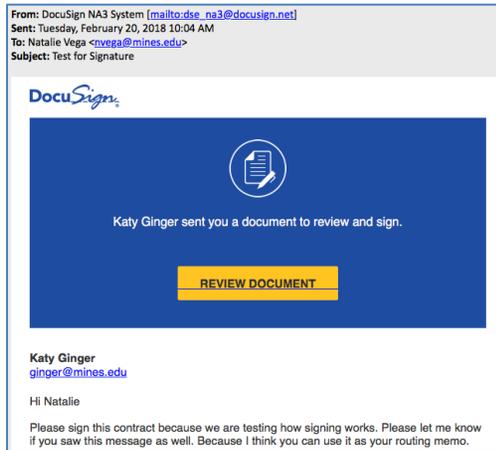


Signature Requests

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:



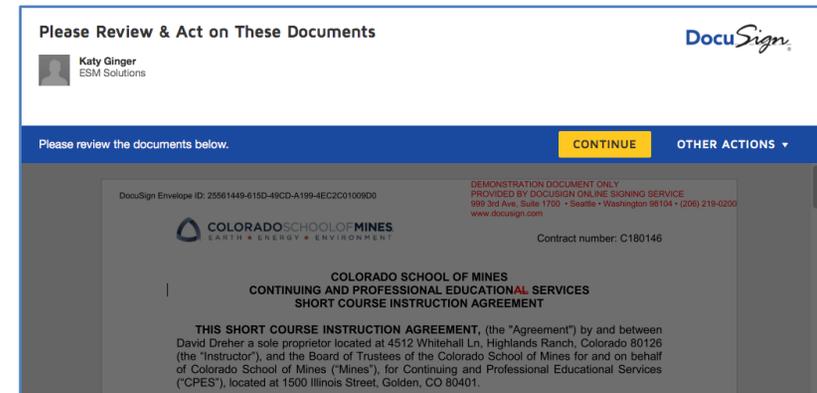
On the blue background of the email you will

- 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, click Continue. This will allow you to review the contract. See the images in the next column.
3. Click Start 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.



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

