

## Requirements for Signature

### Batch and Employer Portal Enrollments

**Verification:** The employer must confirm that they have identified the employee's identity in accordance with applicable federal and state laws, including the I-9 employment eligibility verification process, at time of employment.

**Authentication:** The employer's enrollment system or process must include fraud prevention and other safeguards that create a reasonable certainty that the person who electronically or manually enrolls in an Optum Bank HSA is who he or she claims to be.

**Disclosures:** The employer's enrollment system or process must convey all required disclosures in a manner that complies with Optum Bank requirements. These disclosures include, at a minimum, the disclosure required under the USA PATRIOT Act, and the statement of the hardware and software requirements for access to and retention of electronic records.

**Consent:** The employer's enrollment system or process must be able to retain verifiable evidence of an employee's consent to receiving electronic disclosures and correspondence in lieu of traditional paper or nonelectronic forms and must inform the employee of his/her rights to withdraw consent at any time.

**Accessibility:** The employer must demonstrate and retain evidence that customers who consent to receiving electronic disclosures and correspondence can reasonably access that information on a go forward basis.

**Signature:** The enrollment system or process must capture an electronic affirmation or paper document that adequately confirms the customer's intent to enter into a binding contract.

**Record Retention:** The enrollment process must create a record of the transaction that both parties can retain, and store that record securely, for 7 years.