



**ENVIRONMENTAL
QUALITY**

**Electronic Signature Agreement (ESA) for the
Tire Accountability Program Used Tire E-Manifest System**

This Agreement will allow you to electronically submit the electronic Used Tire Manifest using the DEQ ePortal manifest system. Your account identification is your email address. To receive the necessary authorization, you must fill out this form completely, sign it, and submit the original to:

**Electronic Signature Agreement Committee
Division of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118-5317**

Faxes, photocopies, and other facsimiles will not suffice. Questions can be mailed to the above address, or emailed to eSignatureAgreement@adeq.state.ar.us.

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Your First and Last Name: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Email: _____

Notes:

- (1) The Name must be the name of the person shown on the next page; company names are not allowed, and if used will cause the form to be returned.
- (2) The address must be a street address. Post Office boxes are not allowed.
- (3) The email address is the address used for the ePortal account. It must be an email address for the person submitting the Electronic Signature Agreement. It can be that person's work email address, but it should not be a group, general, or company email address.
- (4) The email address, and the ePortal accounts tied to that address, must be used only by the person named in this ESA form. Changes to the email address require an updated Electronic Signature Agreement.
- (5) All fields are required, and must match your ePortal account.

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I, _____, the undersigned, am submitting this Electronic Signature Agreement to the Division of Environmental Quality (DEQ), to apply for authorization to electronically submit the electronic Used Tire Manifest using DEQ's electronic submission systems.

With this authorization, any and all submissions made with the ePortal system using the account identified by my email address above will be the equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files, or forms, and shall have the full legal force of an actual handwritten signature pursuant to the Arkansas Electronic Records and Signatures Act codified at Ark. Code Ann. §25-31-101 et seq.

I hereby agree to the following conditions:

- (1) I am the only person authorized to use this email address and the associated ePortal account tied to that address, and I will not permit any other party, including anyone who may be acting as my agent, to use this email address. If the email address is changed, I will submit an updated Electronic Signature application with the new information.
- (2) I will protect my account passwords and all security questions and answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent.
- (3) I will promptly report – within 24 hours after discovery – to DEQ any evidence of the loss, theft, or other compromise of my account password or any security question and answer pairs.
- (4) I will review and, if necessary, repudiate any electronic reports, documents, applications, files, or forms that may have been submitted to DEQ after this loss, theft, or other compromise.
- (5) I will promptly review – within 24 hours after discovery – the acknowledgments and copies of submitted documents generated by DEQ's ePortal system.
- (6) I will promptly report – within 24 hours after discovery – to DEQ any evidence of discrepancy between any information electronically submitted by my account and what was received by DEQ.

I understand that I shall be held as legally bound, obligated, and responsible by the electronic signature created by submissions made using my accounts in DEQ's ePortal system as by my handwritten signature.

Applicant's signature: _____

Date: _____