



March 20, 2020

MEMORANDUM FOR: REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING DIRECTORS
REGIONAL LEASE ACQUISITION OFFICERS

FROM: JOHN D. THOMAS DocuSigned by:
John Thomas
E3E2C68CB1274F8
ACTING ASSISTANT COMMISSIONER FOR OFFICE OF
LEASING - PR

SUBJECT: LEASING ALERT (LA 19-07) – Digital Signatures on Lease
Contracts and Lease Amendments (**Amendment 1**)

1. **Purpose.** This is an interim amendment to Leasing Alert LA-19-04, issued June 13, 2019, authorizing the use of GSA’s enterprise-wide Digital Signature Solution (DSS) tool (currently eSignLive/OneSpanSign) for digital signatures on lease contracts and lease amendments. This interim amendment provides for a temporary exception to the previous guidance affirming that both parties must digitally sign the document in order to validate the signatures. This amendment is being issued in response to the current COVID-19 pandemic, whereby Lease Contracting Officers (LCOs) and Administrative Lease Contracting Officers (ALCOs) are in telework status for a protracted period of time and are unable to access documents that have been previously manually (wet) signed by the lessor and/or lessor’s witness. The Office of Leasing (OoL) is temporarily allowing LCOs/ALCOs the option to digitally counter-sign these manually signed documents in lieu of re-sending the documents back to the lessor for digital signature through DocuSign. At this time, this exception is temporary and only applies during this extended period of telework due to the COVID-19 pandemic.

2. **Effective Date.** This Leasing Alert and attachment are effective immediately.

4. **Cancellation.** None.

5. **Applicability.** This Leasing Alert applies for all General Services Administration (GSA) real property leasing activities. Agencies using GSA delegated leasing authority are not authorized to digitally execute lease contracts and amendments without prior approval from the GSA Office of Leasing.

6. **Instructions and Procedures.** Instructions for this Digital Signature Solutions (DSS) Exception are outlined under Attachment 1 and will be posted on the GSA OoL Google Site, under the tab “References and Resources.”

Note that the digital lease signature process must continue to be documented in the lease file using the Evidence Summary generated by the application. The Evidence Summary records the email addresses and unique IP identifiers for all parties involved with the signature process along with the time and date when the documents were signed and/or initialed by the parties. The digitally signed lease package and the Evidence Summary must be downloaded after the signing process is completed and uploaded to the project lease file in G-REX.

Attachment 1 – Digital Signature Solutions (DSS) Instructions and Procedures for Executing Lease Contracts and Lease Amendments - Exception

Attachment 1

Digital Signature Solutions (DSS) Instructions and Procedures for Executing Lease Contracts and Lease Amendments - Exception

Digital Signature Guidance - Exception

Digitally counter-signing a document that has been 'wet-signed' by Lessor and Witness. - Per Leasing Alert LA-19-07 as originally issued on August 23, 2019, lease packages and lease amendments should be fully executed by wet signature or fully executed by digital signature. However, due to circumstances arising from the COVID-19 pandemic, where ALCOs and LCOs are in a long-term telework status and are unable to access packages that have been wet-signed by the Lessor and Witness), the Office of Leasing is permitting a temporary exception allowing the Government to digitally countersign lease contract documents. See the steps outlined below.

STEP 1: RECEIPT OF SIGNED LEASE PACKAGE OR LEASE AMENDMENT

In this scenario, the lease package or lease amendment (referred to as "lease" throughout) has been manually (wet) signed by the lessor and witnesses outside of DocuSign and the documents have been scanned and emailed back to the LCO. Open the lease package in FoxIt Phantom PDF

1. Turn on Optical Character Recognition - in the Menu, select Convert>>OCR>>Current File.
2. Where the lease and page numbers are missing in the bottom left footer of the package, following [these instructions](#), beginning on page 3, to stamp the lease and page numbers on the documents.

STEP 2: CLICK [HERE](https://sign.gsa.gov) TO ACCESS YOUR DOCUSIGN ACCOUNT (<https://sign.gsa.gov>)

STEP 3: CLICK 'NEW' AND THEN SELECT 'SEND AN ENVELOPE'

STEP 4: UPLOAD PARTIALLY SIGNED LEASE DOCUMENT

1. Click 'Upload' and select the Lease Package from your computer.

STEP 5: DO NOT APPLY A SIGNATURE TEMPLATE

STEP 6: DEFINE RECIPIENTS (LCO/GOVERNMENT SIGNER ONLY)

1. Fill in the information required for the LCO.
2. OPTIONAL: Complete the pre-populated Message.

Email Subject

Please DocuSign: GSA Lease #GS-**XXP_LXXXXXXX**

Email Message

STEP 7: PLACE THE SIGNATURE, NAME, AND DATE BLOCKS ON THE RESPECTIVE FOR THE GOVERNMENT'S LINES

1. Drag the Signature, Name, and Date fields from the Standard Fields section on the left side of the screen to the respective lines (make sure the signature block is sized to fit in the space):

FOR THE GOVERNMENT:

Sign

Name: Full Name

Title: Lease Contracting Officer

General Services Administration, Public Buildings Service

Date: Date Signed

STEP 8: PLACE INITIAL BLOCKS ON THE DOCUMENT (IF APPLICABLE)

If initial blocks are needed:

1. Under 'Standard Fields' on the left side of the screen, click 'Initial' and drag it to anywhere on the lease document.
2. On the right side of the screen, ensure that the checkmark next to 'Required Field' is checked, and click the down arrow next to 'Location'.
3. Under 'AutoPlace,' click 'Set Up'.
4. Type 'LXXXXXXX, PAGE' and click 'Apply' to add initial blocks to every page that contains this language.

5. Scroll to Page 2 of your lease package and drag the initial block to the correct location. Because the initial blocks are currently grouped together, this action will move all initial blocks.
6. Check each page to ensure that an initial block is placed as expected. Where an initial block is missing, click 'Initial' and drag it to each place where it is missing on the lease document.
7. Return to Page 1 of the Lease Package and click on the initial block.
8. Select 'Ungroup' and then delete any unneeded initial block from the document.
9. Review the entire package and move signature/initial blocks as needed, such as on non-standard pages like floor plans.

STEP 9: SEND THE DOCUMENT FOR LCO SIGNATURE

1. Click the blue 'Send' button.
2. If the owner of the digital package is the Signer, they will be immediately prompted to sign the document in the DSS.
3. If the owner of the digital package is not Signer, the Signer will receive the digital package by email to digitally sign.

STEP 10: DOWNLOAD THE PACKAGE

1. Navigate to the 'Manage' tab at the top of the DocuSign Homepage and then click 'Completed' under 'Quick Views' on the left side of the screen.
2. Select the lease package you wish to download and then click the Download icon in the top right.
3. Check the box that reads 'Combine all PDFs into one file' and then 'Download'.

STEP 11: TRANSMIT TO THE LESSOR AND DOCUMENT THE ELECTRONIC FILE

1. Email the fully executed Lease to the Lessor, and
2. Upload to the file in G-REX.
 - a. The Lease and associated Certificate of Completion should be combined as noted in Step 10 and uploaded against the "Lease – Executed" and not as separate documents
 - b. The Certificate of Completion for Lease Amendments should be combined with their respective Lease Amendment as directed in Step 10 and uploaded to G-REX as one file.

Remember, DSS is **NOT** a system of record for your digitally signed documents. DSS will keep documents with a final status of completed, voided, or declined for 30 days before purging these documents from the system, so **you will need to download and save any past documents from sign.gsa.gov within 30 days of the document being completed, voided, or declined.** You will receive an email notification 14 days and again seven days before the document is purged from the system. Refer to [these instructions](#) to update your DSS email notifications.

Certificate Of Completion

Envelope Id: C8FC0EE916DD46CEBCBB16C7D6ECECCE	Status: Completed
Subject: Please DocuSign: Leasing Alert 19-07 Digital Signatures_Replaces LA-19-04.Addendum 1.docx	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Colleen McGann
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London	1800F F St NW
	Washington DC, DC 20006
	colleen.mcgann@gsa.gov
	IP Address: 159.142.31.91

Record Tracking

Status: Original 3/20/2020 7:38:53 PM	Holder: Colleen McGann colleen.mcgann@gsa.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: US General Services Administration	Location: DocuSign

Signer Events

John Thomas
johnd.thomas@gsa.gov
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
John Thomas
E3E2C68CB1274F8...

Signature Adoption: Pre-selected Style
Using IP Address: 159.142.71.1

Timestamp

Sent: 3/20/2020 7:39:48 PM
Viewed: 3/20/2020 9:20:54 PM
Signed: 3/20/2020 9:21:24 PM

Electronic Record and Signature Disclosure:

Accepted: 3/20/2020 9:20:54 PM
ID: f97f8939-ac81-4f18-927d-34ffd5b3de33

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/20/2020 7:39:48 PM
Certified Delivered	Security Checked	3/20/2020 9:20:54 PM
Signing Complete	Security Checked	3/20/2020 9:21:24 PM
Completed	Security Checked	3/20/2020 9:21:24 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ESIGN DISCLOSURES AND CONSENT

It is required by law to provide you with certain disclosures and information about the products, services or accounts you may receive or access in connection with your relationship with us ('Required Information'). With your consent, we can deliver Required Information to you by a) displaying or delivering the Required Information electronically; and b) requesting that you print or download the Required Information and retain it for your records.

This notice contains important information that you are entitled to receive before you consent to electronic delivery of Required Information. Your consent also permits the general use of electronic records and electronic signatures in connection with the Required Information.

After you have read this information, if you agree to receive Required Information from us electronically, and if you agree to the general use of electronic records and electronic signatures in connection with our relationship, please click the 'I ACCEPT' button below.

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You may request to receive Required Information on paper, but if you do not consent to electronic delivery of Required Information, we cannot proceed with the acceptance and processing to create a relationship with you in connection to the products, services or account.

If you consent to electronic delivery of Required Information, you may withdraw that consent at any time. However, if you withdraw your consent we will not be able to continue processing to create a relationship with you in connection to the products, services or account.

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Your consent does not mean that we must provide the Required Information electronically. We may to, at our option, deliver Required Information on paper. We may also require that certain communications from you be delivered to us on paper at a specified address.

I have read the information about the use of electronic records, disclosures, notices, and e-mail, and consent to the use of electronic records for the delivery of Required Information in connection with our relationship. I have been able to view this information using my computer and software. I have an account with an internet service provider, and I am able to send e-mail and receive e-mail with hyperlinks to websites and attached files. I also consent to the use of electronic records and electronic signatures in place of written documents and handwritten signatures.