

Submit my529 Forms with DocuSign

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

my529 accepts DocuSign to meet the demand for electronic signatures — it's simple and secure.

Financial advisory firms can use DocuSign verification once they register with my529. Each form will have the  symbol on the lower right of the form.

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 310 (Roth IRA Rollover 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.


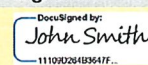
2. Which authentication methods will my529 accept?

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

Certificate Of Completion		Status: Completed
Envelope ID: 6EE50A83D94DCB81738B123AAF7CD7		
Subject: Get ready to DocuSign		
Envelope Type:		
Source Envelope:	Signatures: 1	Envelope Originator:
Document Pages: 1	Initials: 0	John Smith
Certificate Pages: 1		1301 2nd Ave
Autolink: Enabled		Suite 2000
Envelope Stamping: Enabled		Seattle, WA 98104
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		jsmith@yourdomain.com
		P Address: [REDACTED]
Record Tracking		
Status: Original	Holder: John Smith	Location: Company ABC
4/15/2016 2:39:12 PM	jsmith@yourdomain.com	
Signer Events		
John Smith	Signature	Timestamp
jsmith@yourdomain.com		Sent: 4/15/2016 2:40:13 PM
Company ABC		Viewed: 4/15/2016 2:41:23 PM
Security Level: Email, Account Authentication (None), Authentication	Using IP Address: [REDACTED]	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:		
Signer Events		
John Smith		
jsmith@yourdomain.com		
Company ABC		
Security Level: Email, Account Authentication (None), Authentication		
Using IP Address: [REDACTED]		
Signature		
DocuSigned by:		
		
11109026183647F...		
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		
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:		
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		
Status		
Envelope Sent	Hashed Encrypted	
Certified Delivered	Security Checked	
Signing Complete	Security Checked	
Completed	Security Checked	


Acceptable

Signer Events	Signature	Timestamp	Phone Authorization
John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None), Authentication Using IP Address: [REDACTED]	 Using IP Address: [REDACTED]	Sent: 11/1/2016 8:43:30 AM Viewed: 11/1/2016 8:45:52 AM Signed: 11/1/2016 8:46:32 AM	Authentication Details Phone Auth: Transaction: 2baa7813-07f5-409e-8ae0-53726df4500f Result: <u>passed</u> Vendor ID: <u>Authenticate</u> Type: PhoneAuth

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

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

Not Acceptable

Signer Events	Signature	Timestamp	Access Code Authorization
John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None) Using IP Address: [REDACTED]	 Using IP Address: [REDACTED]	Sent: 11/1/2016 8:34:19 AM Viewed: 11/1/2016 8:34:23 AM Signed: 11/1/2016 8:36:17 AM	John Smith jsmith@yourdomain.com Company ABC Security Level: Email, Account Authentication (None), Access Code

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. We are here for you

Reach out to our Advisor Relationship Management 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. The investments in your account may vary with market conditions and could lose value. Carefully read the Program Description in its entirety for more information and consider all investment objectives, risks, charges and expenses before investing. For a copy of the Program Description, call 800.418.2551 or visit my529.org. Investments in my529 are not insured or guaranteed by my529, the Utah Board of Higher Education, the Utah Education Savings Board of Trustees, any other state or federal agency, or any third party. However, Federal Deposit Insurance Corporation (FDIC) insurance is provided for the FDIC-Insured investment option. In addition, my529 offers investment options that are partially insured for the portion of the respective investment option that includes FDIC-insured accounts as an underlying investment. The state in which you or your beneficiary pay taxes or live 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. 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.