

## 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>

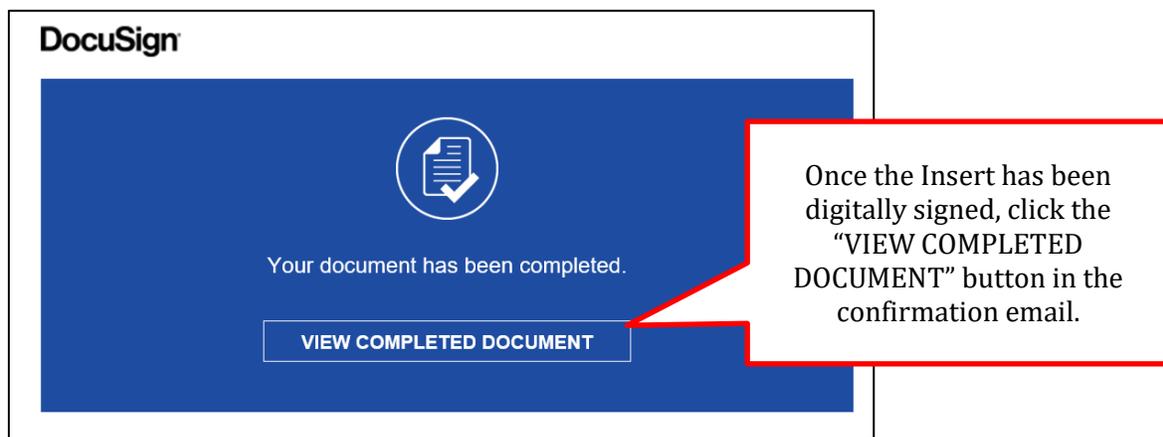
The remainder of this document provides screenshots and guidance to download the certificate of completion using DocuSign as well as using the document signing Certificate in Adobe Acrobat.

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

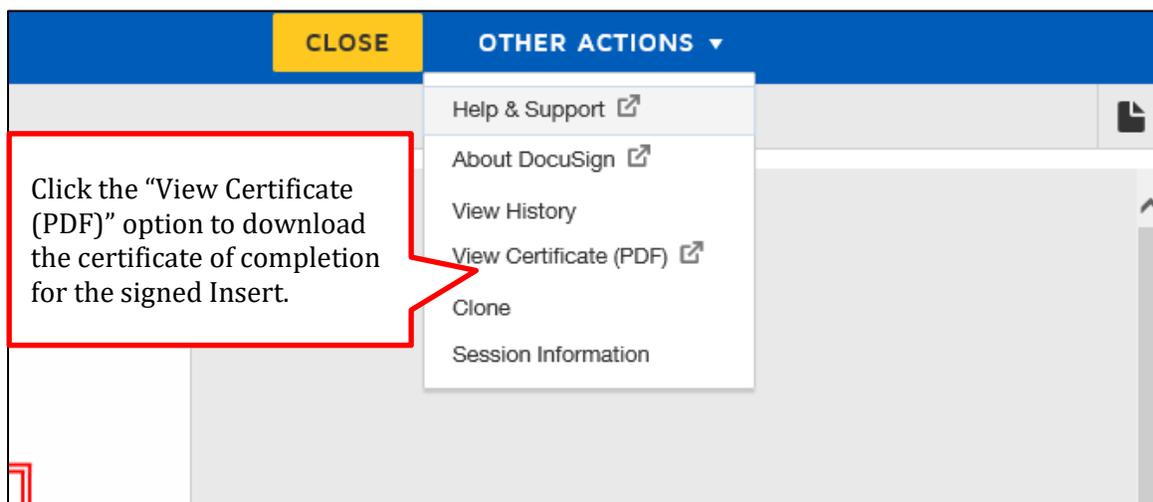
DocuSign provides instructions for uploading the Insert to be signed to their site and completing the digital signature process. Once the Insert is digitally signed, the sender (the individual who uploaded the Insert and prepared the “envelope” in DocuSign) as well as all signatories receive a copy of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



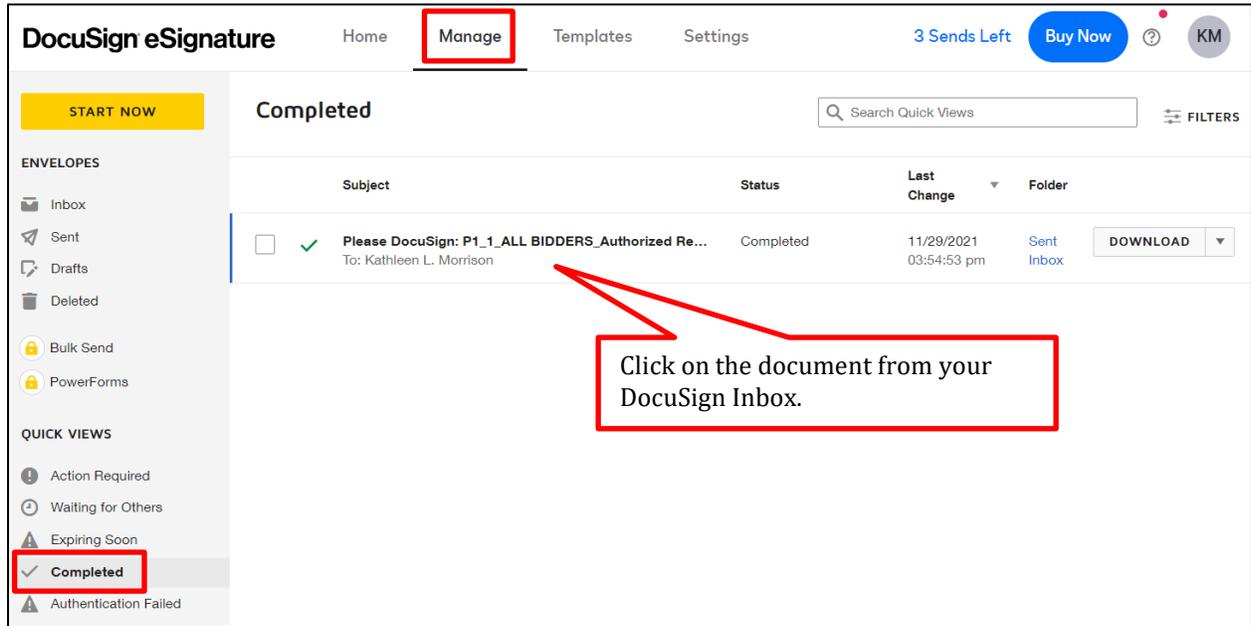
In the upper righthand corner of the webpage that opens, click the “OTHER ACTIONS” drop down menu, and select “View Certificate (PDF)” to download the certificate of completion. See screenshot on next page.



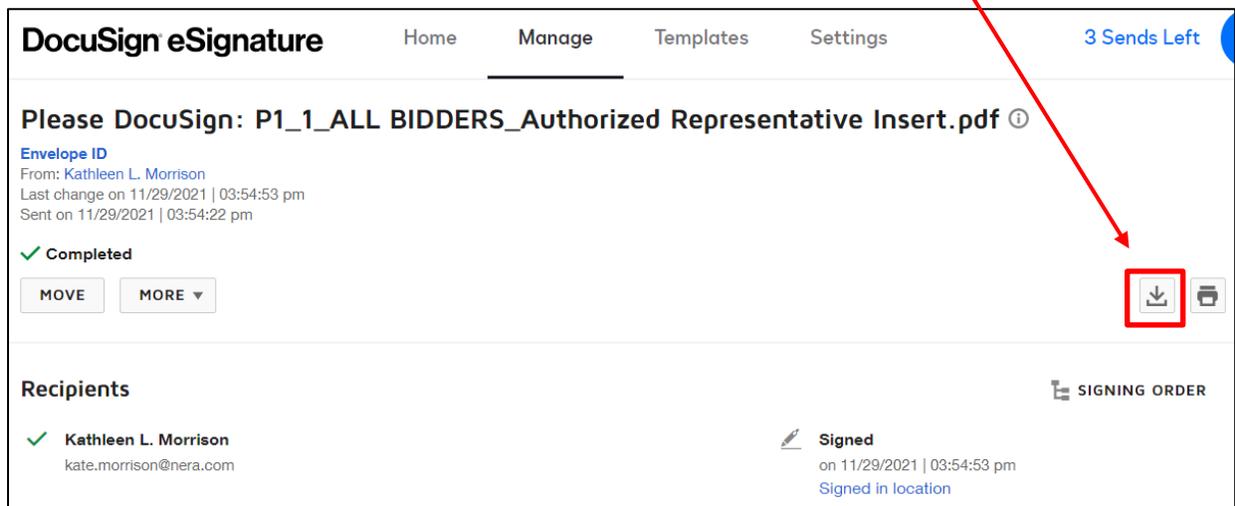
A sample digitally signed Insert and corresponding certificate of completion appear on pages 6-7 of this guide.

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

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

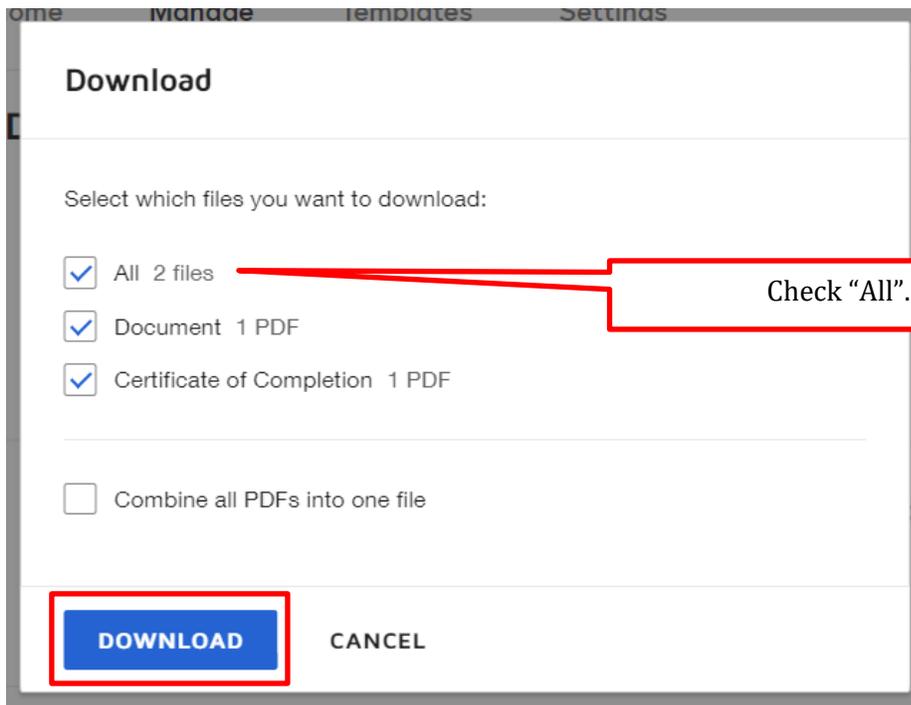


On the righthand side of the page, click the download icon.



## 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: 9651C9C7-8880-437E-ADCE-49C36B4A5C46

2022 BGS Auctions  
30 NOV 2021

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, Kate Morrison (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.

DocuSigned by:  
Kathleen L. Morrison  
6F51006121B9498...

11/29/2021

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Seal from Notary Public

\_\_\_\_\_  
Date

(**OMIT** this line if the Insert is digitally signed. Digital signatures are not required to be notarized.)

**Certificate Of Completion**

Envelope Id: 9651C9C78880437EADCE49C36B4A5C46	Status: Completed
Subject: Please DocuSign: P1_1_ALL BIDDERS_Authorized Representative Insert.pdf	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Kathleen L. Morrison
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	kate.morrison@nera.com
	IP Address: 69.250.204.5

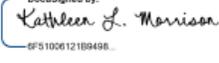
**Record Tracking**

Status: Original	Holder: Kathleen L. Morrison	Location: DocuSign
11/29/2021 12:54:03 PM	kate.morrison@nera.com	

**Signer Events**

Kathleen L. Morrison  
 kate.morrison@nera.com  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
EP5100612189498...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 69.250.204.5

**Timestamp**

Sent: 11/29/2021 12:54:22 PM  
 Viewed: 11/29/2021 12:54:25 PM  
 Signed: 11/29/2021 12:54:53 PM  
 Freeform Signing

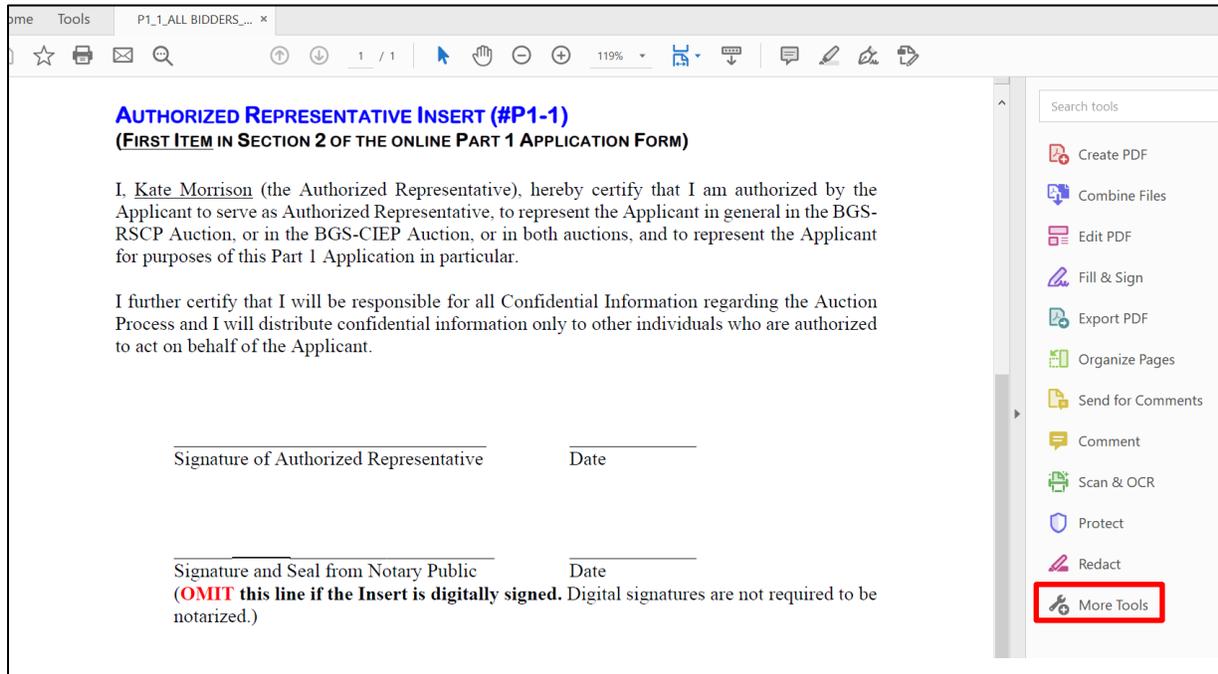
Electronic Record and Signature Disclosure:  
 Not Offered via DocuSign

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	11/29/2021 12:54:22 PM
Certified Delivered	Security Checked	11/29/2021 12:54:25 PM
Signing Complete	Security Checked	11/29/2021 12:54:53 PM
Completed	Security Checked	11/29/2021 12:54:53 PM
Payment Events	Status	Timestamps

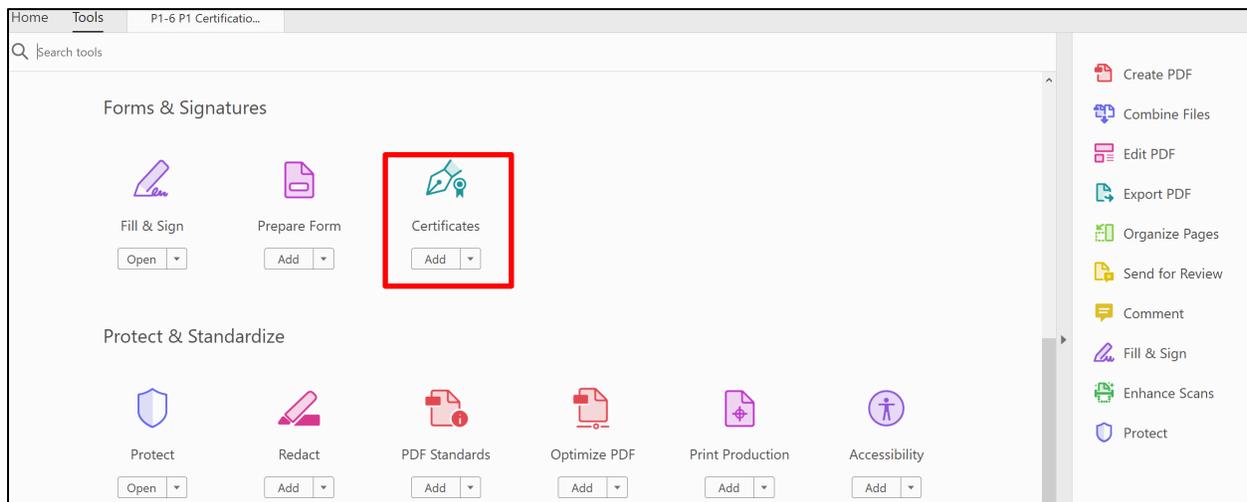
## USING A DOCUMENT SIGNING CERTIFICATE IN ADOBE ACROBAT

**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 “More Tools” on the menu bar.



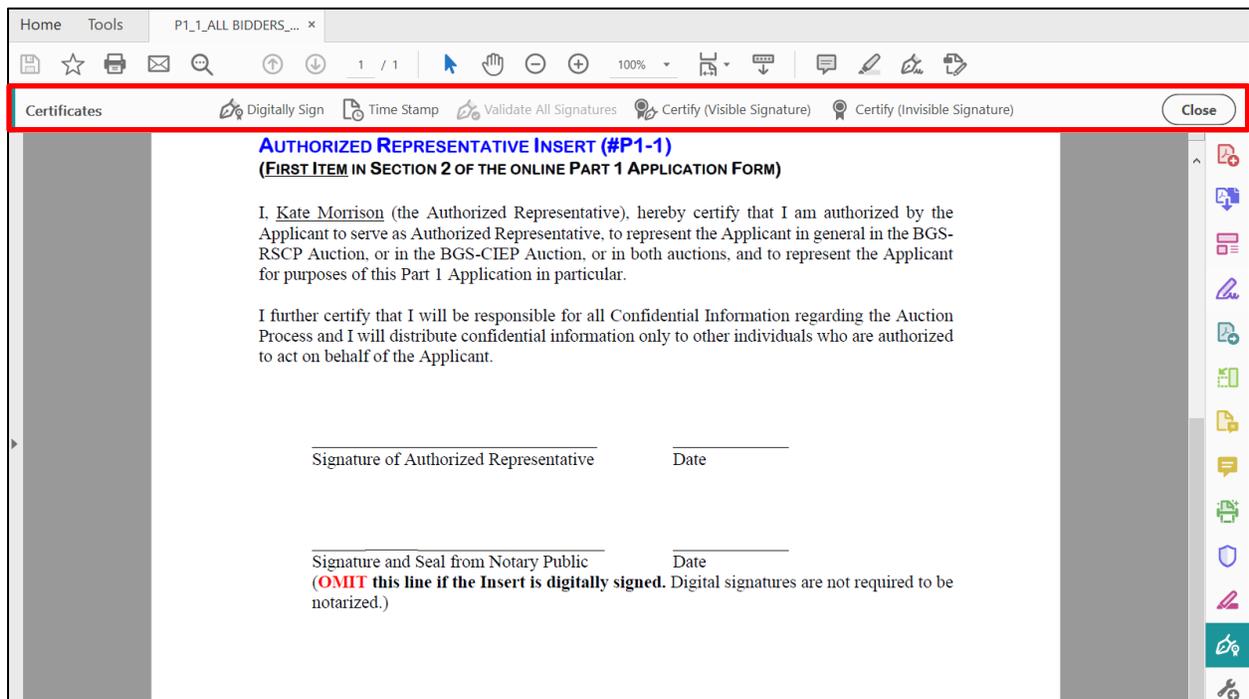
Click on the “Certificates” Icon under the header Forms & Signatures.



## Digital Signatures Instructions

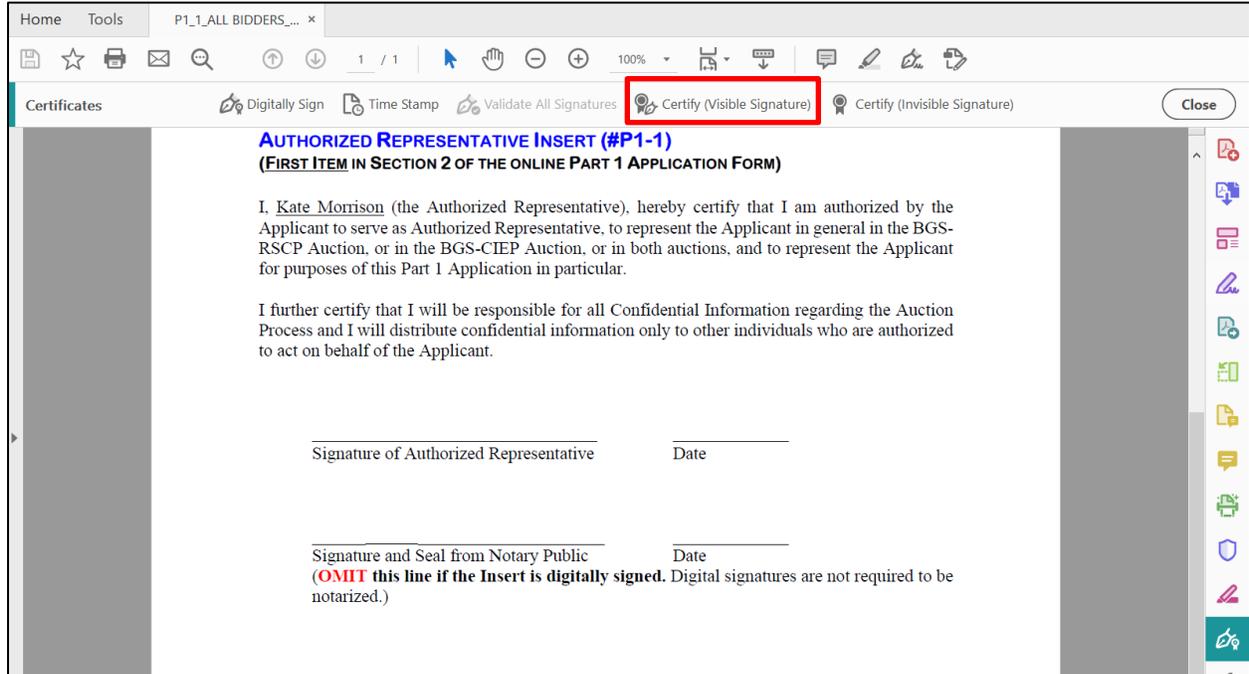
Locate the Certificates banner at the top of the Insert.

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



## Digital Signatures Instructions

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.

