



Digital Signature Card

Digital Signature Guidelines

- The signer must be authenticated. One of the following methods may be used to authenticate the signer.
 - the signature card is submitted in person
 - an image of the signature is received as an email attachment from a known email address for the signer
 - an image of the signature is received in a text message from a known phone number for the signer
- There must be disclosure and consent. For your digital signature to be placed on a legal document, you should read, understand, and agree to the contents of the document and then indicate consent for your digital signature to be placed on the document.
- The signer must know the signature is legally binding. Your signature is legally binding because you are an officer of Soap Donation Center, Inc.
- The document must be secure from tampering.
- All signers should have access to the document.
- All actions taken should be documented. The signer authentication method and approved use for the signature should be noted.

Instructions

1. Type your name in the “printed name of signer” field.
 2. Select one of the options for the approved use of your signature.
 3. If selecting the first option, type the name of the “document to receive signature.”
 4. Print the Digital Signature Card form.
 5. Sign your name in the “signature area” and leave white space around the signature.
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| <ol style="list-style-type: none"> 6. Take the document to Soap Donation Center in person. | or | <ol style="list-style-type: none"> 6. Photograph or scan the area within the red border. 7. Send the image via email or text. |
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I am _____ and I agree to be legally bound by this signature, which is to be
printed name of signer

placed on the named document only and then destroyed: _____
document to receive signature

securely retained for future use on documents as I specify by sending my consent from my known email address. My signature card will be destroyed at my request.

signature area

Upon receipt, indicate signer authentication method: in person by known email address by known phone number