Take Advantage of E-Signature

No more waiting on executed contracts to be returned — documents will be automatically returned via email once Constellation executes them. Expect wait times to shrink from days or weeks to mere hours!

Faster, consolidated signing — sign one or 100 contracts or LOAs with only ONE CLICK!

Mobile friendly — sign from anywhere in the world, from any device, all in the palm of your hand!

No more wasting time with printers or scanners!

Frequently Asked Questions

Q: Are there software or hardware requirements needed to capture an electronic signature?

A: No. E-Signature works with different file types, applications and devices you already use.

Q: Is it possible to allow another party to review and sign a contract or LOA using E-Signature?

A: Yes. A contract or LOA can be reassigned to another party if allowed in your region by using the "Change the Signer" functionality. This allows the user to reassign contracts or LOAs to a senior leader, different department, or even a broker or consultant to also review and ultimately sign or review the contract or LOA.

Q: In what format will I receive the contract or LOA?

A: You will receive an email prompting you to "Review and Sign" the contract or LOA. If you have signing authority, then proceed with signing the document. If not, you'll need to change the signer to your customer's email address.

Q: How do I sign the contract or LOA?

A: Simply type your name, or set up ONE CLICK signing through our e-signature vendor, in which case your name will automatically be applied to the contract(s) and/or LOAs.

Q: What do I do when I'm through signing and revising the contract or LOA?

A: Simply click "Finish & Submit Electronically" and the contract or LOA will be automatically sent to Constellation's Operations team.

Q: How do I print a copy of the executed contract or LOA?

A: Once the contract or LOA has been fully executed, click on the "View Signed Document" to receive the options to print and/or save the document.

Constellation
An Exelon Company

Energy made simple.

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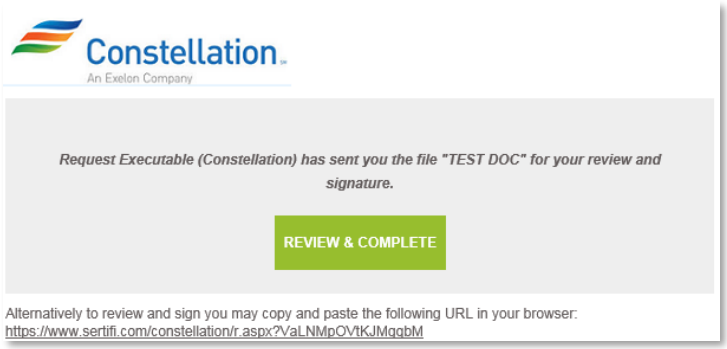
How to Use E-Signature for Contracts and LOAs

Constellation uses the Sertifi platform for E-Signature on both contracts and LOAs. To begin using Sertifi, please reach out to your Constellation Representative to send you an invitation to begin setting up your account.

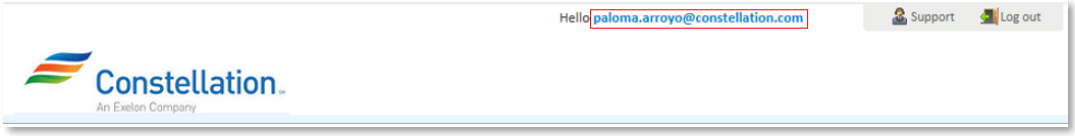
Setting Up Your Sertifi Account

1) Once you've reached out to your Constellation representative to have them send you a test document in Sertifi, you can begin setting up your account.

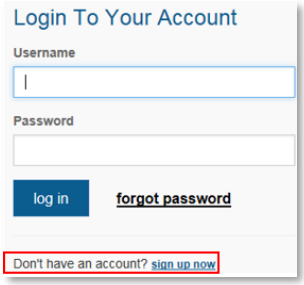
2) You will receive the first email to sign a contract or LOA via eSignature in your email that notes that it's a document from Constellation. Please click the green "Review & Complete" box to begin.



3) Click the hyperlink of your email address on the top right-hand corner of the first page. This will direct you to the sign-in page.



4) Click the link that read **"Sign Up Now"** and follow the prompts.



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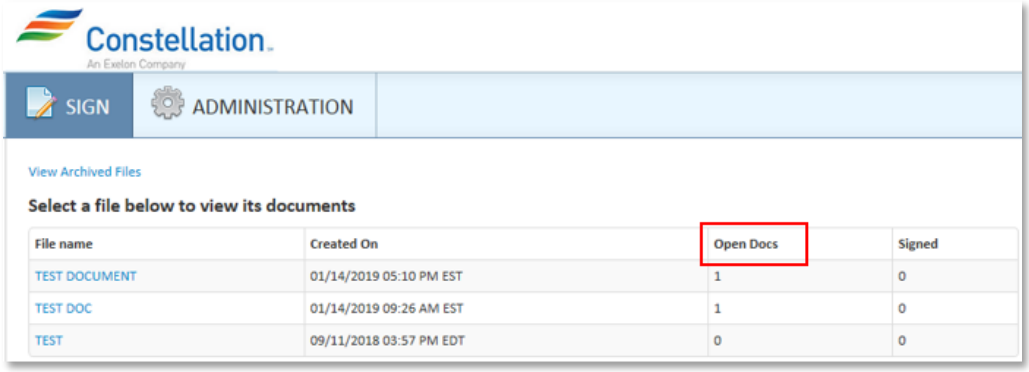
5) An activation email will then be sent to the email address that was used to create account.
    a. Follow the prompts within that email to activate your account with Sertifi.

Using E-Signature for Contracts and LOAs

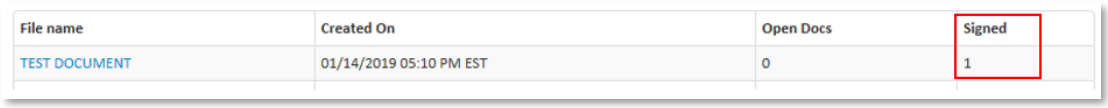
1) Login to your with Constellation at: https://www.sertifi.com/constellation

2) To view any contract or LOA assigned to you simply login to your account.



    a. If both values are 0 then the file is expired.

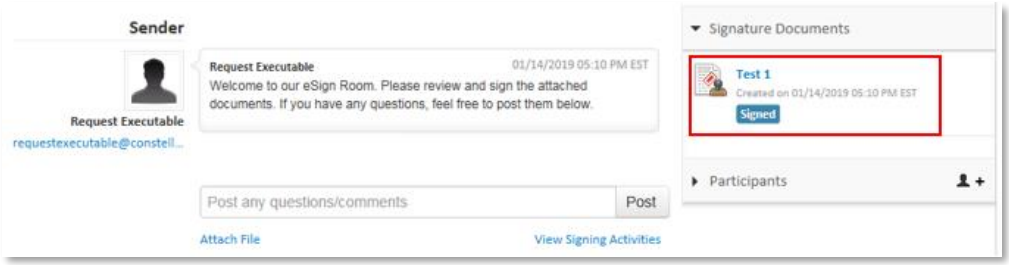
    b. If Open Docs is 1 then you have 1 file to sign.



3) Once signed by all parties the Signed # in your Sertifi account will be updated.

4) To view, simply click the File name hyperlink.

5) The status will now show as Signed under Signature Documents.



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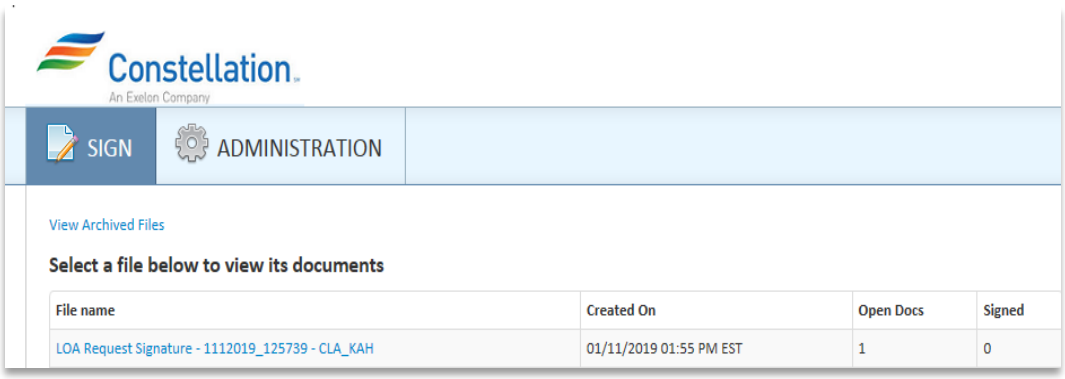
Manage Sertifi Documents

1) **Not ready to sign?** View all Open and Signed documents in your Sertifi account.

2) Within Sertifi, all documents available for review and signature will be listed and will remain in Sertifi as until you are ready to sign.



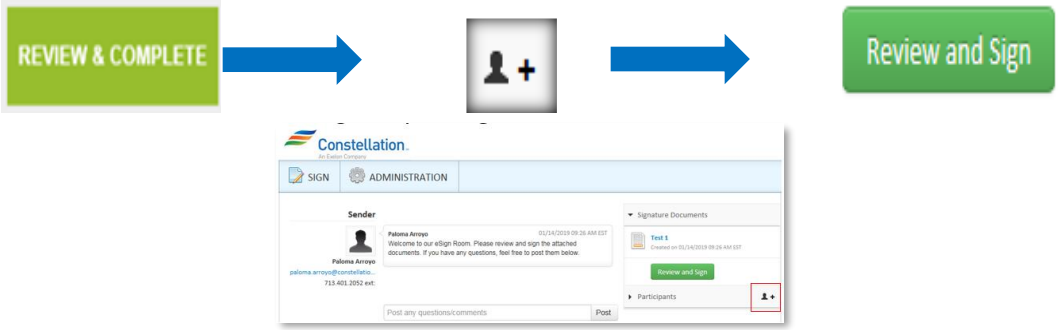
3) *Shelf-life of a non-executed contract or LOA**: 30 days from 'Created On' date**. Please note: Expired documents will no longer be retrievable after this date.*

4) If a document expires, please work with your Constellation Representative to open a new one.

Copy Multiple Individuals in on Sertifi Documents

1) In Sertifi, if you are sending a document, you may CC as many individuals as you would like to the eSignature email.

2) Simply click the "Review & Complete" button and then below the "Review and Sign" button there is a button that allows you to add individuals to the email. Click the "Add" button (a profile silhouette with a plus symbol) and add participants by entering their email address or addresses that should be included.



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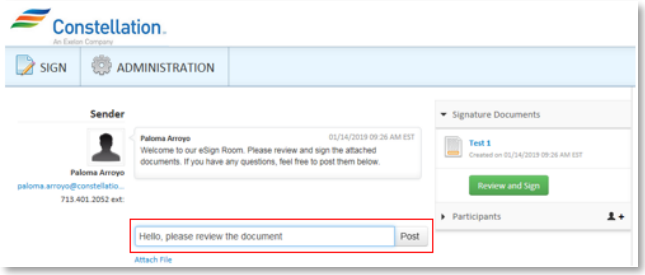
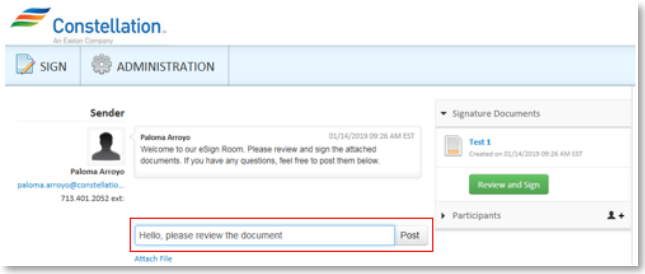
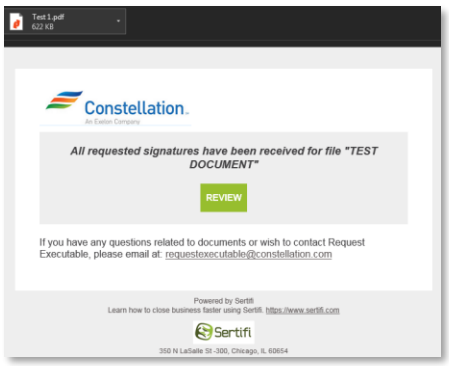
3) If there is a comment posted to the eSignature room, the entire group will be made aware via email of the comment and anyone associated with a document can post a comment.



4) Any files that do not require a signature can be attached by clicking the **"Attach File"** hyperlink in the eSignature room.



5) Everyone CC'ed will have the ability to review the document but not sign. Only the assigned signatory can sign the document.



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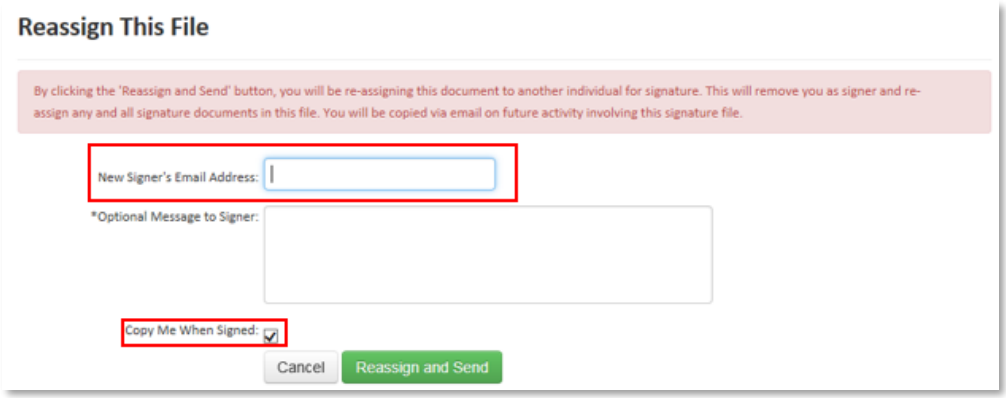
Re-assigning Documents

1) Once you have opened the contract or LOA to review you can re-assign to signatory.

2) Simply click Change the Signer under "Other Actions" on the right side of the screen.

3) Next populate the New Signer's Email Address and include any message to the signer.



4) If you would like to remain CC'ed then ensure the "Copy Me When Signed" box is checked.

5) Please reassign the document to the customer to sign rather than forwarding.

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