

### INTRODUCTION

Inserts are separate forms in Microsoft Word format posted to the application process page under the “bidder info” tab of the [BGS Auction Website](#). Applicants complete all applicable Inserts and provide additional verification on the identity of the signatory when required. Some Inserts require either that the signature be notarized or that the signature be digital and accompanied by a document or information that verifies the identity of the signatory. Other Inserts allow for (i) a scanned wet signature or electronic signature as long as the Insert is submitted by email by the signatory or with the signatory on copy; or (ii) a digital signature with a document or information that verifies the identity of the signatory. Other than Inserts completed with a scanned or electronic signature for which email transmission is required, documents required to support the Part 1 Application may be uploaded to the online Part 1 Application Form.

For purposes of completing an applicable Insert, a “digital” signature is one that is created using commercially available software (such as DocuSign, Adobe Acrobat, or Adobe Sign), which generates an additional document or information that can be used by the BGS Auction Manager to verify the identity of the signatory. A digital signature is different from an “electronic” signature, which is computer-generated but is not created using a software that generates additional documentation or information that can be used to verify the identity of the signatory. An example of an electronic signature is an image of a signature.

Applicants may complete all applicable Inserts using a digital signature with an accompanying document to verify the identity of the signatory. However, digital signatures are not required. For each Insert there is an alternative acceptable method for completing the Insert; each Insert contains instructions describing the acceptable methods of completion and submission for that specific Insert.

Inserts such as the Authorized Representative Insert (#P1-1) can be completed as follows:

- Submitted with a digital signature with an accompanying document or information verifying the identity of the signatory; or
- Signed with the signature notarized.

Each such Insert can be uploaded to the online Part 1 Application Form or sent by email to the BGS Auction Manager at [BGS-Auction@nera.com](mailto:BGS-Auction@nera.com).

Inserts such as the Nominee Insert (#P1-2) can be completed as follows:

- Submitted with a digital signature with an accompanying document or information verifying the identity of the signatory (if digitally signed, the Insert may be uploaded to the online Part 1 Application Form or sent by email to the BGS Auction Manager at [BGS-Auction@nera.com](mailto:BGS-Auction@nera.com)); or
- Submitted with a scanned wet signature or submitted with an electronic signature (if not digitally signed the Insert must be sent by email to the BGS Auction Manager at [BGS-Auction@nera.com](mailto:BGS-Auction@nera.com) by the signatory or with the signatory on copy).

Each Insert falls into one of these two categories.

In this document, the BGS Auction Manager 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 Adobe Acrobat. This does not preclude an Applicant from using other commercially available software as long as such software generates an additional document or information that can be used by the BGS Auction Manager to verify the identity of the signatory.

## Digital Signatures Instructions

If electing to complete an Insert with a digital signature created in DocuSign, an Applicant 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, an Applicant 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>
- Instructions for downloading the Final Audit Report can be found here:  
<https://helpx.adobe.com/sign/using/audit-reports-transaction-history.html>

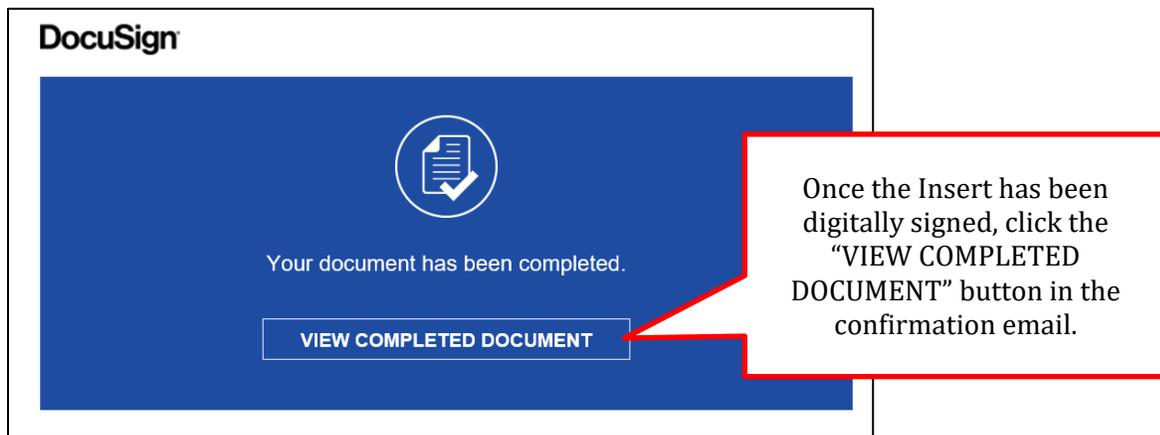
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

## [DOWNLOADING THE CERTIFICATE OF COMPLETION USING DOCUSIGN](#)

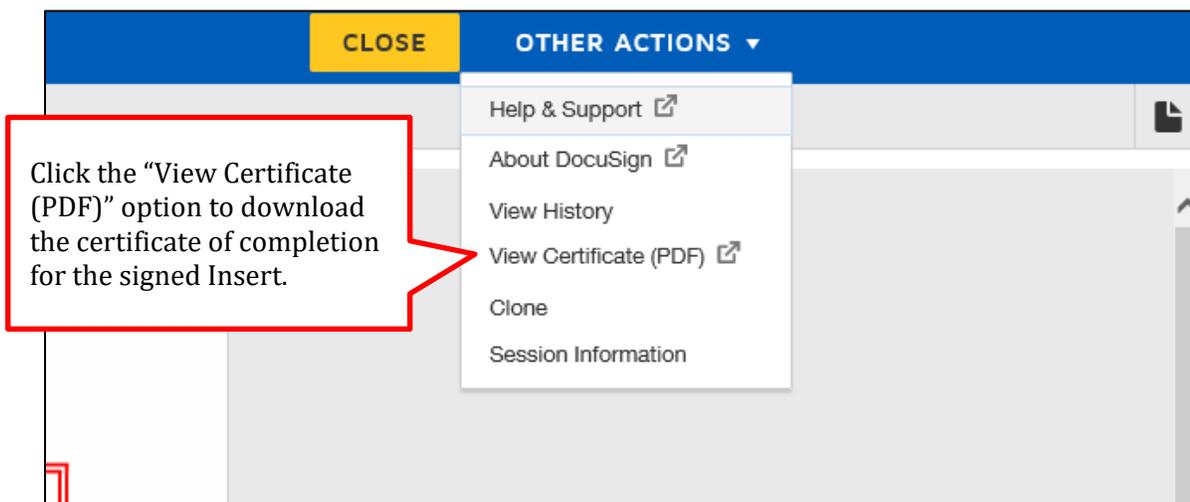
DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, the sender (the individual who uploaded the Insert and prepared the “envelope” in DocuSign) as well as all signatories receive a copy of 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 generated by DocuSign, click “VIEW COMPLETED DOCUMENT”.



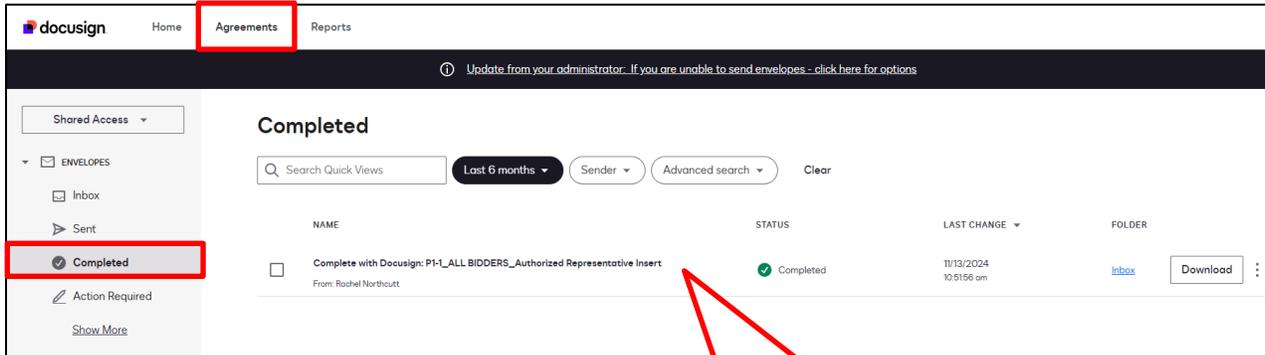
In the upper righthand corner of the webpage that opens, click the “OTHER ACTIONS” drop down menu, and select “View Certificate (PDF)” to download the certificate of completion. See screenshot on next page.



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

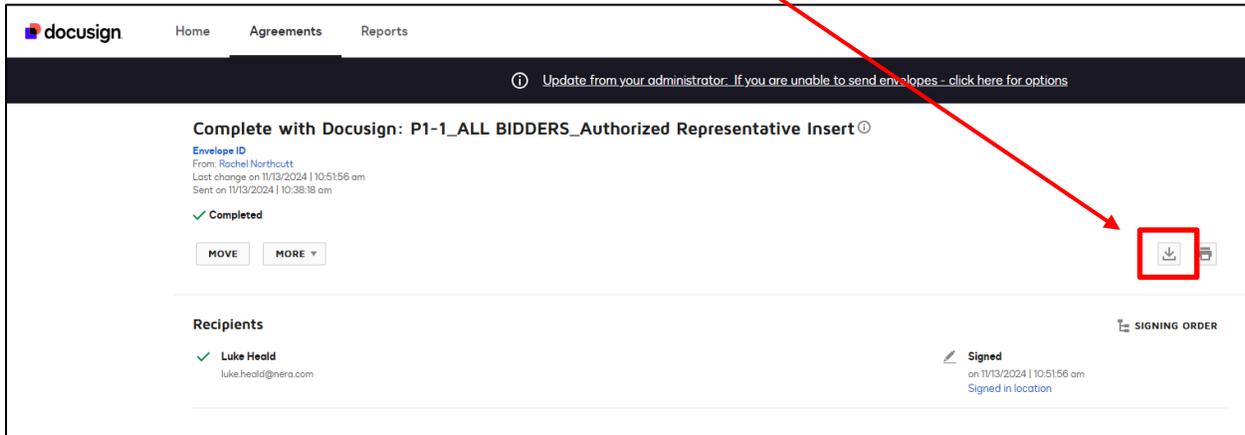
## 2. DOWNLOADING THE CERTIFICATE OF COMPLETION FROM A DOCUSIGN ACCOUNT

Log into a DocuSign account (<https://account.docusign.com/#/username>) and click on the Agreements tab in the top navigation bar. Next, click on the Completed link from the left-hand navigation bar.



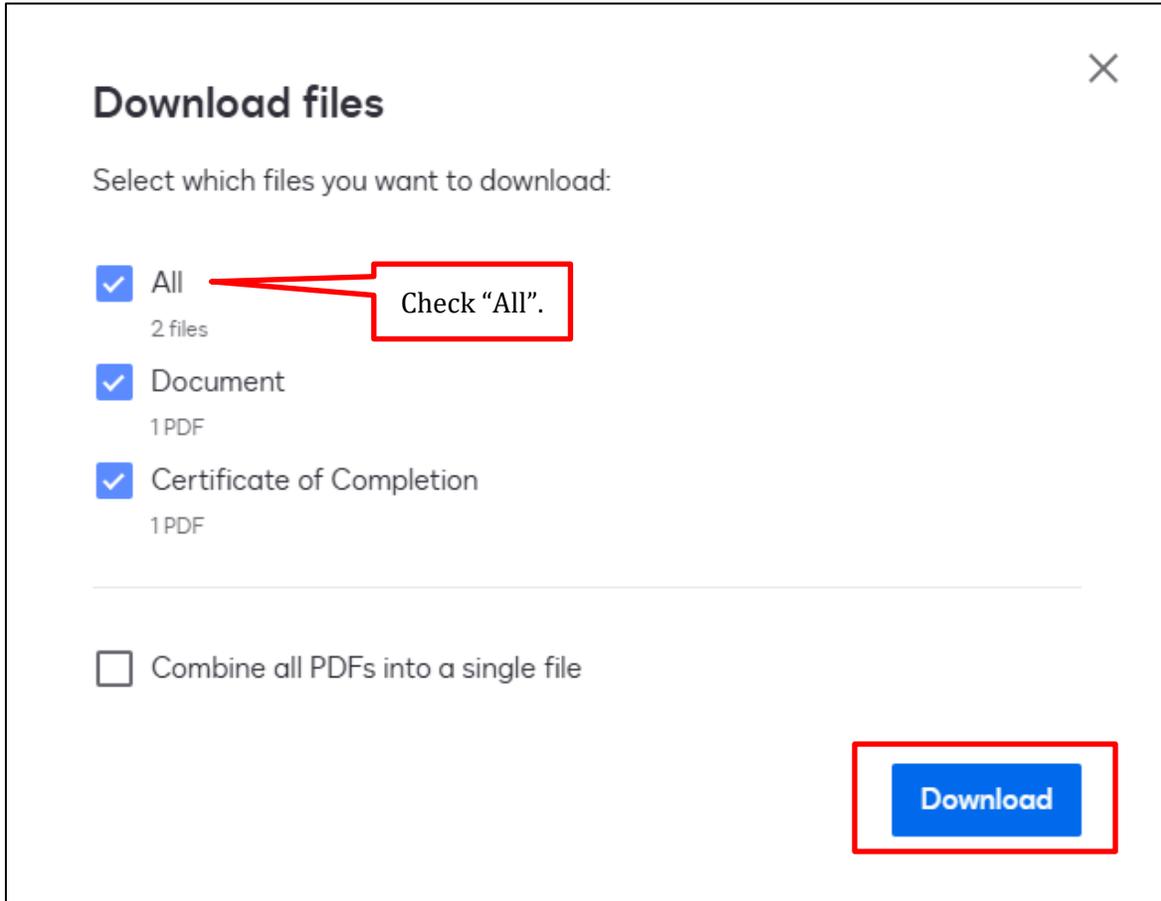
Click on the document from your DocuSign Inbox.

On the righthand side of the page, click the download icon.



## Digital Signatures Instructions

In the pop-up box that appears, check the box to download “All”. Clicking “Download” will generate a zip file with both the digitally signed Insert and the certificate of completion.



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

## Digital Signatures Instructions

DocuSign Envelope ID: 11C4D17A-FD35-47CA-9AD8-BEE935FFC5D4

**2025 BGS Auctions**  
**03 DEC 2024**

Bidder A LLC  
*Name of Applicant*

**THE BGS AUCTION MANAGER IS ACCEPTING A DIGITAL SIGNATURE OR A NOTARIZED SIGNATURE FOR THIS INSERT.**

This Insert may be completed as follows:

- *Signed by the Authorized Representative with the signature notarized;*
- or:
- *Submitted with a digital signature (using commercially available software such as DocuSign) with an accompanying document or information verifying the identity of the signatory. Digital signatures are not required to be notarized.*

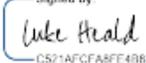
This Insert and any accompanying document or information may be submitted as follows:

- *Uploaded to the online Part 1 Application Form;*
- or:
- *Sent by email to the BGS Auction Manager at [BGS-Auction@nera.com](mailto:BGS-Auction@nera.com).*

### **AUTHORIZED REPRESENTATIVE INSERT (#P1-1)** **(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)**

I, Luke Heald (the Authorized Representative), hereby certify that I am authorized by the Applicant to serve as Authorized Representative, to represent the Applicant in general in the BGS-RSCP Auction, or in the BGS-CIEP Auction, or in both auctions, and to represent the Applicant for purposes of this Part 1 Application in particular.

I further certify that I will be responsible for all Confidential Information regarding the Auction Process and I will distribute confidential information only to other individuals who are authorized to act on behalf of the Applicant.

Signed by  <small>CS21AF0FA8FE48B</small>	11/13/2024
_____ Signature of Authorized Representative	_____ Date

_____ Signature and Seal from Notary Public	_____ Date
<b>(OMIT this line if the Insert is digitally signed. Digital signatures are not required to be notarized.)</b>	



**Certificate Of Completion**

Envelope Id: 11C4D17AFD3547CA9AD8BEE935FFC5D4 Status: Completed  
 Subject: Complete with DocuSign: P1-1\_ALL BIDDERS\_Authorized Representative Insert  
 Source Envelope:  
 Document Pages: 1 Signatures: 1 Envelope Originator:  
 Certificate Pages: 4 Initials: 0 Rachel Northcutt  
 AutoNav: Enabled 1166 Avenue of the Americas  
 EnvelopeId Stamping: Enabled New York, NY 10036  
 Time Zone: (UTC-08:00) Pacific Time (US & Canada) rachel.northcutt@nera.com  
IP Address: 108.28.229.41

**Record Tracking**

Status: Original Holder: Rachel Northcutt Location: DocuSign  
 11/13/2024 7:38:06 AM rachel.northcutt@nera.com

**Signer Events**

Luke Heald  
 luke.heald@nera.com  
 Security Level: Email, Account Authentication (None)

**Signature**

Signed by:  
  
0321AF0FA8FE48B...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 131.239.92.75

**Timestamp**

Sent: 11/13/2024 7:38:18 AM  
 Viewed: 11/13/2024 7:48:32 AM  
 Signed: 11/13/2024 7:51:56 AM

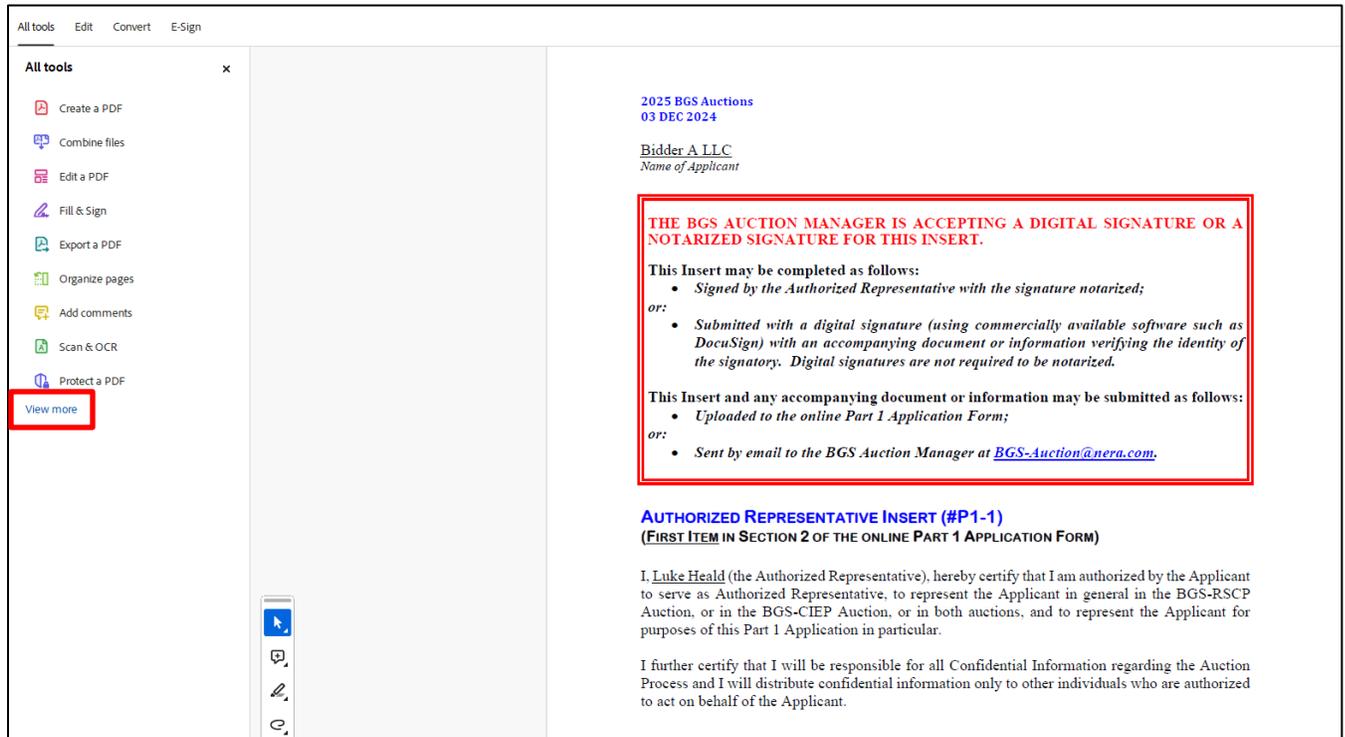
Electronic Record and Signature Disclosure:  
 Accepted: 11/13/2024 7:48:32 AM  
 ID: 880e8206-3983-4089-a06b-48a656e4fb3c

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/13/2024 7:38:18 AM
Certified Delivered	Security Checked	11/13/2024 7:48:32 AM
Signing Complete	Security Checked	11/13/2024 7:51:56 AM
Completed	Security Checked	11/13/2024 7:51:56 AM
Payment Events	Status	Timestamps

## 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 “View more” on the menu bar.



## Digital Signatures Instructions

Click on the “Use a certificate” Icon under the header “All tools.”

The screenshot shows a software interface with a sidebar on the left titled "All tools" containing various PDF-related functions. The "Use a certificate" option is highlighted with a red box. The main area displays a document page with a red-bordered box containing the following text:

**2025 BGS Auctions**  
**03 DEC 2024**

Bidder A LLC  
*Name of Applicant*

**THE BGS AUCTION MANAGER IS NOTARIZED SIGNATURE FOR THE**

**This Insert may be completed as follows**

- *Signed by the Authorized Representative*
- *Submitted with a digital signature (DocuSign) with an accompanying the signatory. Digital signatures*

**This Insert and any accompanying documents**

- *Uploaded to the online Part 1 Application*
- *Sent by email to the BGS Auction Manager*

**AUTHORIZED REPRESENTATIVE INFORMATION (FIRST ITEM IN SECTION 2 OF THE ONLINE APPLICATION)**

I, Luke Heald (the Authorized Representative) to serve as Authorized Representative, to Auction, or in the BGS-CIEP Auction, or purposes of this Part 1 Application in part

## Digital Signatures Instructions

Locate the “Use a certificate” heading:

- If you see the option “Certify (visible signatures)”, then you are able to Certify and apply a digital signature using a document signing Certificate in Adobe Acrobat.
- If you do not see the option “Certify (visible signatures)”, 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 BGS Auction Manager is not aware of a free-trial option for these vendors.  
<https://helpx.adobe.com/acrobat/kb/certified-document-services.html>

The screenshot shows the Adobe Acrobat interface. At the top, there are menu items: "All tools", "Edit", "Convert", and "E-Sign". A sidebar menu titled "Use a certificate" is open, listing five options: "Digitally sign", "Timestamp", "Validate all signature", "Certify (visible signatures)", and "Certify (invisible signatures)". The "Certify (visible signatures)" option is highlighted with a red box. To the right, a document insert box is visible, containing the following text:

**THE BGS AUCTION MANAGER IS ACC NOTARIZED SIGNATURE FOR THIS INS**

**This Insert may be completed as follows:**

- *Signed by the Authorized Representati*

*or:*

- *Submitted with a digital signature (u DocuSign) with an accompanying doc the signatory. Digital signatures are n*

**This Insert and any accompanying document**

- *Uploaded to the online Part 1 Applicat*

*or:*

- *Sent by email to the BGS Auction Man*

**AUTHORIZED REPRESENTATIVE INSERT (FIRST ITEM IN SECTION 2 OF THE ONLINE PAR**

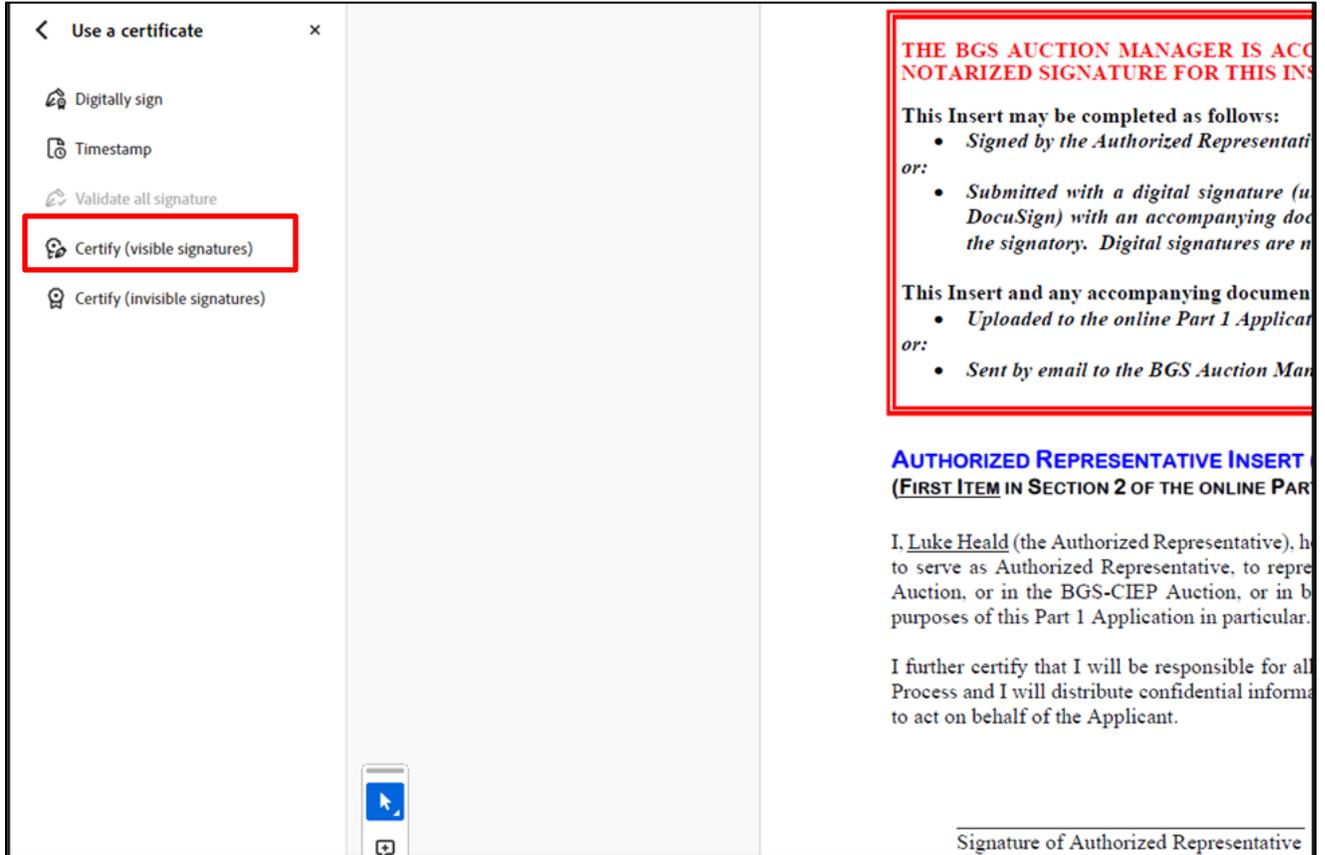
I, Luke Heald (the Authorized Representative), h to serve as Authorized Representative, to repre Auction, or in the BGS-CIEP Auction, or in b purposes of this Part 1 Application in particular.

I further certify that I will be responsible for all Process and I will distribute confidential informa to act on behalf of the Applicant.

\_\_\_\_\_  
Signature of Authorized Representative

## Digital Signatures Instructions

Click the option to “Certify (visible signatures)” and complete the digital signature process.



**Use a certificate** ×

- Digitally sign
- Timestamp
- Validate all signature
- Certify (visible signatures)**
- Certify (invisible signatures)

**THE BGS AUCTION MANAGER IS ACC NOTARIZED SIGNATURE FOR THIS INS**

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**This Insert and any accompanying documen**

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I further certify that I will be responsible for all Process and I will distribute confidential informa to act on behalf of the Applicant.

\_\_\_\_\_  
Signature of Authorized Representative

## Digital Signatures Instructions

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 digital signature interface. At the top, a blue banner contains the text: "Certified by Heald, Luke <Luke.Heald@nera.com>, certificate issued by MMC Corporate Issuing CA 02." and a "Signature Panel" button. Below the banner, a red-bordered box contains the following text:

*DocuSign) with an accompanying document or information verifying the identity of the signatory. Digital signatures are not required to be notarized.*

**This Insert and any accompanying document or information may be submitted as follows:**

- *Uploaded to the online Part 1 Application Form;*

*or:*

- *Sent by email to the BGS Auction Manager at [BGS-Auction@nera.com](mailto:BGS-Auction@nera.com).*

**AUTHORIZED REPRESENTATIVE INSERT (#P1-1)**  
**(FIRST ITEM IN SECTION 2 OF THE ONLINE PART 1 APPLICATION FORM)**

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I further certify that I will be responsible for all Confidential Information regarding the Auction Process and I will distribute confidential information only to other individuals who are authorized to act on behalf of the Applicant.

At the bottom, there is a digital signature for "Heald, Luke" with a date of "2024.11.25 10:48:59 -05'00'". Below the signature is a line for "Signature of Authorized Representative" and a line for "Date". A red arrow points from a text box below to the signature area.

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