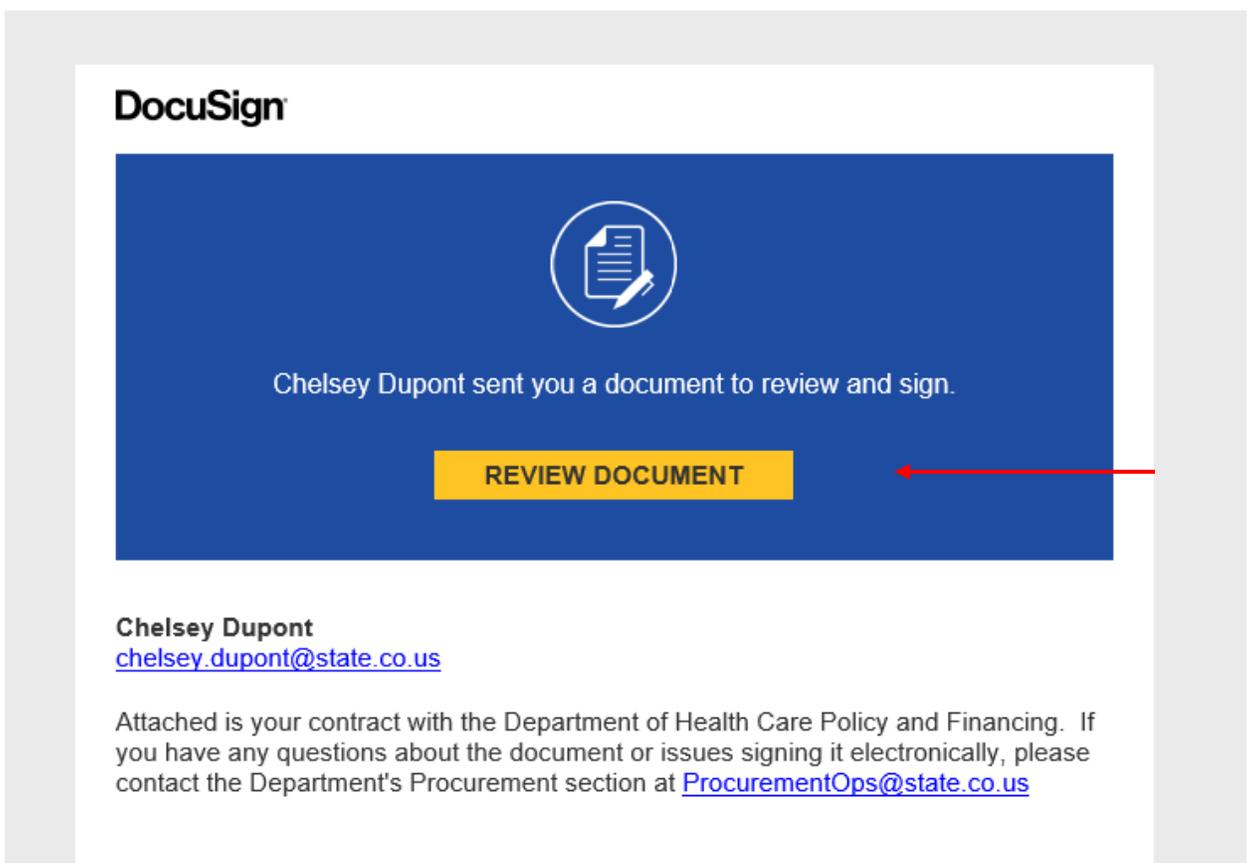


DocuSign Signature Step Action Guide

1. When you receive an email from DocuSign saying that there is a contract for signature, click the "Review Document" button on the email.

Expires 11/19/2019

[click here to view it in a web browser.](#)



2. That link will take you directly to the document. Once in the document click the "Continue" button to review and sign the documents

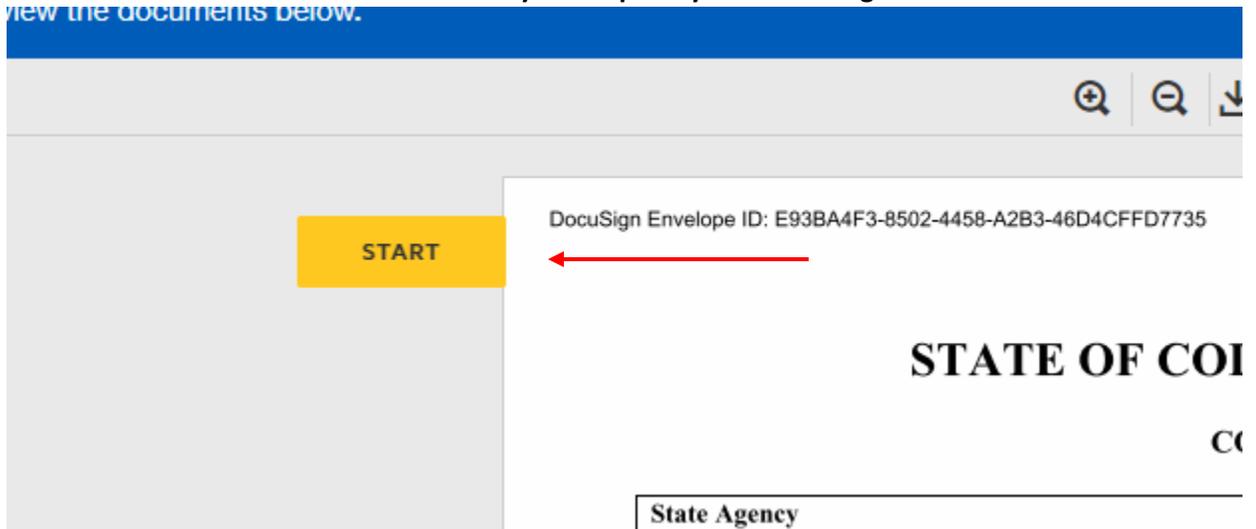
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DocuSign

id Financing. If you have any questions about the
ment's Procurement section at



3. Click the "Start" button to be taken directly to the place you need to sign.



4. Click the "Sign" button to place your electronic signature. The date will fill in automatically.



5. Click "Finish" to complete the process and send the document on to the next step in the process

