

621—16.2 (20) Definitions.

“*Electronic filing*” means the electronic transmission of a document to the electronic document management system together with the production and transmission of a notice of electronic filing.

“*Electronic record*” means a record, file, or document created, generated, sent, communicated, received, or stored by electronic means.

“*Electronic service*” means the electronic transmission of a link where the registered users who are entitled to receive notice of the filing may view and download filed documents.

“*Nonelectronic filing*” means a process by which a paper document or other nonelectronic item is filed with the agency.

“*Notice of electronic filing*” means a document generated by the electronic document management system when a document is electronically filed.

“*PDF*” means an electronic document filed in a portable document format which is readable by the free Adobe® Acrobat® Reader.

“*Public access terminal*” means a computer located at the agency’s office where the public may view, print, and electronically file documents.

“*Registered user*” means an individual who can electronically file documents and electronically view and download files through the use of a username and password.

“*Remote access*” means a registered user’s ability to electronically search, view, copy, or download electronic documents in an electronic record without the need to physically visit the agency’s office.

“*Signature*” means a registered user’s username and password accompanied by one of the following:

1. “*Digitized signature*” means an embeddable image of a person’s handwritten signature;
2. “*Electronic signature*” means an electronic symbol (“/s/” or “/registered user’s name/”) executed or adopted by a person with the intent to sign; or
3. “*Nonelectronic signature*” means a handwritten signature applied to an original document that is then scanned and electronically filed.