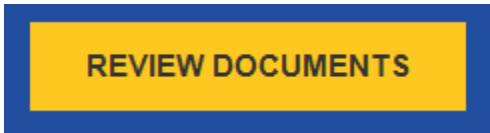


Signing Contracts with DocuSign

You will receive an email notification from DocuSign, generated by MoDOT, containing a link to the contract.

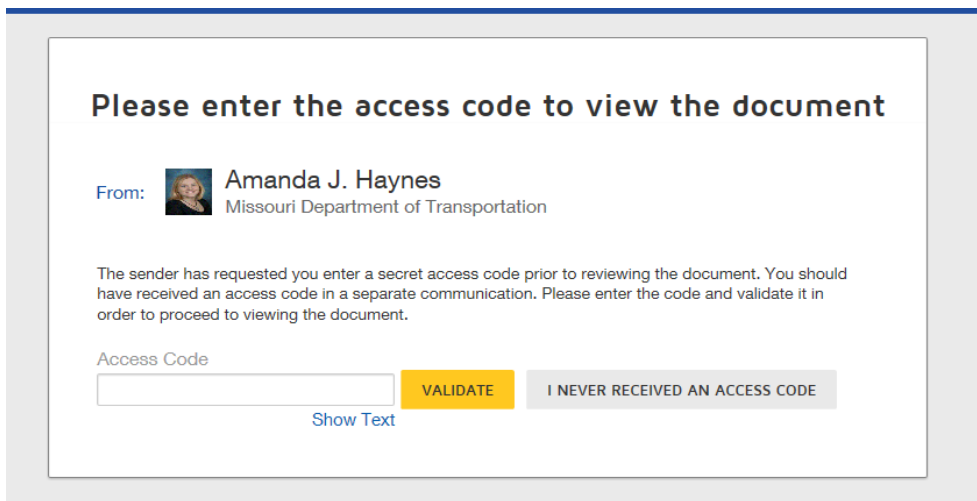
1. Click on the **REVIEW DOCUMENTS** link in the email.



2. You will then be asked to select the checkbox **I agree to use Electronic Records and Signatures.**
3. After reviewing the Disclosure and selecting the checkbox click **CONTINUE.**



4. On the next screen enter the **access code** sent to you.
5. Click **VALIDATE.**



6. Click **CONTINUE** to scroll through and review the contract.



7. When you are ready to sign, click the **START** tag or the **NEXT** tag.



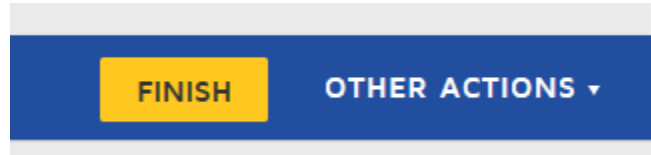
8. You are then directed to the location in the document requiring your signature. Enter your **company name** (as registered with the Missouri Secretary of State) in the box labeled Company then click the **SIGN** box.

9. You will be asked to Adopt Your Signature. Verify your name is correct and select your signature style before clicking **ADOPT AND SIGN**.

10. After clicking adopt and sign, click the **SIGN** box to apply your signature.



11. Click **FINISH**.



12. When the contract has been fully executed you will receive a notification email containing a link to the document. Click **REVIEW DOCUMENT** to view or print the contract.

