

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICIAL POLICY  
UNIFORM ELECTRONIC TRANSACTION ACT ADOPTION**

This document describes the adoption by the Department of Finance and Administration of the Uniform Electronic Transactions Act ("UETA"), which is codified at Section 75-12-1, et seq., Mississippi Code of 1972, as amended.

**Section I: Circumstances for the Acceptance of Electronic Records and Signatures**

The Department of Finance and Administration (DFA), pursuant to §75-12-35(a) and in order to enable more efficient operations between the Department and the State's vendors, employees, agencies, departments, and citizens has determined that electronic records and signatures will be accepted for the following transactions and services:

1. Electronic authorizations will be accepted for transactions initiated through the State's Mississippi.gov Web Portal that require the use of the Mississippi.gov Portal Payment Engine for the authorization of payment instructions by consumers, businesses, and other government agencies. The electronic approval, for the purposes of the payment transaction, is considered an electronic signature and is valid and enforceable under the terms of UETA as adopted by the State of Mississippi.
2. Electronic signatures as agreed to contractually between DFA and another entity are considered valid and enforceable under terms of UETA.
  - a. The establishment of contractual terms will allow flexibility from contract to contract and allow DFA to set out in the terms of different contracts whether electronic signatures would be used and the extent and manner of such use in the particular contract.
  - b. The establishment of contractual flexibility will allow DFA to take advantage of widely varying facts and circumstances of different type services.
  - c. Examples of the types of business functions to be supported through such contractual agreements include, but are not limited to:
    - Electronic signatures and digital certificates used to authorize purchases through electronic procurement (e-procurement) systems,
    - Electronic invoice routing and approval systems,
    - Payment of funds by means of electronic transfers to various third parties at the direction of DFA.
  - d. In these type contractual engagements, DFA's specific or delegated directions would be by electronic means and would be verified by electronic digital signature where this verification is crucial to the viability and specifics of these type contracts.
3. Electronic authorizations will be accepted for transactions initiated by the State's employees and contract workers through the Mississippi.gov Employee Channel web functions described in these rules. Furthermore:
  - a. Each application deployed by DFA under the Mississippi.gov Employee Channel will require the employee or contract worker to acknowledge that they have read and accept these terms of authorization;

- b. Each application deployed by DFA shall include specific instructions regarding the revocation of this authorization and how that must be accomplished;
- c. Applications where electronic authorizations will be accepted include, but are not limited to, the following:
  - Filing W-2 Positive Notice election for electronic receipt of W-2s;
  - Filing or modification of Form W-4, Employee Withholding Allowance Certificate;
  - Filing or modification of Form W-5, Employee's Advance Earned Income Credit Certificate;
  - Filing of employee or contract worker demographic updates;
  - Filing or modification of Employee benefit selections and modifications;
  - Filing of vehicle registrations for parking in State parking lots;
  - Filing of employee training registration for training offered through DFA;
  - Requests for transcripts for training offered by DFA;
  - Filing and approval of employee or contract worker travel authorizations;
  - Filing and approval of employee or contract worker travel reporting;
  - Filing and approval of employee leave reporting;
  - Filing and approval of requests for access to various state information systems as required in the employee's normal course of duty including the Statewide Automated Accounting System (SAAS), the Statewide Payroll and Human Resource System (SPAHRs), the Mississippi Executive Resource Library and Information Network (MERLIN), Image 2000 (I2K), and the Government E-commerce Network and Imaging Environment (GENIE);
  - Submission, routing, and appropriate approvals of electronic documents originated by appropriately authorized state employees and contract workers including submission of purchase requisitions, approval of invoices for payment, and the approval of payment vouchers as are related to processing of the SAAS and its partner system GENIE;
  - Submission, routing, and appropriate approvals of electronic documents originated by appropriately authorized state employees and contract workers including submission of requests for Certificates of Eligible (COEs) and appropriate actions related to the COEs as are related to processing of the SPAHRs and its partner system I2K.

## Section II: Control Processes and Procedures

1. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records will be in accordance with those processes, policies and procedures now in place and as may be modified within DFA's operational backup and recovery procedures or as specifically agreed to under specific contractual obligations such as identified in Section I, item 2.
2. Access controls as well as the authority to view, modify, update, approve, and route electronic documents related to the application systems of DFA will be in accordance with the application security and approval policies in place for SAAS, SPAHRs, MERLIN, GENIE, and I2K.