

Managing Organization Contacts: Signatory Authority

HOW TO SETUP A SIGNATORY AUTHORITY

This section describes how to give the Signatory Authority legal authority to sign an application electronically. A Signatory Authority as defined in ARM 17.30.1323:

- For a corporation,
 - (i) A president, secretary, treasurer, or vice-president of the corporation.
 - (ii) The manager of one or more manufacturing, production, or operating facilities.
- For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- For a municipality, state, federal, or other public facility, by either a principal executive officer or ranking elected official.

Anyone [assigned](#) the Signatory Authority role must go through two additional steps before s/he can actually sign an Application/NOI (refer to the Appendix for a [User Registration Workflow Diagram](#)):

1. **Identity Proofing:** Once the Signatory Authority is designated and authorized for an organization, s/he needs to login to go through Identity Proofing. This process is done once per organization. Follow the link named “Click here for ID proofing” on most organization or contact pages (Home/Dashboard, My Account, etc.). This process will ask for identifying information to verify your identity. If you are unable to verify your information (which can occur if your information has changed recently), please contact the DEQ to perform an offline identity proofing.



2. Sign the Electronic Signature Agreement (**ESA**): Once you pass the ID proofing process, you can proceed and sign the ESA instantly and electronically online. Follow the link after “Please review and sign the following Electronic Signature Agreements (ESA)” on most organization or contact pages (Home/Dashboard, My Account, etc.) which will lead you to this page:

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Sign Electronic Signature Agreement (ESA)

Click [here](#) to download and review your ESA for SOME COMPANY, then sign it by answering the questions below.

Password *

Question What is your favorite vacation destination?

Answer *

Download and read the ESA document following the link at the top of the page, then electronically sign it by providing your password and the answer to one of the secret question provided during [registration](#). The ESA document in itself is the legally binding agreement regarding your electronic signature and is a pre-requisite to signing any applications/NOIs. Once you have signed your document the CROMERR system will email the signer a confirmation notice.





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These two steps are not required to initiate and submit an application; however, you will be prompted to perform them before you can [sign an Application](#).