ELECTRONIC SIGNATURE POLICY

I. PURPOSE

The purpose of this policy is to authorize MCERA to accept electronic signatures as permitted by Government Code section 31527(i). The policy guidelines apply to electronic signatures on documents submitted by MCERA members, beneficiaries, and their legal representatives.

This policy does not modify, disturb, or restrict MCERA's ability to use and accept electronic signatures in service contracts, investment contracts, and other business transactions as permitted by contract law and/or the Uniform Electronic Transactions Act, including the use of other electronic signature methods.

II. POLICY GUIDELINES

As permitted by section 31527(i), MCERA may use and accept a document using an electronic signature if the document is submitted using a technology the Board deems sufficient to ensure its integrity, security, and authenticity.

The Board has determined that the following software programs use technology sufficient to ensure the integrity, security, and authenticity of documents with an electronic signature:

1. DocuSign
2. MemberDirect, MCERA's member self-serve portal

The use of electronic signatures in the notarization process is also permissible when, in addition to the electronic signature to be notarized, the electronic record includes the electronic signature of the notary public (per Civ. Code § 1633.11), together with all other information required to be included in a notarization by other applicable law.

A document submitted consistent with the above shall be given the same force as a signed, valid original document. Digital signatures are not required. A member or beneficiary may choose to sign a paper document with a "physical" signature if they do not wish to sign electronically.

III. POLICY REVIEW

This policy is subject to change at the Board's discretion. The Board will review this policy at least every three years to ensure that it remains relevant and.

IV. POLICY HISTORY

The Board adopted this policy on April 15, 2026.