

I. Purpose

As technology has improved, ACERA has been able to serve its members and beneficiaries more effectively and efficiently through electronic means. This E-Signature Policy is designed to further improve ACERA's service to its members and beneficiaries and ACERA's prudent administration of benefits.

II. Applicable Law

- A. Gov't Code § 31527(i) provides: "In its regulations, the board may include the following provisions: ... (i) Notwithstanding any other law, for the use and acceptance of a document requiring a signature that is submitted by a member using an electronic signature, if the document and electronic signature are submitted using technology the board deems sufficient to ensure its integrity, security, and authenticity. A document submitted pursuant to the regulation shall be given the same force as a signed, valid original document."
- B. Section 4.5 of the Regulations of the Board of Retirement provides: "The Board may adopt such other policies and procedures relating to the conduct of Board business as it deem necessary."

III. Policy

The Board deems DocuSign sufficient to ensure the integrity, security, and authenticity of a document with electronic signature submitted to ACERA by a member or beneficiary. Thus, pursuant to Gov't Code § 31527(i) and Section 4.5 of the Regulations of the Board of Retirement, ACERA will use and accept any document requiring a signature that is submitted to ACERA by a member or beneficiary through DocuSign with an electronic signature. A document with electronic signature that a member or beneficiary submits to ACERA through DocuSign shall be given the same force as a signed, valid original document.

IV. Policy Modification

This Policy was first adopted on May 20, 2021. The Operations Committee will review this Policy approximately every three years and recommend appropriate revisions to the Board.

V. Policy History

- A. The Board Adopted this policy on May 20, 2021.
- B. The Board reviewed and reaffirmed this policy on May 16, 2024.