

## Introduction

Inserts are separate forms in Microsoft Word format posted 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>

**Summer 2025 Procurement Events (Indexed REC RFP)**  
**28 MAY 2025**

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

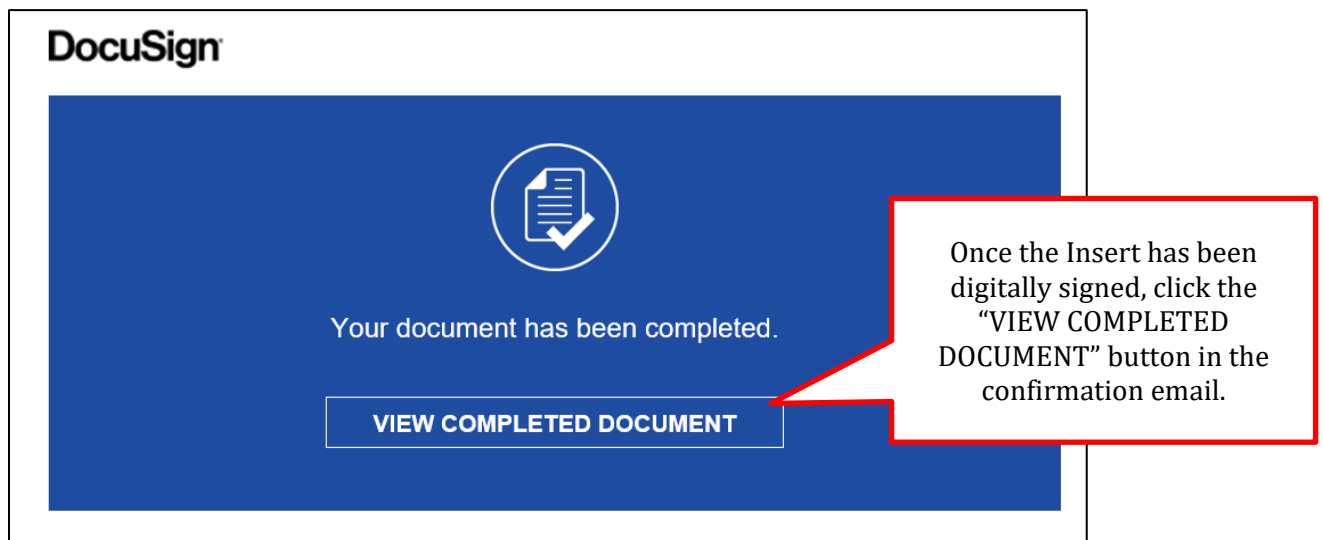
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

## 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.

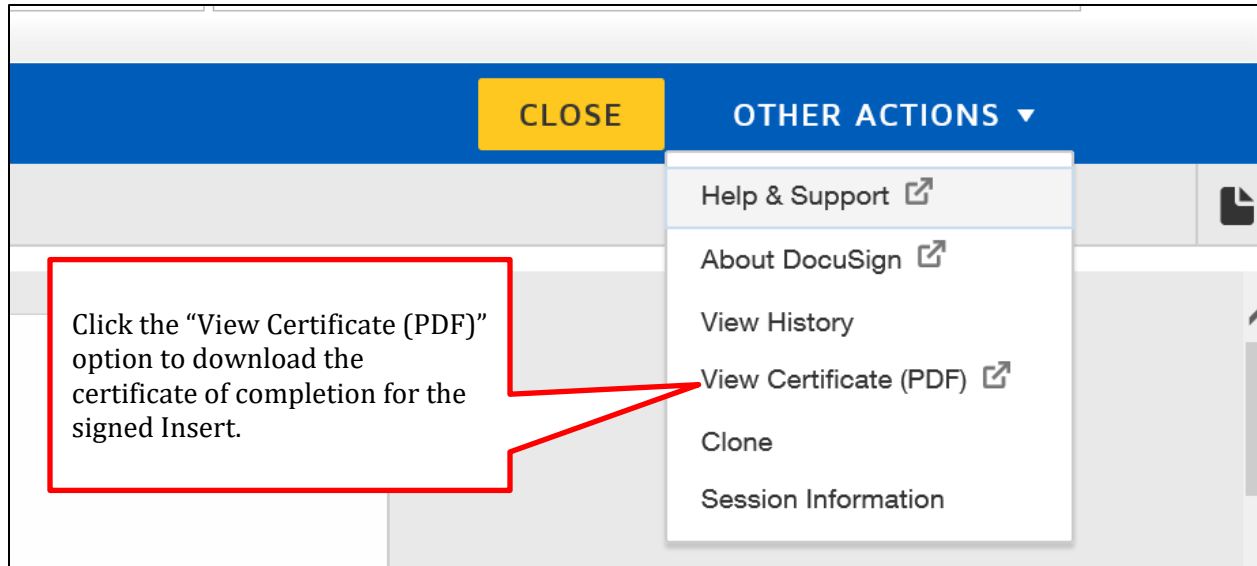
### **1. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM EMAIL**

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.

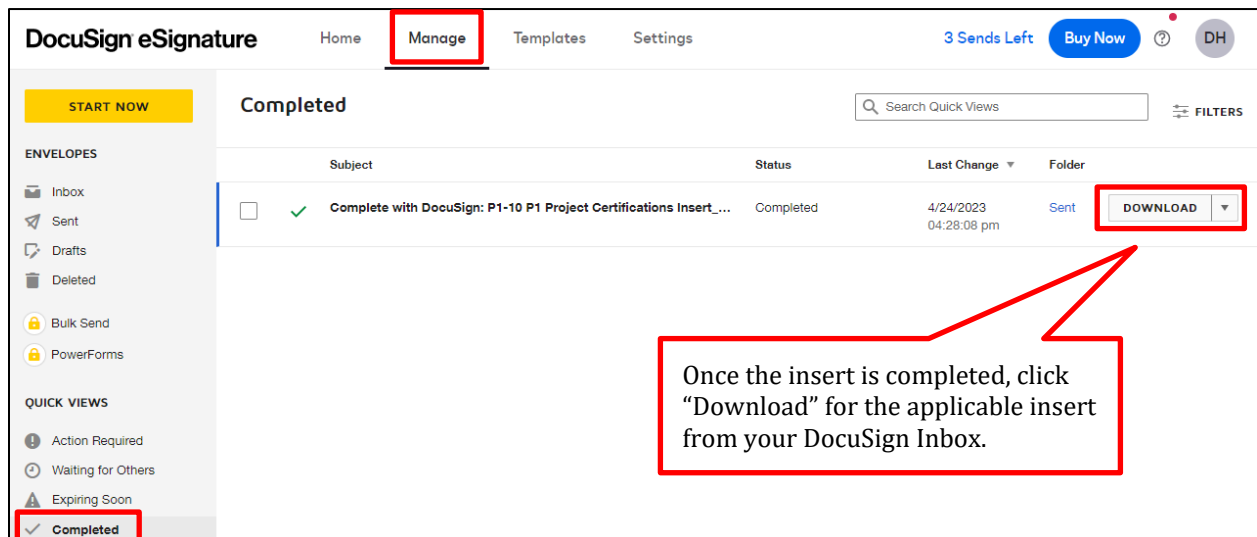
**Summer 2025 Procurement Events (Indexed REC RFP)**  
**28 MAY 2025**



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.



### 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

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**DOWNLOAD** CANCEL

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

Summer 2025 Procurement Events (Indexed REC RFP)  
28 MAY 2025

DocuSign Envelope ID: 6DB841A1-640C-4741-990F-26A4A844FDD1

Summer 2023 Procurement Events (Indexed REC RFP)  
28 APR 2023

Summer 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.

**P 1 PROJECT CERTIFICATIONS INSERT (#P 1-10)**  
**(FIRST ITEM IN SECTION 7 OF THE PART 1 FORM)**

I, Danielle Honan [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 IPA 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 Indexed 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.

DocuSigned by: <u>Danielle Honan</u> <small>#F70E76010C0A53</small>	4/24/2023
Signature of Officer of the Seller	Date



## 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 (#P1-10)**  
**(FIRST ITEM IN SECTION 7 OF THE PART 1 FORM)**

I, Danielle Honan [enter the name of the Officer of the Seller], certify that:

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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 Indexed 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.

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

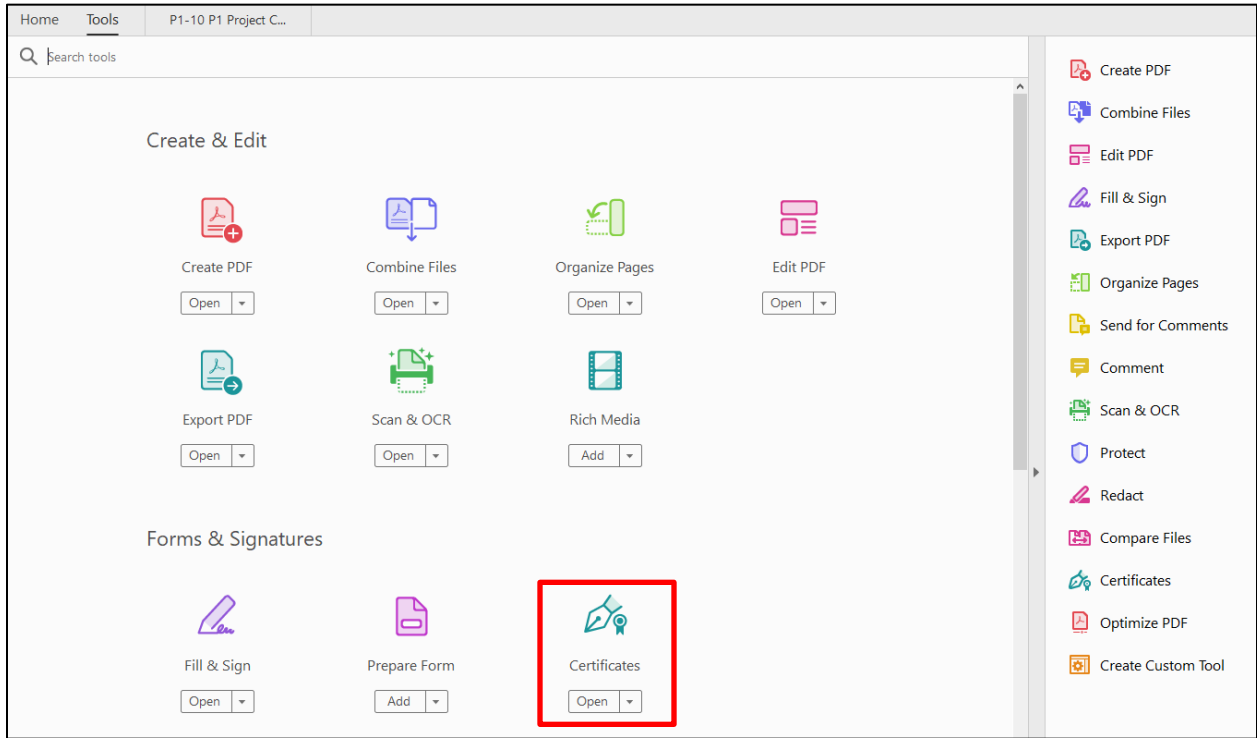
\_\_\_\_\_  
Date

Search tools

- Create PDF
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- Edit PDF
- Fill & Sign
- Export PDF
- Organize Pages
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- Comment
- Scan & OCR
- Protect
- Redact
- Compare Files
- Certificates
- Optimize PDF
- Create Custom Tool
- More Tools**

# Summer 2025 Procurement Events (Indexed REC RFP) 28 MAY 2025

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



## Summer 2025 Procurement Events (Indexed REC RFP) 28 MAY 2025

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>

Home Tools P1-10 P1 Project C... x

Certificates Digitally Sign Time Stamp Validate All Signatures Certify (Visible Signature) Certify (Invisible Signature) Close

**Summer 2023 Procurement Events (Indexed REC RFP)**  
28 APR 2023

Summer 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.

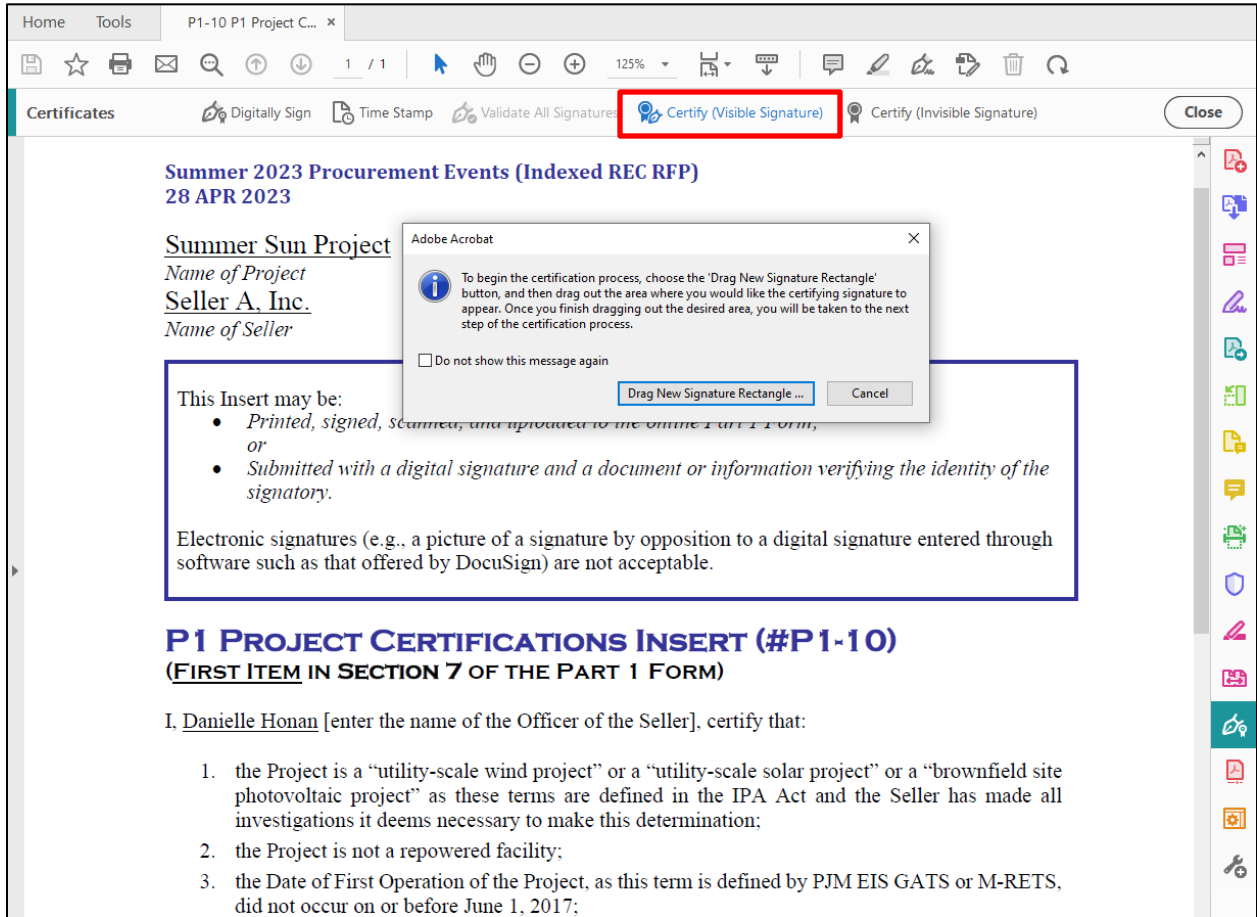
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**(FIRST ITEM IN SECTION 7 OF THE PART 1 FORM)**

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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;

**Summer 2025 Procurement Events (Indexed REC RFP)  
28 MAY 2025**

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



The screenshot shows the Adobe Acrobat interface with the 'Certify (Visible Signature)' option highlighted in red in the top toolbar. A dialog box titled 'Adobe Acrobat' is open, displaying instructions for the certification process. The background document content includes the following text:

**Summer 2023 Procurement Events (Indexed REC RFP)  
28 APR 2023**

Summer 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*
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(FIRST ITEM IN SECTION 7 OF THE PART 1 FORM)**

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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;

**Summer 2025 Procurement Events (Indexed REC RFP)**  
**28 MAY 2025**

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 screenshot shows a PDF viewer interface. At the top, a blue banner contains the text: "Certified by Honan, Danielle <Danielle.Honan@nera.com>, certificate issued by MMC Corporate Issuing CA 01." To the right of this banner is a button labeled "Signature Panel". Below the banner, the document text includes a list of conditions:

- investigations it deems necessary to make this determination;
- the Project is not a repowered facility;
- 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;
- 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 Indexed REC Contract;
- 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;
- the Project is or will be registered in PJM EIS GATS or M-RETS to the Companies by delivering such RECs through a stand Company's PJM EIS GATS or M-RETS account in an unretir
- the Project is not and will not be a generating unit whose costs regulated by Illinois or any other state or states; and
- the information provided in the Proposal regarding the Project, includ description of the Project site, is true, up-to-date, and accurate to the best of my know and belief.

At the bottom of the page, there is a digital signature block:

Honan, Danielle Digitally signed by Honan, Danielle  
Date: 2023.04.24 16:41:51 -0400

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

A red box highlights the digital signature block with the text: "The digital signature includes the signature date. In this case, the Date line to the right may be left blank."