

**CITY OF NEWPORT NEWS, VIRGINIA  
ELECTRONIC RECORD AND SIGNATURE DISCLOSURE AND  
ELECTRONIC SIGNATURES AGREEMENT**

The City of Newport News, Virginia (City) accepts electronic signatures and utilizes software (DocuSign) to facilitate obtaining signatures for extension agreements involving the Waterworks Department. Electronic signatures are authorized in Title 59.1, Chapter 42.1 Uniform Electronic Transactions Act of the Code of Virginia which is available for viewing at <https://law.lis.virginia.gov/>.

The terms and conditions for providing notices and disclosures via an electronic means, including the DocuSign system, are contained herein. Please read the information carefully and thoroughly and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure and Electronic Signatures Agreement (Agreement), please confirm that you agree to signing contract related documents and agreements by selecting the check-box next to, "I agree to use electronic records and signatures" before clicking 'CONTINUE' within the DocuSign system.

**Agreement to Use Electronic Records and Signatures**

By selecting the check-box next to "I agree to use electronic records and signatures" you confirm that:

- You have read this Agreement;
- You agree to sign contract related documents and agreements with the City by electronic means, including the DocuSign system;
- You affirm that you are authorized to provide consent for electronic signatures on behalf of your company;
- You can print on paper or save or send this Agreement to a location where you can print it for future reference; and
- You consent to receive contract related documents by electronic means, including the DocuSign system, during the course of your contractual relationship with the City and your consent will continue until you advise otherwise.

**Consequences of not consenting to electronic signatures or withdrawing your consent**

If you elect to receive contract related documents and agreements only in paper format, it will slow the speed at which we can complete certain steps in transactions with you.

**Withdrawing your Consent**

You may withdraw your consent to electronic signatures, or update your electronic contact information by contacting Waterworks at: (757) 926-1085.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Company & Title

\_\_\_\_\_  
Date