

Using eRETA's Digital Signature Functionality

Good News... You never have to physically sign a RWA 2957 Form again!

If you have developed requirements, have a cost estimate in hand and are ready for GSA to review your data for potential RWA acceptance, OR if you are amending an existing RWA, eRETA gives you the option to route for electronic signature. Importantly, your Fund Certifying Official does not need eRETA access to sign. He/she simply needs a valid government email address and a government-approved device - be it a laptop, tablet or smartphone!

If you have data entry access to eRETA, you'll navigate to the "Customer Approval" tab of the Work Request or RWA, as shown below. From there, select the "Electronic Signature Request" radio button and enter the email address of your Fund Certifying Official. If you have entered his/her email address in eRETA in the past, you can simply select his/her name from the dropdown list. If you need to add a new email address, you'll select "Add New" from the dropdown list and click on the magnifying glass, which will bring up a new screen where you can populate the individual's information. After completing all required information on the four customer tabs, click "Send to GSA" (Note: the Fund Certifying Approval will not receive a signature request immediately, more on that below).

The screenshot shows the eRETA Customer Approval interface. The top navigation bar includes 'SEARCH', 'DATA ENTRY', 'FINANCIAL REVIEW', 'DOCUMENTATION', and 'ESTIMATES'. The main header is 'Customer Approval'. On the left, there is a sidebar with tabs: 'CUSTOMER INFORMATION', 'BILLING INFORMATION', 'ACCOUNTING DETAILS', 'CUSTOMER APPROVAL' (selected), 'PBS INFORMATION', 'AUTHORIZING DETAILS', and 'PBS APPROVAL'. The main content area shows the 'Customer Approval' form. At the top, it displays 'WR/RWA Number: W1787296', 'Status: Assigned', 'Input Code: A', and a 'Read-Only View' link. Below this, there is a message: 'Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.' and a 'Required Fields' indicator. A link says 'Click here for signature option instructions'. There are two radio buttons: 'Electronic Signature Request' (selected) and 'Manual Signature'. Below the radio buttons, there is a 'Print Form 2957' button. The form fields are: 'Signature of Fund Certifying Official' (dropdown menu showing 'Not Yet Signed'), 'Fund Certifying Official' (text input with dropdown and magnifying glass icon, showing 'steven.sacco@gsa.gov'), 'Name of Signer' (text input showing 'Sacco, Steve'), 'Certifying Official's Phone' (text input with area code dropdown showing '202', area code dropdown showing '208', and extension input showing '6177'), and 'Date' (calendar icon). Below the form fields, there is a checkbox: 'I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.' Below the checkbox, there is an 'Upload New' button. At the bottom, there is a table with columns: 'Document Type', 'Document Name', 'Upload Date', and 'Delete'. The table contains three rows: 'Other', 'SOW', '04/12/2018'; 'Other', 'PPD ROM', '04/12/2018'; and 'Other', 'Transition letter', '04/12/2018'. Below the table, it says '3 Records found. Displaying page 1 of 1'. At the bottom of the form, there are three buttons: 'Save', 'Send to GSA' (highlighted with an orange box), and 'Reset Form'. At the very bottom, there are links for 'Documentation' and 'Comments'.

Customer Approval tab with the Electronic Signature radio button selected

Your Fund Certifying Official will receive an email from eSignLive to apply his/her signature once GSA routes it for signature (GSA must enter its half of the RWA first, which is the equivalent of page 2 of the 2957 form). Once the Customer Fund Certifying Official applies his/her digital signature, the GSA Approving Official is automatically sent the eSignLive email. Once he/she signs, the RWA is officially accepted and a signed copy of the RWA Form is uploaded into RETA/eRETA and sent to the customer contacts listed on the RWA.

RWA_F1643770_Mobile_AL_003 - eSign this package sent by John Doe

Inbox x



RETAAdmin <RETAAdmin@gsa.gov>

8:20 PM (0 minutes ago) ☆



to me ▾

Hi Jane Doe,

Jane Doe has added you as a Signer to the e-SignPackage "RWA_F1643770_Mobile_AL_003".

Please click the "Sign/Review" button below to apply your digital signature to this RWA - a new tab or window will open.

Two actions are required:

- 1) Accept the "ESign Disclosures and Consent" document
- 2) Review the RWA 2957 Form and sign in the appropriate block

Below is a summary of the RWA to be signed.

Customer Agency: DEPARTMENT OF JUSTICE,DEPARTMENT OF JUSTICE

Customer POC: Ksenia Petrikova,ksenia.petrikova@gsa.gov

GSA POC: Satish Nadipalli,satish.nadipalli.fp@vencore.com

Building: FB/CT,PROJ. LOCATION TO BE DETERMINED,MOBILE,AL

Description: test

For more information, please contact the appropriate POC listed above or log into RETA/eRETA and locate RWA Number F1643770.

[Click here to Sign / Review](#)

The General Services Administration

[1-800-488-3111](tel:1-800-488-3111) / DSSTeam@gsa.gov

www.gsa.gov

Sample email from e-SignLive to RWA Signatory Authorities requesting them to digitally sign the RWA

As a reminder, beginning October 1, 2019, federal customers will be REQUIRED to do the following:

- Use eRETA to submit all RWA Work Requests and Amended RWAs to GSA.
- Utilize eRETA's digital signature functionality to sign RWAs

We strongly encourage you ensure the proper personnel in your organization have eRETA access and begin entering and submitting Work Request and RWA information directly into eRETA now, in advance of the mandatory conversion date.

To help prepare you and your team, we are continuing to offer monthly virtual eRETA demonstrations the second Tuesday of every month! If you could not make our December session, be sure to sign up for our next session on Tuesday, January, 8th. You can register for any of the future sessions by clicking [here](#) . If you have additional questions about accessing or using eRETA, visit www.gsa.gov/ereta or email eRETA@gsa.gov . Also feel free to contact your Regional RWA Manager or your GSA customer lead.

The eRETA Team wishes you a safe and happy holiday season!