

****CONTRACTOR ANNOUNCEMENT****

Electronically Applying Digital Seals

For all construction contracts awarded that are let in the June 4, 2021, bid letting and all subsequent bid lettings, fully electronic contracting will be implemented.

The surety's attorney-in-fact must use the MDOT-approved [digital-signature appliance](#) to sign the performance bond, lien bond, endorsement, and warranty bond. **Bond forms must contain the surety's electronically applied seal.** A digital seal letter, or addendum to bond letter, is not acceptable in lieu of a digital seal.

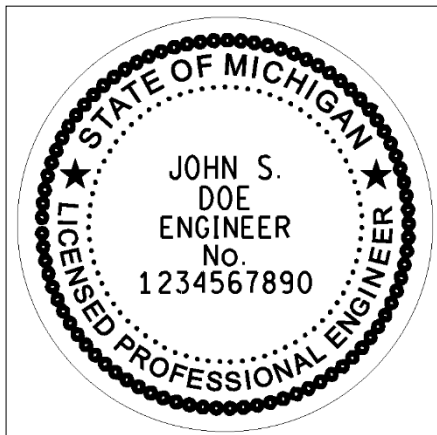
It is important a digital seal is electronically applied before the bond is digitally signed using DocuSign.

There are two options for electronically applying a digital seal to the bond forms:

- 1) Digital seals may be pasted onto the bond forms where it is visible and does not interfere with the text of the document, or
- 2) Create a digital seal for use in the DocuSign signature appliance; apply that digital seal to the bond document(s) as a signature using DocuSign.

To create a digital seal for use in the DocuSign signature appliance, follow these steps:

- 1) Convert the seal to a JPEG file. For the best quality seal, use the following procedure.
 - a. Zoom in on the digital seal so that it fills the entire view.
 - b. Capture a **Print Screen** of the window that includes the seal and open in an image editing software (e.g., Snagit Editor, Paint).
 - c. Crop the picture to include only the seal.

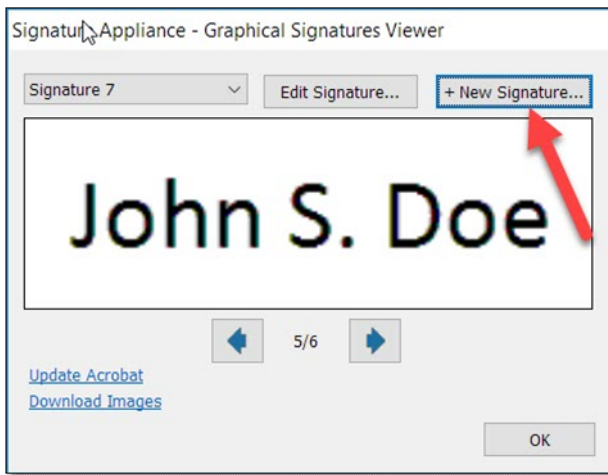


d. Save the picture as a JPEG on your computer.

2) Open the DocuSign Control Panel (All Programs>DocuSign>Signature Appliance Control Panel) and select the **Graphical Signatures** button.



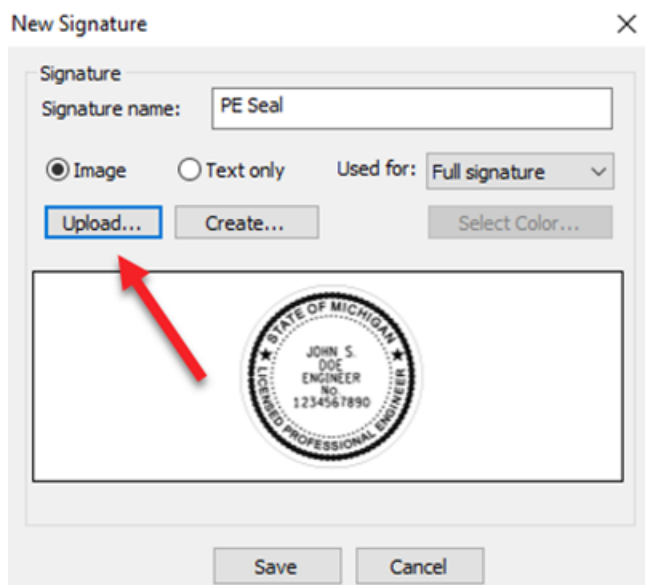
3) Select **+ New Signature...**



4) Name the signature.



- 5) Select Upload and navigate to where the JPEG image is saved, select Open. Save when complete.



Please email any questions or issues regarding DocuSign to MDOT-eSign@michigan.gov.

For other questions and issues regarding bonds, please email MDOT-Awards@michigan.gov.