

**WATER AND POWER EMPLOYEES' RETIREMENT PLAN
ELECTRONIC SIGNATURE POLICY
EFFECTIVE MAY 25, 2022**

I. PURPOSE

The Water and Power Employees' Retirement Plan (Plan) Electronic Signature Policy (Policy) shall be implemented to allow the use of electronic signatures in place of wet/manual signatures to facilitate operational efficiency, preserve document and process integrity, maintain compliance with Plan provisions and applicable laws, and facilitate ease of document/form submissions and acceptance.

This policy will also apply to certificates issued by governmental agencies to provide proof of birth, marriage, or death. Commonly referred to as "proofs" by the staff.

II. ELECTRONIC SIGNATURE POLICY

- 1) Electronic signatures, including a scanned copy of a document with signature(s), are accepted as legally binding and equivalent to wet/manual signatures. Electronic signatures shall be allowed on contracts, resolutions, documents, forms and other records requiring a signature of any person where the signature is intended to show authorship, approval, authorization or certification, as allowed by law and in accordance with certain exceptions detailed in this policy. This Policy is intended to be consistent with the LADWP Electronic Signature Policy, Effective February 1, 2022.
- 2) This Policy will include documents previously required to be received in its original, government issued format, such as birth certificates, marriage certificates, or death certificates. A clear, legible copy with no discernable alterations shall be acceptable and equivalent to staff copying and certifying review of the original document.
- 3) All documents not requiring notary or wet/manual signatures by law, by LADWP, or by this Policy can be accepted with electronic signature or clear copy/photographic version of a signed copy. The receipt of the document(s) will be based on date/time stamp from email, fax, personal delivery or mail.
- 4) Staff may require wet/manual signature to confirm the identity of the individual to prevent fraud or to protect and safeguard the Plan's assets.
- 5) Staff may require an original, notarized or wet/manual signature where the documents are unclear, not legible, or appears altered.
- 6) Records shall be maintained in accordance with the Department's Records Management Program (in compliance with the City Administrative Code).

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III. POLICY HISTORY

May 25, 2022: This policy was adopted by the Retirement Board pursuant to Resolution No. 22-76.