Signing Contracts with DocuSign

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

1. Enter the access code from the letter sent to you.

2. Click VALIDATE. You have three attempts to enter the access code correctly. **Note:** If you failed your authentication check by entering the incorrect access code three times, contact the sender to resend the envelope.

3. Click on the REVIEW DOCUMENTS link in the email.

4. You will then be asked to select the checkbox I agree to use Electronic Records and Signatures.

5. After reviewing the Disclosure and selecting the checkbox click CONTINUE.
6. Click **CONTINUE** to scroll through and review the contract.

![CONTINUE](image)

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

![START NEXT](image)

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.

![Contractor: Company](image)

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

![Adopt Your Signature](image)
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.