

DocuSign FAQs

LESSONS LEARNED

- **SURETY SEAL – MUST be legible or the contract will be voided. Please check this before approving. Below is a link for setting up your stamp (seal) in DocuSign.**
<https://support.docusign.com/en/guides/ndse-user-guide-manage-your-stamps>
- **Several contractors seem to forget the step of approving the contract after the bonding company has completed the bonds. They must review the bonds and click the “approve” button in DocuSign when they receive an email.**
- **KYTC cannot make changes to anything on the contract, including mistakes on the payment or performance bonds. Bonds or contracts found to be incorrect, will result in the contract being VOIDED. The Cabinet will issue a new contract to be completed.**

Question) What is the process for routing Contracts?

- All emails through DocuSign will originate from KYTC personnel. Currently, the contract administrators in the Division of Construction Procurement, are Magaly Weaver and Carrie Elliston. Every DocuSign email will originate from these individuals. (There may be special instances where the emails could originate from either Sheree O'Neal or Rachel Mills.)

Example of Email:

Magaly Weaver via DocuSign

CID 202609 TESTING Notice of Award, Contract & Bonds

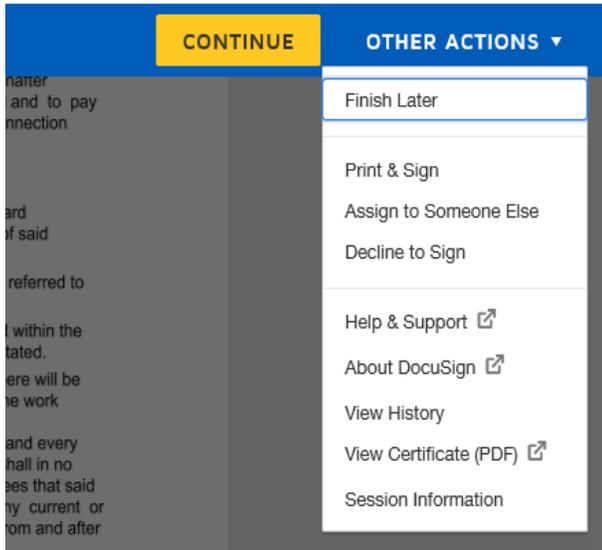
Tue 7/28/2020 10:41 AM

Question) Contractors were asked to provide an email address for routing of Contracts in DocuSign. Can the individual receiving the contract forward to another person within the company for signature?

- Yes. However, the DocuSign system allows individuals to sign using a mobile device. If they prefer not to take advantage of this option, they may forward the contract to an individual in the company that has the authority to sign the contract. The following is the procedure to forward:

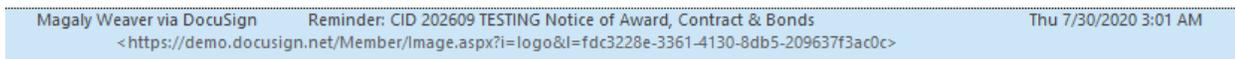
- Select the **Other Actions** dropdown

– Select **Assign to Someone Else**



Question) Can you outline the procedure of a contract in DocuSign in detail?

1) Contract is emailed to the Contractor after the project is awarded (email originates from Magaly Weaver or Carrie Elliston). It was originally sent on Tuesday. No action was taken, so the system sent a friendly reminder.



2) Contractor receives an email that the contract is ready. Once the contract is opened in DocuSign it is set specifically for the Contractor’s signature. Click continue and start. It will allow you to adopt your own signature or the program will has signature feature built in. It is up to the individual to choose. The Contractor has 3 spaces to sign; the contract, the payment bond and performance bond. After the signature is added to these three spots, it will give you the finish button.

Screen Shots of Each Action After Opening Contract in DocuSign:

Step A) Select the agree box and click continue

Please Review & Act on These Documents



Magaly Weaver
(DEV) Kentucky Transportation Cabinet

Contractor,

[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE

...hereby agrees to furnish and deliver all materials and do and perform all the work or labor required and to pay in full all legal claims for labor, unemployment compensation contributions, materials and supplies furnished in connection herewith, in the construction, improvement or maintenance of the following described project:

Step B) Click Start

DocuSign Envelope ID: 63BB3368-C4B5-44F1-B4F8-862CD24FA18C

**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
DIVISION OF CONSTRUCTION PROCUREMENT
FRANKFORT, KENTUCKY**

DEMONSTRATION DOCUMENT
PROVIDED BY DOCUSIGN ON
999 3rd Ave, Suite 1700 • Seat
www.docusign.com

START

THIS CONTRACT is made and entered into this ____ day of _____, A. D. _____, between th
of Kentucky by and through its agent, Department of Highways, acting in its official capacity, party of the fir

Step C) Sign Contract and Bonds (All contracts are set to allow you to sign in the correct spot and you cannot finish until all 3 spots have been signed)

SIGN

Required - Sign Here for contracting firm

By: 

PRINCIPAL

By:  Title

Program allows you to adopt a signature –

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

mills construction

Initials*

MC

SELECT STYLE

DRAW

PREVIEW

[Change Style](#)

The preview shows a signature box with the text "DocuSigned by:" followed by a handwritten signature "mills construction" and a unique ID "0033D2A8D3E3441...". To the right is a box with "DS" and handwritten initials "MC".

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

Step D) Select Finish after signing is complete.

The screenshot shows a blue header bar with a yellow "FINISH" button. Below the header is a toolbar with icons for zoom in, zoom out, download, print, and help. The main content area shows a document with text: "under the contract shall be mailed by the Department via Certified Mail, Return to Home Office Claims Department of the Surety at the following address".

IMPORTANT – DocuSign allows individuals to create an account free of charge. This will store all of your information and will prevent you from entering it each time. You do not have to create an account. This is completely up to each individual. This option will appear after you sign your first contract.

Save a Copy of Your Document



Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email

[REDACTED]

Password

Confirm Password

Country



Electronically sign any document.



Get signatures from others.



Sign on the go with DocuSign Mobile!

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT

NO THANKS

3) Contractor will immediately receive another email via DocuSign concerning the Contract.

Magaly Weaver via DocuSign CID 202609 TESTING Notice of Award, Contract & Bonds Thu 7/30/2020 7:40 AM
<https://demo.docusign.net/Member/Image.aspx?i=logo&l=fdc3228e-3361-4130-8db5-209637f3ac0c>

4) Open the email and click accept agree to electronic records and continue. Please enter the bonding company information as shown below.

The screenshot shows a dialog box titled "Enter Recipient's Information" with a close button (X) in the top right corner. The dialog is set against a background of a "SPECIFY RECIPIENTS" page. Inside the dialog, there is a section for "Bonding Agency" with an upward arrow (^) on the right. Below this, there are two input fields: "Name *" and "Email *". Underneath these is a "Private Message" section with a large text area. At the bottom of the dialog, there are two buttons: a yellow "FINISH" button and a "VIEW DOCUMENT" link. In the background, a "1 of 4" indicator and a "SIGNING SERVICE" header are visible.

Click Done.

The screenshot shows a dialog box titled "Addressing Complete" with a close button (X) in the top right corner. The dialog is set against a background of a "CLOSE" button. Inside the dialog, the text "All recipients have been assigned" is displayed. At the bottom of the dialog, there are two buttons: a yellow "DONE" button and a "VIEW DOCUMENT" link.

5) You will receive the following email after the bonding company has completed all of their required information. This includes the bonding company adding their required electronic stamp.

Magaly Weaver via DocuSign CID 202609 TEST Notice of Award, Contract & Bonds Thu 7/30/2020 9:44 AM
<<https://demo.docusign.net/Member/Image.aspx?i=logo&l=fdc3228e-3361-4130-8db5-209637f3ac0c>>

6) The bonding company has completed everything and has sent it back to the contractor for final review and approval. **Select continue.**

Please review the documents below. **CONTINUE**

WITNESSETH, that the party of the second part, for and in consideration of the payment or payments hereinafter specified, hereby agrees to furnish and deliver all materials and do and perform all the work or labor required and to pay in full all legal claims for labor, unemployment compensation contributions, materials and supplies furnished in connection

Select Start.

+ - [down arrow] [print] ?

START

DocuSign Envelope ID: 63BB3368-C4B5-44F1-B4F8-862CD24FA18C

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**COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
DIVISION OF CONSTRUCTION PROCUREMENT
FRANKFORT, KENTUCKY**

THIS CONTRACT is made and entered into this ____ day of _____, A. D. _____, between the Comm
of Kentucky by and through its agent, Department of Highways, acting in its official capacity, party of the first part, hei

Please review the performance and payment bonds. If the Contractor is okay, then select the approve button.

PRINCIPAL

DocuSigned by: Required - Approve - Unchecked

By: mills construction Approve

9033D2A6D3E3441... Title

Final Step

The Contract is returned to the KYTC-Contract Administrator after the Contractor approves the Contract.

The Contract Administrator will monitor the contract for funding authorization, approval of the DBE plan when applicable, certificate of insurance and power of attorney. Contracts will routed to Cabinet personnel for final execution once all documentation is received.

Question) Will all parties receive a copy of the Contract?

- Those individuals that were listed as an email contact during the process will receive a copy of the contract once it is approved. Also if you have created a DocuSign account, it will be saved in your DocuSign account.

Question) Can a contractor see where the contract is in the process?

- Yes, the program gives the contractor the ability to track where the contract is in the process. Please go to view history under other actions dropdown menu.

Contact Information for Assistance:

Magaly Weaver: Magaly.weaver@ky.gov (502) 782-5118

Carrie Elliston: Carrie.elliston@ky.gov (502)782-5179

Updated 08/30/2022