

Submit my529 Forms with DocuSign

A guide to help advisors send client forms with secure e-signatures

To meet the demand for electronic signatures, my529 now accepts DocuSign with knowledge-based authentication for document processing—it's simple and secure.

E-signature verification is now available to our financial advisors for their clients.

1. Which forms will my529 accept with DocuSign?

- Form 100 (Individual Account Agreement)
- Form 102 (Institutional Account Agreement)
- Form 104 (UGMA/UTMA Account Agreement)
- Form 710 (Entity Limited Power of Attorney Authorization)
- Form 210 (Incoming Direct Rollover: 529 Plan or Coverdell ESA)
- Form 300 (Withdrawal Request)

Forms are available at advisor.my529.org under "Materials" for forms, downloads, and requests.

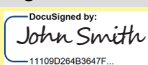
2. Which authentication method will my529 accept?

Although DocuSign offers several methods of authentication, my529 will only honor knowledge-based authentication using **LexisNexis**.

my529 requires a DocuSign Certificate of Completion with each completed envelope you submit.

Acceptable




my529 will only honor a Certificate of Completion using **LexisNexis** authentication.

| Certificate Of Completion | | Record Tracking | | Signer Events | | Signature | | Timestamp | |
|--|--|--|--|--|--|--|--|--|--|
| Envelope ID: BEESB02A83D94DCB81738B123AAF7CD7 Subject: Get ready to DocuSign! Envelope Type: Source Envelope: Document Pages: 1 Certificate Pages: 1 AutoNav: Enabled Envelope/Stamping: Enabled Time Zone: (UTC-08:00) Pacific Time (US & Canada) | | Status: Completed Holder: John Smith 4/15/2016 2:39:12 PM Location: Company ABC | | Signatures: 1 Initials: 0 Envelope Originator: John Smith 1301 2nd Ave Suite 200 Seattle, WA 98104 jsmith@yourdomain.com IP Address: [REDACTED] | | Sent: 4/15/2016 2:40:13 PM Viewed: 4/15/2016 2:41:23 PM Signed: 4/15/2016 2:41:35 PM | | Using IP Address: [REDACTED] | |
| Authentication Details ID Check: Transaction: 11020861358794 Result: passed Vendor ID: LexisNexis Type: iAuth Recipient Name Provided by: Recipient Information Provided for ID Check: Address Performed: 4/15/2016 9:41:20 PM GMT Electronic Record and Signature Disclosure: Not Offered via DocuSign ID: | | Question Details: passed person.age.real passed county.lived.single.real passed person.state.real passed livedat.subdivision.real passed property.street.in.city.real passed county.lived.single.real | | Signer Events John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None), Authentication Using IP Address: [REDACTED] | | Signature DocuSigned by:  11109D264B3647F... Using IP Address: [REDACTED] | | Timestamp Sent: 4/15/2016 2:40:13 PM Viewed: 4/15/2016 2:41:23 PM Signed: 4/15/2016 2:41:35 PM | |
| In Person Signer Events Editor Delivery Events Agent Delivery Events Intermediary Delivery Events Certified Delivery Events Carbon Copy Events Notary Events Envelope Summary Events Envelope Sent Certified Delivered Signing Complete Completed | | Signature Status Status Status Status Status Status Status Status Hashed/Encrypted Security Checked Security Checked Security Checked | | Authentication Details ID Check: Transaction: 11020861358794 Result: passed Vendor ID: LexisNexis Type: iAuth Recipient Name Provided by: Recipient Information Provided for ID Check: Address Performed: 4/15/2016 9:41:20 PM GMT Electronic Record and Signature Disclosure: Not Offered via DocuSign ID: | | Question Details: passed person.age.real passed county.lived.single.real passed person.state.real passed livedat.subdivision.real passed property.street.in.city.real passed county.lived.single.real | | | |

3. To uphold my529's standards of security and confidentiality, my529 will not accept these authentication methods

- Email
- Phone
- Access Code
- OFAC Checking
- Age Verification
- Federated

Not Acceptable

| Signer Events | Signature | Timestamp | |
|---|---|--|---|
| John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None), Authentication | DocuSigned by:  57208E29F5F04F8... Using IP Address: ██████████ | Sent: 11/1/2016 8:43:30 AM Viewed: 11/1/2016 8:45:52 AM Signed: 11/1/2016 8:46:32 AM | Phone Authorization |
| Authentication Details Phone Auth: Transaction: 2baa7813-07f5-409e-8ae0-53726df4500f Result: passed Vendor ID: Authentify Type: PhoneAuth | | | Authentication Details Phone Auth: Transaction: 2baa7813-07f5-409e-8ae0-53726df4500f Result: passed Vendor ID: Authentify Type: PhoneAuth |
| Performed: 11/1/2016 1:45:49 PM Phone: ██████████ Electronic Record and Signature Disclosure: Not Offered via DocuSign | | | |
| Signer Events | Signature | Timestamp | |
| John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None) | DocuSigned by:  57208E29F5F04F8... Using IP Address: ██████████ | Sent: 11/1/2016 8:34:19 AM Viewed: 11/1/2016 8:34:23 AM Signed: 11/1/2016 8:36:17 AM | Access Code Authorization |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign ID: | | | |
| John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None), Access Code | DocuSigned by:  57208E29F5F04F8... Using IP Address: ██████████ | | John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None), Access Code |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | | |

4. Contact DocuSign for e-signature access or for troubleshooting concerns

- If you are not a DocuSign customer, but would like more information, visit docusign.org.
- For current DocuSign users, contact DocuSign directly with any technical support or service questions.

5. What if you want to use other e-signature services?

While my529 only currently accepts DocuSign, we understand that advisors may be using other e-signature companies. If you would like my529 to consider including additional e-signature companies that feature the same level of knowledge-based authentication, please let us know.

6. We are here for you

Reach out to our Professional Services Team at 888.529.1886 if you would like to discuss how DocuSign can help with your clients' my529 accounts, or with other questions or concerns.

Investing is an important decision. Read the Program Description in its entirety for more information and consider all investment objectives, risks, charges, and expenses before investing. Call 800.418.2551 for a copy of the Program Description or visit my529.org. Investments in my529 are not insured or guaranteed by my529, the Utah State Board of Regents, the Utah Higher Education Assistance Authority or any other state or federal agency. Your investment could lose value. However, Federal Deposit Insurance Corporation (FDIC) insurance is provided for the FDIC-insured accounts. Please read the Program Description to learn about the FDIC-insured accounts. The state in which you or your beneficiary pays taxes or lives may offer a 529 plan that provides state tax or other benefits, such as financial aid, scholarship funds, and protection from creditors, not otherwise available to you by investing in my529. You should consider such benefits, if any, before investing in my529.

my529 does not provide legal, financial, investment, or tax advice, and the information provided in this document does not contain legal, financial, investment, or tax advice and cannot be construed as such or relied upon for those purposes. You should consult your own tax or legal advisor to determine the effect of federal and state tax laws on your particular situation.