

## **Agreement to Electronically Sign State of Michigan Documents**

Some State of Michigan agencies have decided to offer you the ability to view and sign documents electronically, giving you the option to immediately view and save important documentation. The electronic documents are largely identical to the hard copy documents that you may receive from the agency (you may notice some slight formatting differences, but the content should be the same). You do not have to electronically sign documents to do business with any State of Michigan agency that offers you this opportunity – however, if you choose to, you can still do business with the State of Michigan and its agencies via paper documents, but it may take longer to do so.

If you do elect to sign documents electronically, to the extent permitted by applicable law, it will be treated just like a signature on a hard copy document. This signature and consent will only be applicable to this specific transaction.

Please read this notice carefully and thoroughly, ensuring you have the capability to download and print any documents that you may need. If you agree to these terms and can access this information electronically to your satisfaction, then please click on the “I Accept” button below. **Please note that you can change your mind at any time by notifying the State of Michigan as outlined below.**

### **State of Michigan Agency Specific Disclosures**

Because some State of Michigan agencies have offered you this ability, the agency may provide you with some notices and disclosures. Any notices and disclosures provided could be supplemented by certain agencies if the information in the documents requiring your signature necessitates additional disclosures.

### **Getting Paper Copies**

You may obtain a copy of the electronic documents by downloading them within 60 days of the transaction being complete. You may also request a paper copy from the State of Michigan agency of which you are doing business with. If you elect to receive a paper copy directly from the State of Michigan agency, you may be charged based on the agency policy and fees. You may request delivery of such paper copies by following the State of Michigan contact procedure outlined below.

### **Withdrawing Your Consent**

You may withdraw your consent to providing electronic signatures and future disclosures at any time. If you decide to withdraw your consent, it may take longer to do business with the State of Michigan or any of its agencies because that will require mailing paper copies of necessary forms, returning hard copies of signed

copies to us via US mail, and processing documents when they are return to the agency that you are doing business with. To withdraw your consent, please follow the State of Michigan contact procedure outlined below.

### **How to Contact the State of Michigan**

You may contact us to let us know of any changes regarding how to contact you electronically, requesting paper copies of certain information, and to withdraw from your prior consent as follows:

Contact the State of Michigan by sending an email to: [dtmb-imagingservices@michigan.gov](mailto:dtmb-imagingservices@michigan.gov)

### **Required Hardware and Software**

Operating Systems:	Microsoft Windows 7, 8, 8.1, 10, 11 (except touch-screen devices; Mac OS X
Browsers:	Edge; Chrome; Firefox; Safari
PDF Reader:	Adobe Acrobat Pro or similar software may be required to view and print PDF files

By clicking the “Accept” button, I confirm that I can access and read this **Agreement to Electronically Sign Certain State of Michigan Documents**. I also confirm that I can print this document if I elect to do so, and that I have the necessary hardware and software to electronically sign documents.