



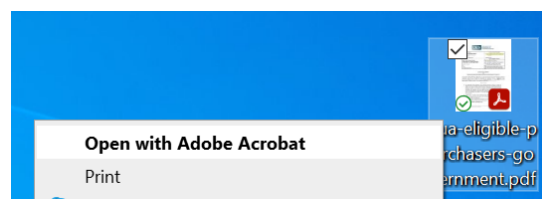
Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

How to Submit a DES Contract Usage Agreement for Government Entities

All government organizations that want to buy goods and services through [statewide contracts](#) must have a current, signed contract usage agreement on file with DES.

Complete the Contract Usage Agreement

- [Download the PDF](#) and save to a local file location.
- Open with Adobe Acrobat.
- You can also RIGHT-CLICK, and OPEN with... However, not all functions of this form are available if using a Web Browser or DocuSign Reader.



- All fields under contact and organization info are required.

State of Washington DEPARTMENT OF ENTERPRISE SERVICES Attn: Contracts & Procurement P.O. Box 41411 Olympia, WA 98504-1411
INSERT ELIGIBLE PURCHASER NAME Department of Enterprise Services Business Contact: Purchasing Tel: Email: oua@des.wa.gov Tax Identification No.:

- To electronically sign, click into the "By:" Field.
A dialogue box will appear with credentials for Sign with a Digital ID.
Within signature block, Agency Name will auto-fill.

The image shows a portion of a digital form. At the top, there's a dropdown menu with 'A' and 'Choose' next to it, followed by the text 'GOVERNMENT AGENCY'. Below this is a 'By:' label next to a large rectangular redacted area. Underneath the redaction is a yellow box with the text 'Unsigned signature field (Click to sign)'. At the bottom, there's a 'Title:' label next to another redacted area.

- Click Continue, Confirm the Name and Signature, Click Sign.
Once signed, user will be prompted to save document. Complete form, if necessary, save again. This document can then be attached and emailed to DES with the other required forms.

The image is a screenshot of a 'Sign with a Digital ID' dialog box. At the top, it says 'Choose the Digital ID that you want to use for signing:'. Below this is a list of digital IDs. The first one is 'Stewart, Todd (DES) (Windows Digital ID)' with a blue selection icon. To the right of the list are 'Refresh' and 'View Details' buttons. At the bottom of the dialog are three buttons: 'Configure New Digital ID', 'Cancel', and 'Continue'.

Adobe Users without an existing signature configuration

1. Click Configure New Digital ID.
2. Then select Create a new Digital ID and click Continue.
3. Then select Save to File and click Continue.
4. Then complete just these highlighted fields and click Continue.
5. Then create and confirm a password and click Save. Then go to where that digital ID file is saved on computer.
6. Once complete and added to the CUA form, the signature appears like this.

1

Sign with a Digital ID

Choose the Digital ID that you want to use for signing:

Refresh

Edwards, Scott (DES) (Windows Digital ID)

Issued by: WA CA01, Expires: 2024.08.27

View Details

Configure New Digital ID

Cancel

Continue

2

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.
You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

Use a Signature Creation Device

Configure a smart card or token connected to your computer

Use a Digital ID from a file

Import an existing Digital ID that you have obtained as a file

Create a new Digital ID

Create your self-signed Digital ID

Cancel

Continue

3

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.
Consult with your recipients if this is an acceptable form of authentication.

Save to File

Save the Digital ID to a file in your computer

Save to Windows Certificate Store

Save the Digital ID to Windows Certificate Store to be shared with other applications

Back

Continue

4

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.
Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

Scott Edwards

Organizational Unit

Contracting and Purchasing

Organization Name

Department of Enterprise Services

Email Address

scott.edwards@des.wa.gov

Country/Region

US - UNITED STATES

Key Algorithm

2048-bit RSA

Use Digital ID for

Digital Signatures

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Continue

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Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy it or back it up.

Your Digital ID will be saved at the following location :

C:\Users\christophers179\AppData\Roaming\Adobe\Au

Browse

Apply a password to protect the Digital ID:

Confirm the password:

?

Back

Save

6

A

GOVERNMENT AGENCY

By:

Stewart, Todd (DES)

Digitally signed by Stewart, Todd (DES)
Date: 2024.03.13 11:18:09 -07'00'

Name:

Todd Stewart

Title:

Management Analyst

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