



# ARIZONA DEPARTMENT of ENVIRONMENTAL QUALITY



## ELECTRONIC SIGNATURE AGREEMENT

- (1) Agree to protect the electronic signature credential, consisting of my myDEQ user name and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password: I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
  - (2) Agree to contact the myDEQ Support Desk at 1-844-827-4768 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.
  - (3) Agree to notify ADEQ within three (3) business days if my duties change and I no longer need to interact with the myDEQ portal on behalf of my organization. I agree to make this notification by notifying the myDEQ Support Desk at 1-844-827-4768 or myDEQ.support@azdeq.gov.
  - (4) Understand that the myDEQ portal records the last date my user name and password were successfully used to log into myDEQ.
  - (5) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.
  - (6) Understand that whenever I electronically sign and submit an electronic document to the myDEQ web portal, I will receive an e mail at my registered e mail address: This e-mail will inform me that a submission has been made to myDEQ from my user account and will contain instructions to view information regarding the submission, including my Copy of Record.
  - (7) Agree that if I receive an email notification for any activity that I do not believe that I performed, I will notify the myDEQ Support Desk as soon as possible, but no later than 24 hours, after receipt.
  - (8) Agree to contact the myDEQ Support Desk if I do not receive an email notification within three business days for any electronically signed submission using my credentials.
  - (9) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the myDEQ web portal has received from me by contacting the myDEQ Support Desk.
  - (10) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.
-