

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 200 (Automated Contributions)*
- Form 210 (Incoming Direct Rollover: 529 Plan or Coverdell ESA)**
- Form 300 (Withdrawal Request)
- Form 400 (Internal Transfers)
- Form 405 (Option Change)
- Form 710 (Entity Limited Power of Attorney Authorization)
- Form 760 (Manual Bank Account Authorization for Financial Advisor Withdrawals)

* Only the account owner can use DocuSign for Form 200.

** While my529 accepts Form 210 in DocuSign format, other 529 plans may not. Check your plan to confirm.


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	
Envelope ID: 6EE5802A83D94DCB81738B123AAF7CD7	Status: Completed
Subject: Get ready to DocuSign!	
Envelope Type:	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
EnvelopeID Stamping: Enabled	John Smith
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1301 2nd Ave
	Suite 2000
	Seattle, WA 98104
	jsmith@yourdomain.com
	IP Address: [REDACTED]
Record Tracking	
Status: Original	Holder: John Smith
4/15/2016 2:39:12 PM	jsmith@yourdomain.com
	Location: Company ABC
Signer Events	
John Smith	Signature
jsmith@yourdomain.com	
Company ABC	Timestamp
Security Level: Email, Account Authentication (None), Authentication	Sent: 4/15/2016 2:40:13 PM
Using IP Address: [REDACTED]	Viewed: 4/15/2016 2:41:23 PM
	Signed: 4/15/2016 2:41:35 PM
Authentication Details	
ID Check:	
Transaction: 11020861358794	Question Details:
Result: passed	passed person.age.real
Vendor ID: LexisNexis	passed county.lived.single.real
Type: iAuth	passed person.state.real
Recipient Name Provided by: Recipient	passed livedat.subdivision.real
Information Provided for ID Check: Address	passed property.street.in.city.real
Performed: 4/15/2016 9:41:20 PM GMT	passed county.lived.single.real
Electronic Record and Signature Disclosure:	
Not Offered via DocuSign	
ID:	
In Person Signer Events	
Signature	
Editor Delivery Events	
Status	
Agent Delivery Events	
Status	
Intermediary Delivery Events	
Status	
Certified Delivery Events	
Status	
Carbon Copy Events	
Status	
Notary Events	
Envelope Summary Events	
Envelope Sent	Hashed/Encrypted
Certified Delivered	Security Checked
Signing Complete	Security Checked
Completed	Security Checked

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

- Email
- Access Code
- Age Verification
- Phone
- OFAC Checking
- 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 Performed: 11/1/2016 1:45:49 PM Phone: ██████████ Electronic Record and Signature Disclosure: Not Offered via DocuSign			Authentication Details Phone Auth: Transaction: 2baa7813-07f5-409e-8ae0-53726df4500f Result: passed Vendor ID: Authentify Type: PhoneAuth
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. my529 does not pay commissions, loads or sales charges to financial advisors nor does it endorse financial advisors.