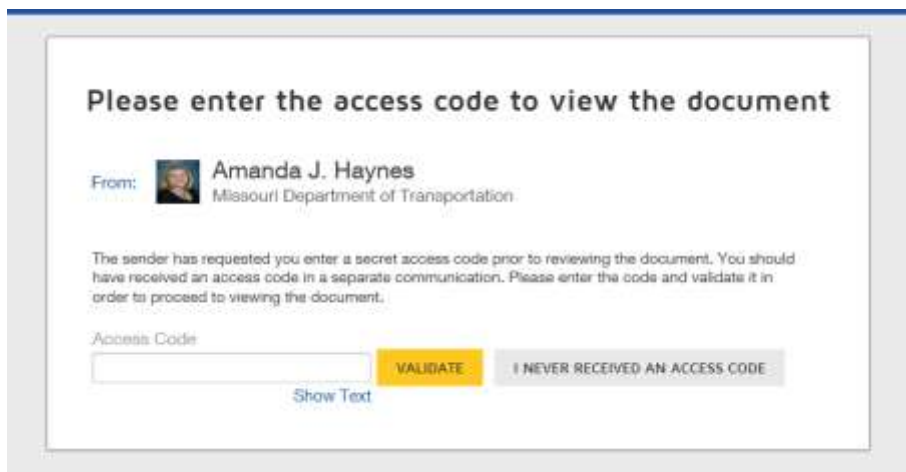


Signing Contracts with DocuSign

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

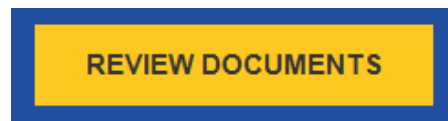
1. Enter the **access code** from the letter sent to you.
2. Click **VALIDATE**. You have three attempts to enter the access code correctly. **Note:** If you failed your authentication check by entering the incorrect access code three times, contact the sender to resend the envelope.



The screenshot shows an email interface with the following elements:

- Title:** Please enter the access code to view the document
- From:** Amanda J. Haynes, Missouri Department of Transportation
- Text:** The sender has requested you enter a secret access code prior to reviewing the document. You should have received an access code in a separate communication. Please enter the code and validate it in order to proceed to viewing the document.
- Form:** An input field labeled "Access Code" with a "Show Text" link below it.
- Buttons:** A yellow "VALIDATE" button and a grey "I NEVER RECEIVED AN ACCESS CODE" button.

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**.



The screenshot shows a document review interface with the following elements:

- Title:** Please Review & Act on These Documents
- From:** Amanda J. Haynes, Missouri Department of Transportation
- Logos:** MoDOT logo and "Powered by DocuSign" logo.
- Text:** Please read the [Electronic Records and Signature Disclosure](#).
- Form:** A checkbox labeled "I agree to use electronic records and signatures." which is checked.
- Buttons:** A yellow "CONTINUE" button and a blue "OTHER ACTIONS" button with a dropdown arrow.

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



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



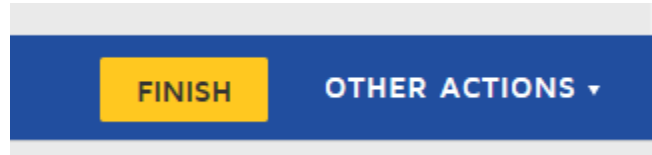
- You are then directed to the location in the document requiring your signature. Enter your **company name** (as registered with the Missouri Secretary of State) in the box labeled Company then click the **SIGN** box.

- 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.

