

SAN MATEO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
Board of Retirement

**POLICY ALLOWING FOR THE USE AND ACCEPTANCE OF ELECTRONIC SIGNATURES
FOR DOCUMENTS SUBMITTED BY A MEMBER**

1. For those transactions where the Chief Executive Officer (CEO) determines the use and acceptance of documents from a member containing an electronic signature is appropriate, the CEO shall oversee the development, maintenance and application technology designed and capable of ensuring the integrity, authenticity and security of such transactions.

2. The technology used by SamCERA shall remain proprietary and confidential in an effort to protect and enhance the security of such system. The Chief Executive Officer will determine that the software and processes used by SamCERA with regard to any electronic signature transaction shall satisfy the following criteria:
 - a. Integrity
 - Discreet logging of electronic signature transactions
 - Printable e-signed documents provided to the member
 - E-signed documents stored as part of the member record

 - b. Security
 - Encrypted communication utilizing Secure Sockets Layer (SSL), authentication certificates, or comparable cipher and secure data communication techniques
 - Data security systems including firewalls, anti-hacking, anti-virus, intruder detection, and intruder prevention

 - c. Authenticity
 - Multi-factor member authentication
 - Extended Validation (EV) site certificate or comparable site authentication technique
 - Confirmation communication

3. Each transaction involving a document submitted to SamCERA containing an electronic signature shall be confirmed by a communication to the member.