

# eSignature Ordering Scenarios

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## I'm interested! How do I get started?

1. No integration needed
  - If no integration is needed with your existing applications, all you have to do is purchase the estimated number of transactions your agency needs
2. Integration needed (no professional services)
  - Purchase the estimated number of transactions your agency needs and build the integration capability with your agency IT staff using the available API
3. Integration needed (professional services)
  - Purchase the estimated number of transactions your agency needs
  - Execute an Interval Deliverable Agreement (IDA) for professional services to build the integration capability

# Transaction Purchasing Process

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## **I need to order the eSignature transactions!**

- Determine how many transactions you will need
- Contact your Ohio OneSpan Sign representative & copy [DAS.State.IT.Standards.Manager@das.ohio.gov](mailto:DAS.State.IT.Standards.Manager@das.ohio.gov)
- Get a quote (Contract# MCSA0068) from OneSpan Sign for the amount of transactions
- Create a Release and Permit request and attach the quote
- DAS will process your request
- Once your request is approved, create your Purchase Order

# Professional Services Purchasing Process

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## I'm interested, but I need help with the integration!

- Contact your Ohio OneSpan Sign representative & copy [DAS.State.IT.Standards.Manager@das.ohio.gov](mailto:DAS.State.IT.Standards.Manager@das.ohio.gov)
- Work with OneSpan Sign to create an Interval Deliverable Agreement (IDA) using Contract# 0A1174
- Provide the IDA to DAS for review before being signed by OneSpan and your Agency
- Once DAS reviews the IDA, OneSpan Sign, the Agency and DAS will sign the IDA to make it part of the contract
- Create a Release and Permit request and attach the fully signed IDA to it
- DAS will process your Release and Permit request
- Once your request is approved, create your Purchase Order

# eSignature Contact Information

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