# Electronic Signature Policy

An electronic signature is a paperless method used to authorize or approve documents which indicates that a person adopts or agrees to the meaning or content of the document.

Federal (the federal E-Sign law) and Delaware state law (The Electronic Signatures and Records Act or “ESRA”) define an electronic signature as: “an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record.”

# Policy Statement

Rewarding HealthyHabits, LLC dba HealthyHabits allows the use of electronic signatures as an acceptable alternative to an original signature for those documents requiring signature or acknowledgement in accordance with minimum standards.

Note: The policy does not mandate the

* use of an electronic signature
* application to those internal operational type documents which require an informal routing or acknowledgement
* method or software utilized for any specific need, so long as the method adopted conforms to the minimum standards outlined in this policy

(See Technology Guidelines below)

Prior to electing to use or accept an e-signature solution, Rewarding HealthyHabits, LLC dba HealthyHabits must conduct and document a business analysis and risk assessment. Business analysis and risk assessment is defined by the ESRA regulation as “identifying and evaluating various factors relevant to the selection of an electronic signature for use or acceptance in an electronic transaction. Such factors include, but are not limited to, relationships between parties to an electronic transaction, value of the transaction, risk of intrusion, risk of repudiation of an electronic signature, risk of fraud, functionality and convenience, business necessity and the cost of employing a particular electronic signature process.”

# Minimum Standards

Use of an electronic signature must be in accordance with the following minimum standards, consistent with Delaware issued guidelines. Compliance with these standards helps to ensure the validity of an electronic signature.