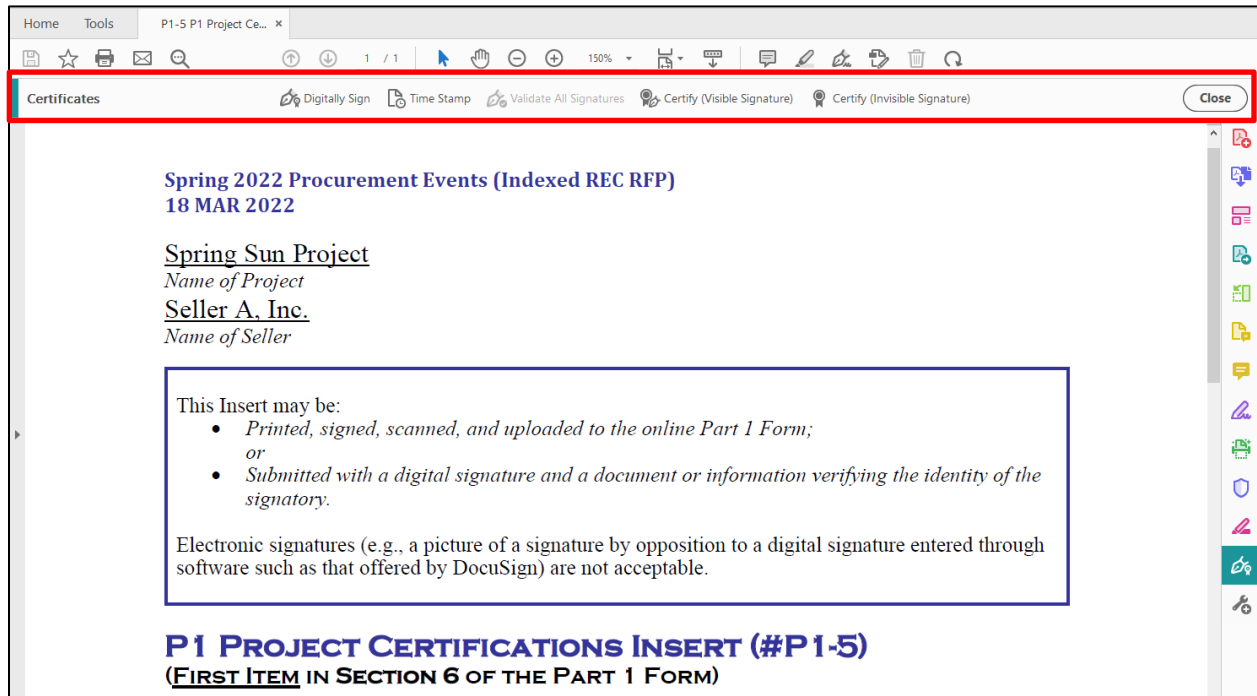
- Fill & Sign
- Prepare Form
- Certificates**

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Locate the Certificates banner at the top of the Insert.

- If you see the option “Certify (Visible Signature)”, then you are able to Certify and apply a digital signature using a document signing Certificate using Adobe Acrobat.
- If you do not see the option “Certify (Visible Signature)”, you must first purchase a document signing Certificate that is compatible with Adobe Acrobat before you can validate the digital signature in Adobe Acrobat. Please see the link provided below for vendors approved by Adobe. The Procurement Administrator is not aware of a free-trial option for these vendors.

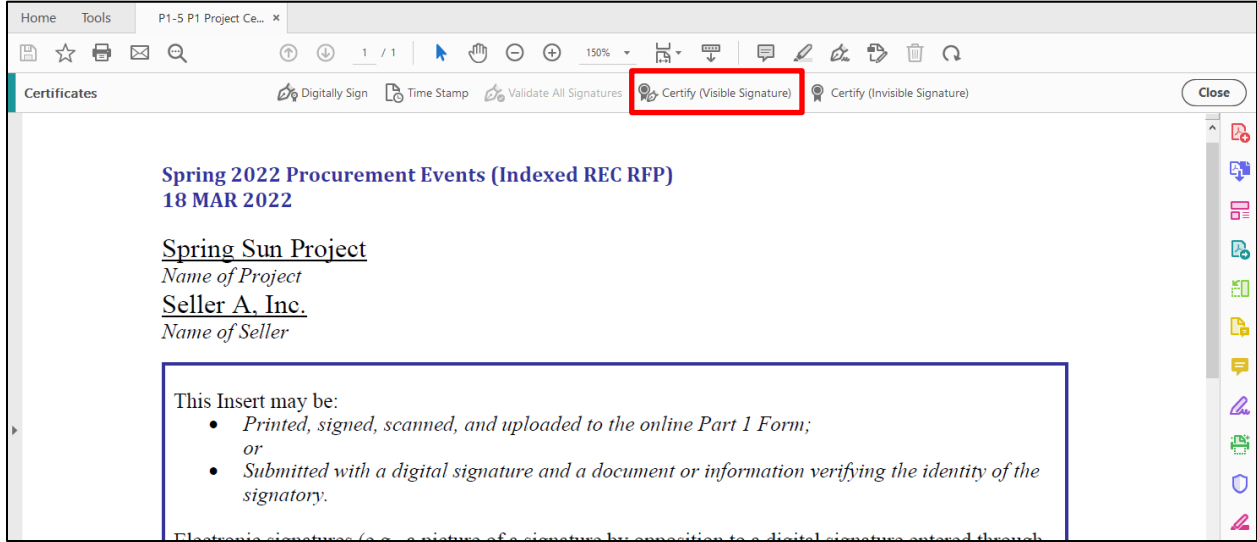
<https://helpx.adobe.com/acrobat/kb/certified-document-services.html>



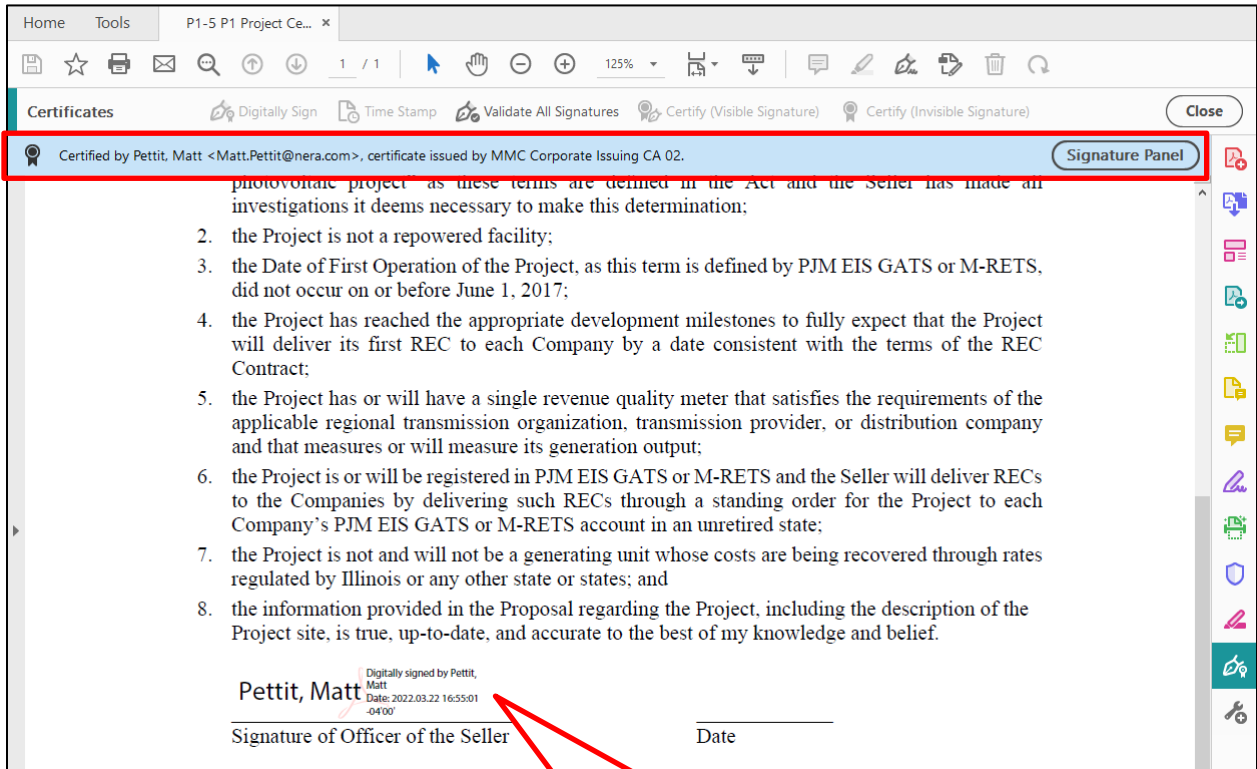
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Click the option to “Certify (Visible Signature)” and complete the digital signature process.



Once completed, you will see a banner at the top of the digitally signed Insert with the additional information that the signature has been certified as shown below.



The digital signature includes the signature date. In this case, the Date line to the right may be left blank.