

## QUICK START GUIDE **Contract Signatures**

## **Signature Requests**

Contract signatures are the legal binding that put the contract into effect. You will be requested to make a signature when you receive an email like the following from DocuSign:



On the blue background of the email you will

- See who is asking you to sign the contract and ensure it is coming from the appropriate department at Mines.
- Be able to click Review Documents to see the contract.

## **Sign the Contract**

To sign the contract electronically. Follow these steps:

- 1. Within the email you received, click Review Documents.
- 2. With the DocuSign environment, <u>click Continue</u>. This will allow you to review the contract. See the images in the next column.
- **3.** <u>Click Start</u> at the top of the document to be taken to the first location within the document that needs your signature. Other information about you may fill automatically.



- Then <u>within</u> the document <u>click Sign</u> (in red) to add your signature See the blue arrow below.
- 5. <u>Click Finish</u> when you are done signing.
- 6. A question from DocuSign may appear. Click No or No Thanks.

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SIGN		THE BOARD OF TRUSTEES OF THE COLORADO SCHOOL OF MINES, for and on behalf of the Colorado School of Mines By:	Burrito Cart Required - Sign Here - SignHere 2 By
		Name:	Name: Katy Ginger
		Title:	Title: Project Manager
		Date:	Date: 12/14/2017

Questions? Please contact Biz Ops/Procurement at 303-273-3268 or contracts@mines.edu.