MARGARET WOOD HASSAN
Governor

STATE OF NEW HAMPSHIRE
OFFICE OF THE GOVERNOR

BY HER EXCELLENCY
MARGARET WOOD HASSAN
EXECUTIVE ORDER 2014-04

An order directing state agencies to move all possible business-related forms into an online format through the Business One Stop by September 30, 2015

WHEREAS, businesses and citizens expect to be able to do business with state government online;

WHEREAS, in partnership with the Business Finance Authority and the Department of Resources and Economic Development, we have launched "Live Free and Start" aimed at attracting technology-driven start-up businesses to New Hampshire;

WHEREAS, the ability of businesses to submit forms, applications and required documentation electronically to state government is essential to improving their productivity and will send the right message to the innovative, high-tech businesses we are working to attract to New Hampshire;

WHEREAS, increased use of technology will help make state agencies more efficient, and let them focus their staff efforts on other critical needs, as opposed to manually entering data;

WHEREAS, the State has created the Business One Stop to bring together the answers businesses need into one central portal; and

WHEREAS, the State is now investing in new technologies to be more efficient and effective in the collection of data from businesses that supports various statutory and regulatory needs;

NOW, THEREFORE, I, MARGARET WOOD HASSAN, GOVERNOR of the State of New Hampshire, by the authority vested in me pursuant to Part II, Article 41 of the New Hampshire Constitution, do hereby direct all agencies to:

1. Review all forms required to be completed by businesses considering or currently operating in the state. The review should include an assessment of the continued need to collect the data consistent with governing law, as well as a plan to clarify forms, combine similar forms to decrease the collection of redundant information and make forms easily accessible;

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2. Agencies shall create a plan for moving business-related forms online, prioritizing forms used in interactions with businesses that could make the agency more efficient if the data was submitted electronically and imported into legacy systems. In developing that plan, agencies shall:
    a. review submittal requirements to increase the acceptance of digital signatures under RSA 294-E, Uniform Electronic Transactions Act, thereby allowing the online submittal of forms and data to state agencies;
    b. develop a plan to ensure that all required state materials – including payments – can be submitted online whenever possible under state laws;
    c. eliminate forms or information requests deemed unnecessary to meet statutory and regulatory requirements;
    d. report any remedial actions needed to automate form submittal, including, but not limited to, statutory and regulatory changes; and
    e. work with the Department of Information Technology to develop a plan to convert existing forms into the new, enterprise forms submittal solution;

3. Agencies shall submit to the Governor and the Department of Information Technology an initial plan no later than August 31, 2014;

4. The Department of Information Technology shall report to the Governor's Office quarterly on the status and progress, by agency, of the conversion project; and

5. Agencies shall automate all possible business-related forms consistent with this Executive Order by September 30, 2015.

Given under my hand and seal at the Executive Chambers in Concord, this Eighteenth day of June, in the year of Our Lord, two thousand and fourteen and of the independence of the United States of America, two hundred and thirty-eight.

Margaret Wood Hassan

GOVERNOR OF NEW HAMPSHIRE

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