

**Western Area Power Administration (WAPA)
Digital Signatures Requirements
Business Practice**

This Business Practice outlines WAPA's intent and requirements to accept and utilize electronic signatures on agreements and other applicable documents under WAPA's Open Access Transmission Tariff (OATT) to increase the efficiency in developing, processing, and executing such OATT agreements. A certificate-based digital signature (Digital Signature) is a type of electronic signature that complies with the strictest legal regulations and provides the highest level of assurance of a signer's identity.

The use of Digital Signatures is WAPA's required method of electronically signing a document. A Digital Signature method is intended to provide a secure and verifiable identification method for the signatories. An acceptable Digital Signature shall provide for the signatory to: (1) be uniquely identified and linked to the electronic signature; and (2) have sole authority to change control of the methodology/technology that was used to create the Digital Signature.

WAPA's Authorized Digital Signatures: WAPA currently uses Adobe Sign for Digital Signatures and will accept only certain types of Digital Signatures from Transmission or Interconnection Customers as a valid Digital Signature for OATT agreements and other applicable documents, unless other prior written approval from WAPA is granted. The list of currently allowed Digital Signature methods is posted, and updated as necessary, on WAPA's OASIS under the "Effective Business Practices" folder in the "Business Practices Common to all WAPA Regions" [link](#). Utilizing the Adobe Portable Document Format (PDF) Signatures method, or other allowed methods, allows the use of a certificate based ID to authenticate signatory identity and it binds each signature to the document with encryption validated with trusted certificate authorities.

Use of Digital Signatures in OATT Agreements: WAPA may electronically sign OATT agreements and require electronic signatures from Transmission and Interconnection Customers utilizing the allowed Digital Signature methods, as posted on OASIS, upon written notification to the Transmission/Interconnection Customer. Such OATT agreements with authorized Digital Signatures from WAPA and the Transmission or Interconnection Customer will be accepted by both parties the same as OATT agreements executed in hardcopy. The Transmission or Interconnection Customer must also provide supplemental documentation to validate that the individual(s) signing the OATT agreement is duly authorized to do so, and such documentation may include attestations, resolutions, certificates, or minutes which may also be submitted utilizing Digital Signatures.

Use of Digital Signatures in Non-Binding Documents: WAPA may electronically sign non-binding OATT documents such as cover and transmittal letters using the allowed Digital Signature

methods above without notification or the consent of the Transmission or Interconnection Customer.

Electronic Documents as Records: Any OATT-related document executed in electronic format pursuant to this Business Practice will be considered a record just as if it had been executed in hardcopy and will be maintained as required by National Archives and Record Administration, Department of Energy and WAPA record management policies. Provided that the requirements in this Business Practice are met, the Digital Signature associated with any document executed in electronic format will be considered as binding as any executed in hardcopy.