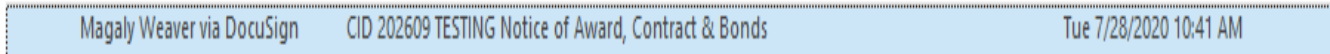


DocuSign FAQs

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 Rhonda Stewart. Every DocuSign email will originate from these individuals. (There may be special instances where the emails could originate from either Wayne Simpson or Rachel Mills.)

Example of Email:

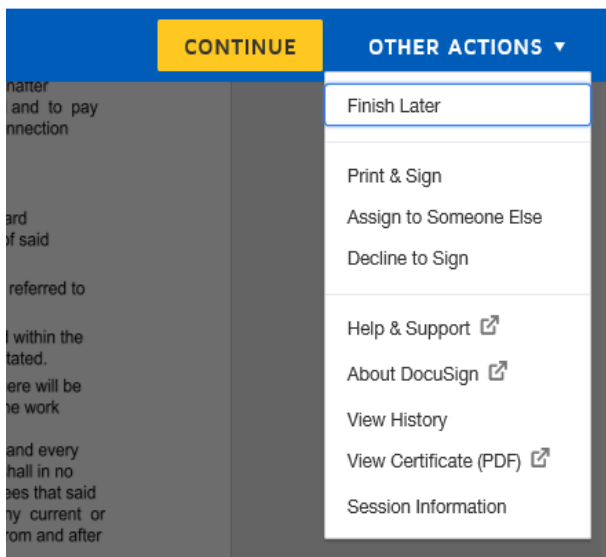


Question) Contractors were asked to provide an email address for routing of Contracts in DocuSign. Can the individual receiving the contract forward to another person within the company for signature?

- 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:

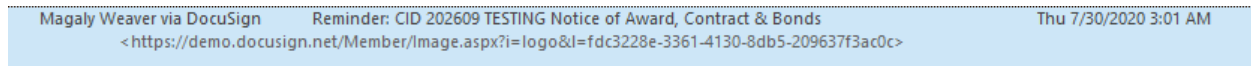
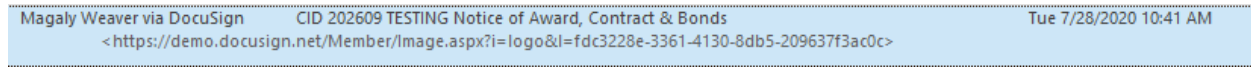
- Select the **Other Actions** dropdown

- 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 Rhonda Stewart). It was originally sent on Tuesday. No action was taken, so the system sent a friendly reminder.

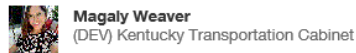


2) Contractor receives an email that the contract is ready. Once the contract is opened in DocuSign it is set specifically for the Contractor’s signature. Click continue and start. It will allow you to adopt your own signature or the program will has signature feature built in. It is up to the individual 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



Contractor,

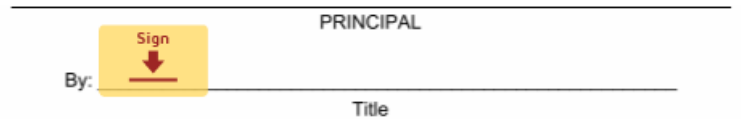
[View More](#)



Step B) Click Start



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)



Program allows you to adopt a signature –

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

mills construction

Initials*

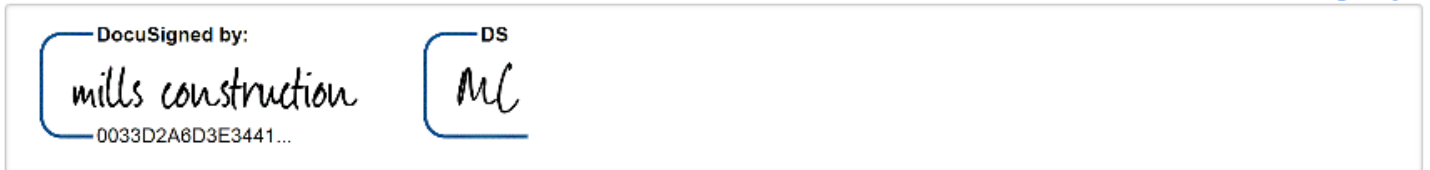
MC

SELECT STYLE

DRAW

PREVIEW

[Change Style](#)



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.

FINISH

under the contract shall be mailed by the Department via Certified Mail, Return
Home Office Claims Department of the Surety at the following address

-performance under the contract, the surety shall acknowledge receipt of said
shall promptly commence an investigation of said notice

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




Password

Confirm Password

Country

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

SUBMIT NO THANKS

-  **Electronically sign any document.**
-  **Get signatures from others.**
-  **Sign on the go with DocuSign Mobile!**

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

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 'SPECIFY RECIPIENTS' dialog box titled 'Enter Recipient's Information'. It contains the following fields:

- Bonding Agency** (with an upward arrow icon):
 - Name ***: A text input field.
 - Email ***: A text input field.
- Private Message**: A large text area for entering a message.

At the bottom of the dialog, there are two buttons: a yellow 'FINISH' button and a 'VIEW DOCUMENT' link. The background shows a '1 of 4' page indicator and a 'SIGNING SERVICE' section.

Click Done.

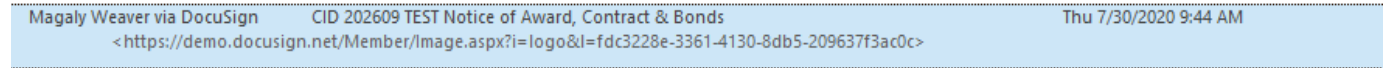
The screenshot shows an 'Addressing Complete' dialog box with a 'CLOSE' button in the top right corner. The dialog contains the following text:

Addressing Complete

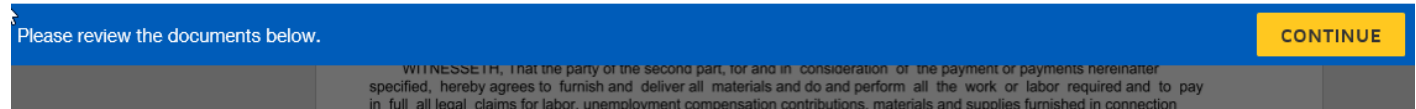
All recipients have been assigned

At the bottom, there are two buttons: a yellow 'DONE' button and a 'VIEW DOCUMENT' link.

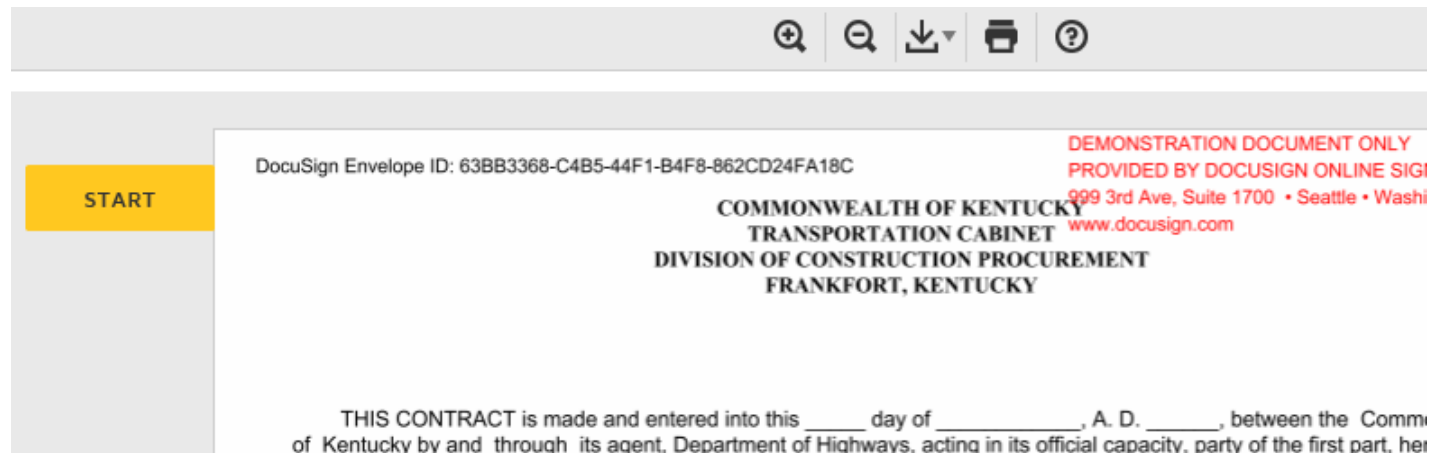
5) You will receive the following email after the bonding company has completed all of their required information. This includes the bonding company adding their required electronic stamp.



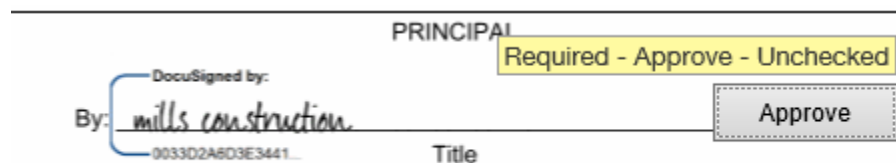
6) The bonding company has completed everything and has sent it back to the contractor for final review and approval. **Select continue.**



Select Start.



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



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 be 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

Wayne Simpson: Wayne.simpson@ky.gov (502) 782-5603

Rachel Mills: Rachel.mills@ky.gov (502) 782-5152