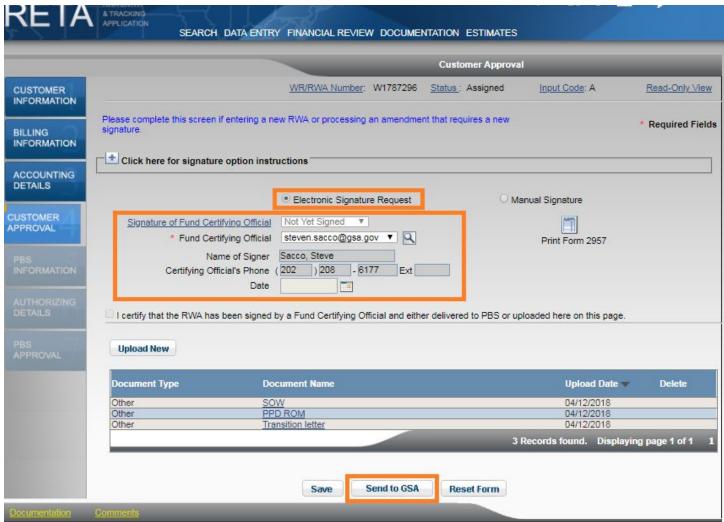
## **Using eRETA's Digital Signature Functionality**

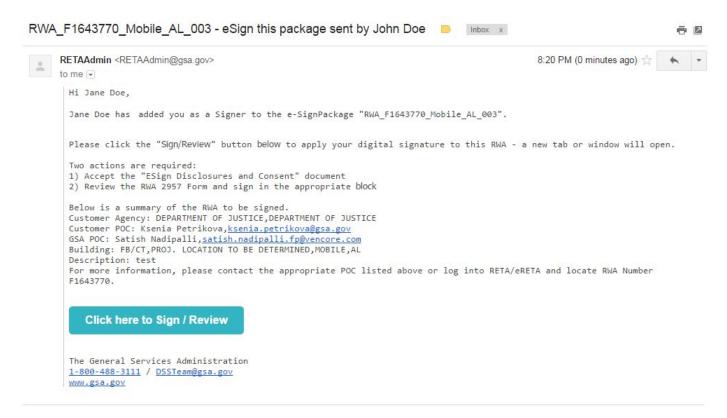
## Good News... You never have to physically sign a RWA 2957 Form again!

If you have developed requirements, have a cost estimate in hand and are ready for GSA to review your data for potential RWA acceptance, OR if you are amending an existing RWA, eRETA gives you the option to route for electronic signature. Importantly, your Fund Certifying Official does not need eRETA access to sign. He/she simply needs a valid government email address and a government-approved device - be it a laptop, tablet or smartphone!

If you have data entry access to eRETA, you'll navigate to the "Customer Approval" tab of the Work Request or RWA, as shown below. From there, select the "Electronic Signature Request" radio button and enter the email address of your Fund Certifying Official. If you have entered his/her email address in eRETA in the past, you can simply select his/her name from the dropdown list. If you need to add a new email address, you'll select "Add New" from the dropdown list and click on the magnifying glass, which will bring up a new screen where you can populate the individual's information. After completing all required information on the four customer tabs, click "Send to GSA" (Note: the Fund Certifying Approval will not receive a signature request immediately, more on that below).



Your Fund Certifying Official will receive an email from eSignLive to apply his/her signature once GSA routes it for signature (GSA must enter its half of the RWA first, which is the equivalent of page 2 of the 2957 form). Once the Customer Fund Certifying Official applies his/her digital signature, the GSA Approving Official is automatically sent the eSignLive email. Once he/she signs, the RWA is officially accepted and a signed copy of the RWA Form is uploaded into RETA/eRETA and sent to the customer contacts listed on the RWA.



Sample email from e-SignLive to RWA Signatory Authorities requesting them to digitally sign the RWA

As a reminder, beginning October 1, 2019, federal customers will be REQUIRED to do the following:

- Use eRETA to submit all RWA Work Requests and Amended RWAs to GSA.
- Utilize eRETA's digital signature functionality to sign RWAs

We strongly encourage you ensure the proper personnel in your organization have eRETA access and begin entering and submitting Work Request and RWA information directly into eRETA now, in advance of the mandatory conversion date.

To help prepare you and your team, we are continuing to offer monthly virtual eRETA demonstrations the second Tuesday of every month! If you could not make our December session, be sure to sign up for our next session on Tuesday, January, 8th. You can register for any of the future sessions by clicking <a href="here">here</a>. If you have additional questions about accessing or using eRETA, visit <a href="here">www.gsa.gov/ereta</a> or email <a href="here">eRETA@gsa.gov</a>. Also feel free to contact your Regional RWA Manager or your GSA customer lead.

The eRETA Team wishes you a safe and happy holiday season!