



## Signing the contract

Your guide using DocuSign to sign the project contract



# Signing the contract

1

The system will issue the document for electronic signature through DocuSign. You will receive an email informing you of the progress as signatures are received. You will also see the status in the system at any time. You will receive an email to inform you that there is a contract for you to sign following successful signature of the supplier.

2

You can access the document through the email by clicking on View Documents. You then need to accept to use electronic signature and press continue.

3

Click Start and the system will take you to the placeholder for signature. You can click on Sign and the system will record your electronic signature.

