# GRANT AGREEMENT WORKFLOW WITH DOCUSIGN

Authorizing Official Signs Grantee Using DocuSign

DocuSign has been integrated into the OLDCC Grants Portal (EADS) to allow grantees to digitally sign the Grant Agreement. DocuSign allows the AO to review and sign the Grantee Agreement without logging into the OLDCC Grants Portal. Instead, the AO will be notified that the Grant Agreement is ready by an email from DocuSign.

1. Once the email from DocuSign arrives, click the **Review Document** button.
   a. The email subject line will say "Grant Agreement Requires your Signature: [Name of Grant]".
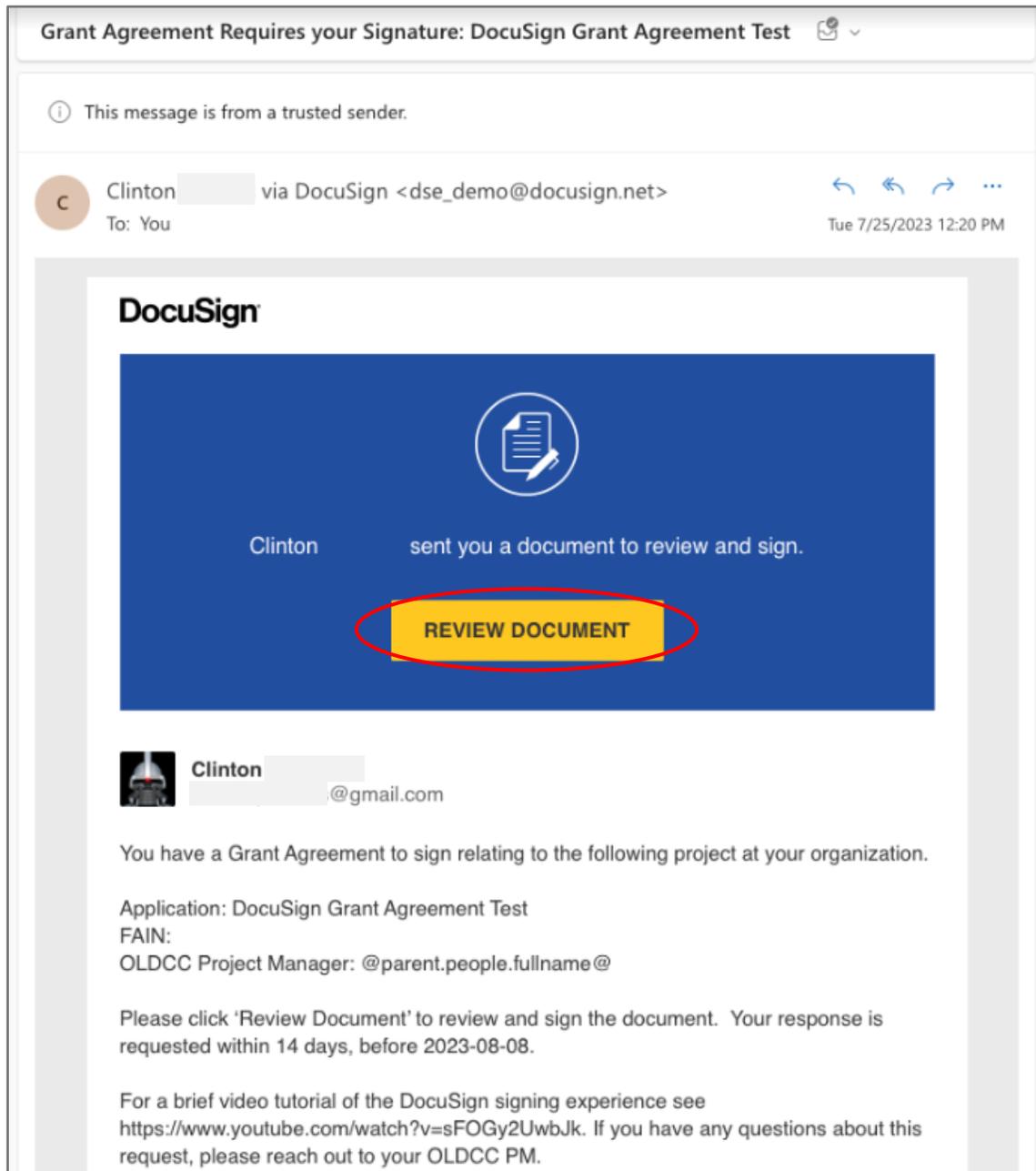
2. The link will open a new tab in a browser and the screen below will appear. Check the box next to "I agree to use electronic records and signatures" to continue.

3. Click **Start** when the yellow button below appears.
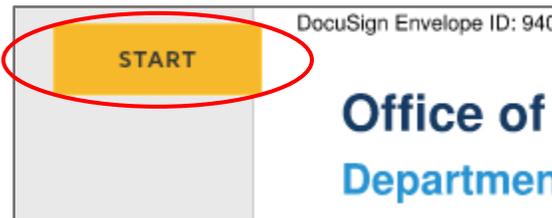
4. Review the Grant Agreement and click **Sign** when ready. The Adopt Your Signature pop-up box will appear.
5. Select the signature style, draw a signature, or upload a signature.
6. Click **Adopt and Sign** when finished signing.

7. The notification below will appear. Click **Finish**.
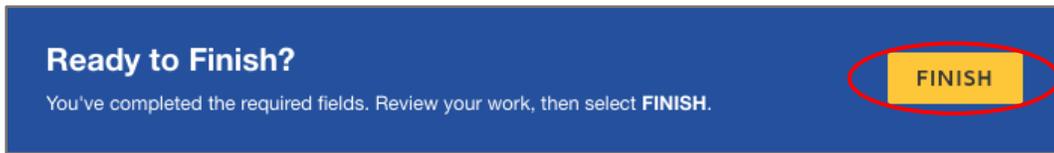
8. The option to save a copy will appear. Note that a signed copy will automatically be emailed to the AO, so creating an account is not necessary.
9. Click **No Thanks** to continue.

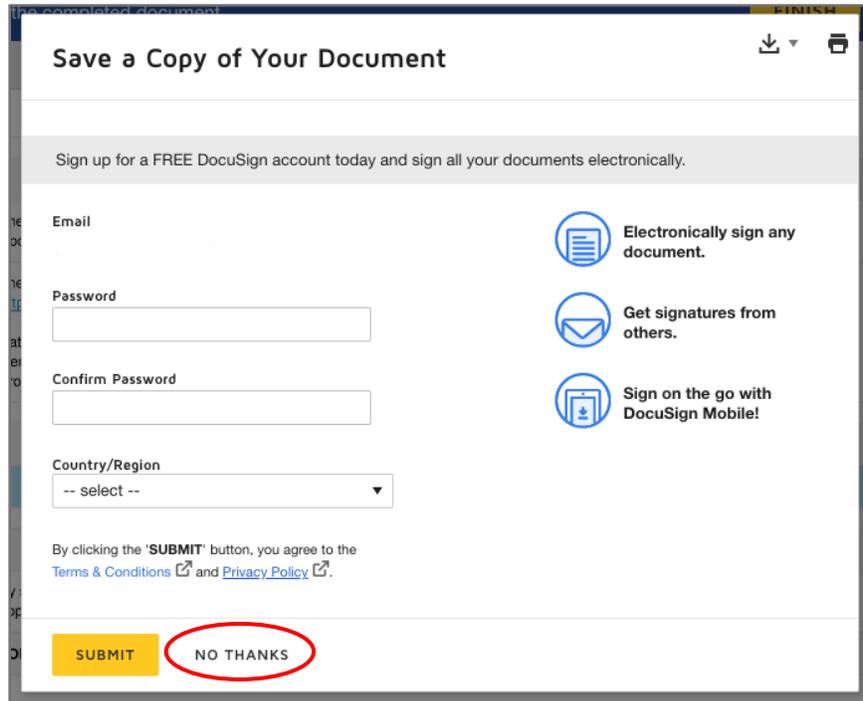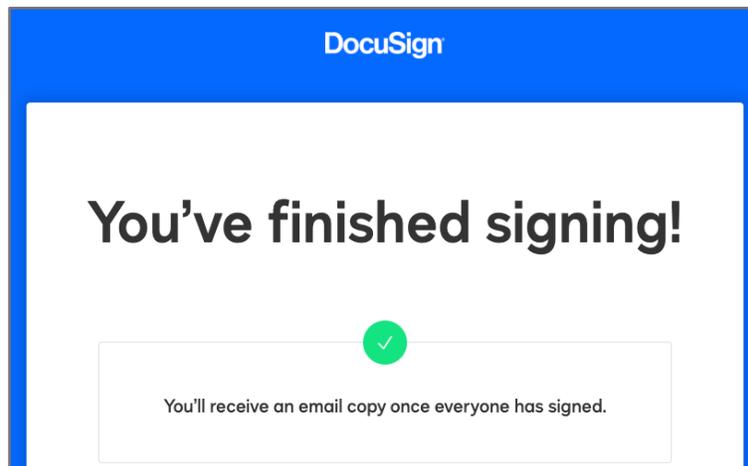10. The notification below will appear.

11. Once the document is signed, an email from DocuSign will arrive with a copy of the signed Grant Agreement.
    a. The email subject line will say "Completed: Grant Agreement Requires your Signature: [Name of Grant]".
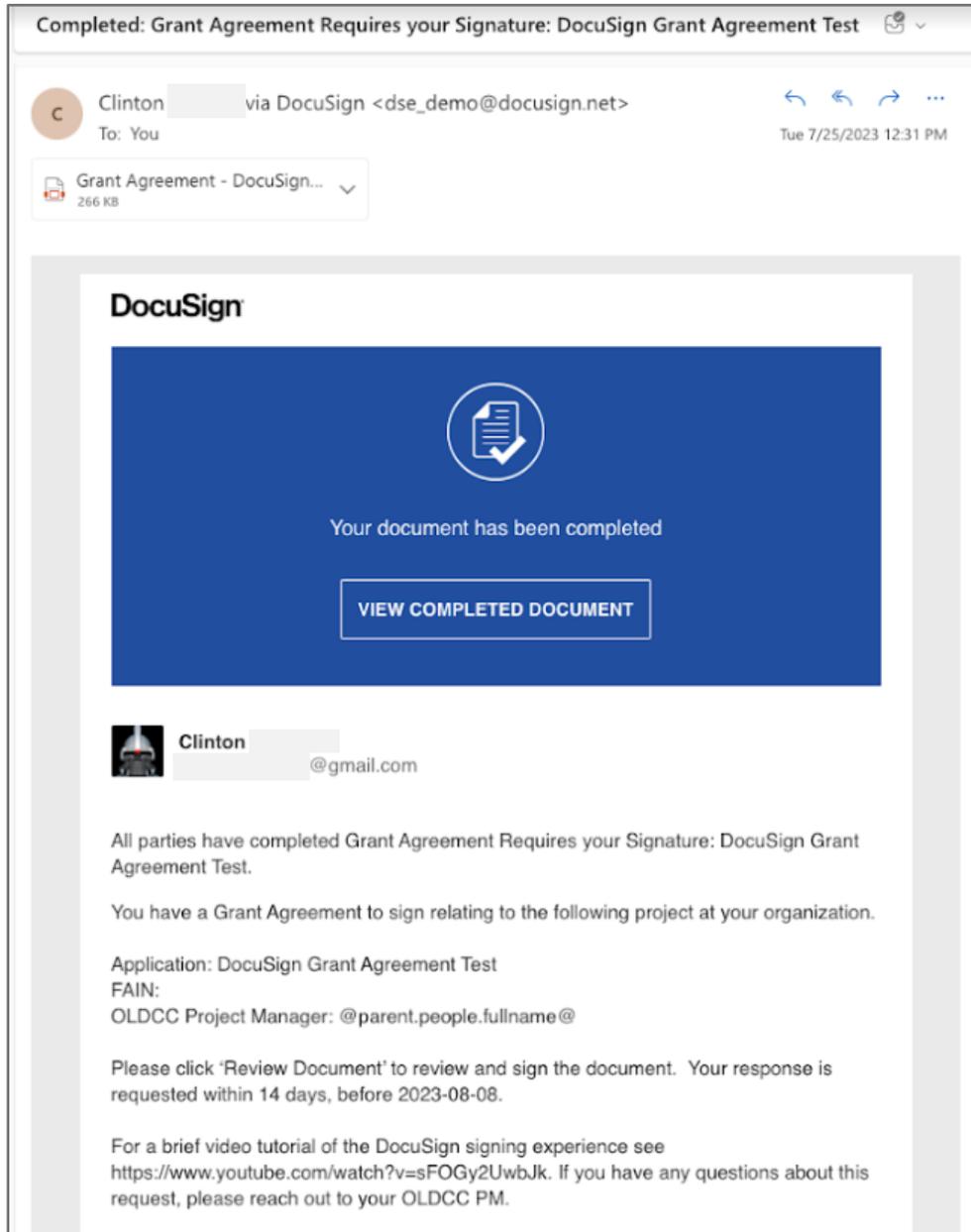
12. Navigate to the **Grant Agreement** tab (see portal view below) to verify that the signed Grant Agreement is in the portal and ready for OLDCC to view.

OLDCC Grants Portal (AO View)

Authorizing Officials can log into the OLDCC Grants Portal as normal and find a pdf of the agreement under the **Grant Agreement** tab. Additionally, the **Instructions for Counter-signed Grant Agreement** section has been updated to contain steps for using Docusign.

GRANT AGREEMENT LETTERS

ℹ Instructions for Counter-signed Grant Agreement

**** READ FIRST! ****

OLDCC now employees DocuSign to counter-sign Grant Agreements. The Authorizing Official will receive an email from DocuSign in their email inbox once the GMS has sent the Grant Agreement for Signature.

1. Authorizing Official goes to email and clicks on the DocuSign "review document" link
2. Sign the Grant Agreement in DocuSign
3. The signed Grant Agreement is automatically uploaded to the "**Grant Agreement**" field in the OLDCC Grants Portal

Grant Agreement: ⬇

| ☐	File Name ▲	Size	Date
📄	**Grant Agreement - Test Grant(8197711)_202301171110.pdf**	259.9 KB	01/17/2023 11:12

Total Files: 1

Printing From DocuSign

DocuSign allows users to download, print, or Print & Sign a copy of the Grant Agreement.
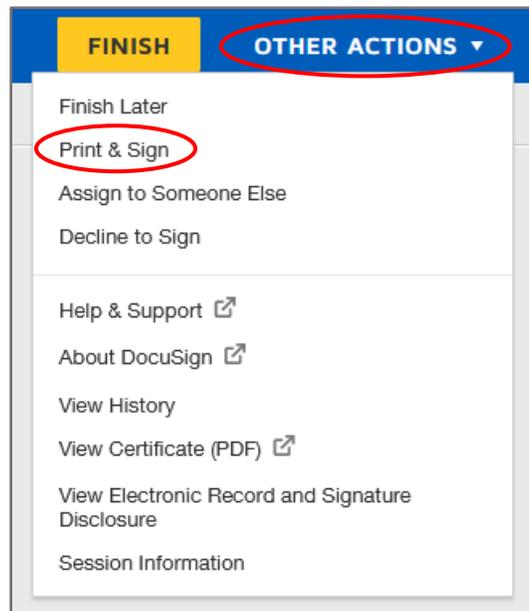
1. To download the document, click the **Download** logo on the top menu.
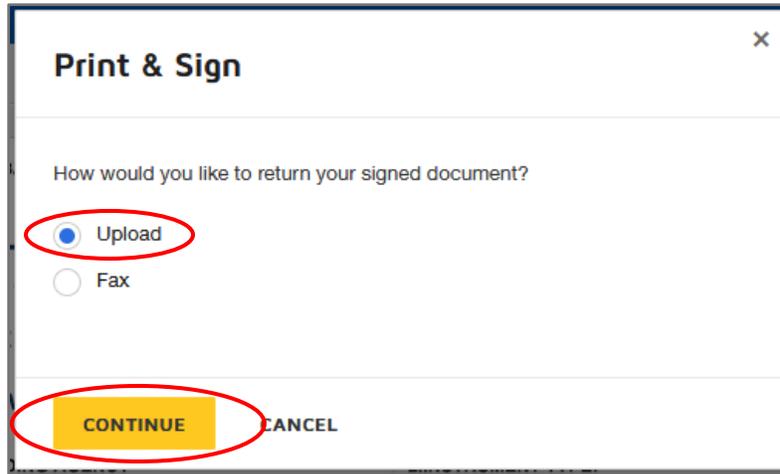

2. To print the document, click the **Print** logo on the top menu. use the menu buttons at the top of the document.
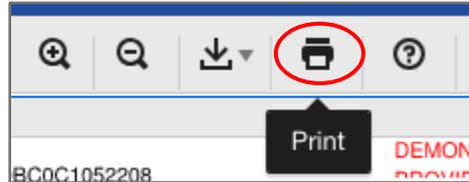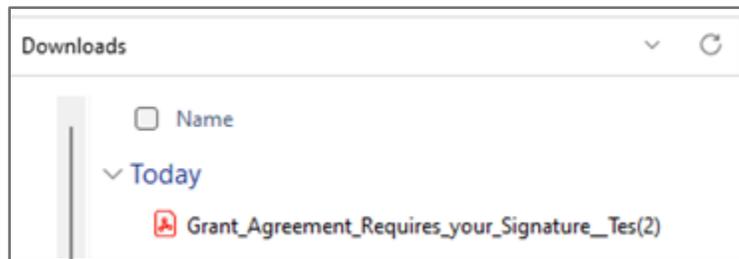

3. To use Print & Sign, click **Other Actions** and select **Print & Sign**.
    a. The Print & Sign option allows users to come back later to complete the signing electronically.

b. Click **Upload** then **Continue**.

c. The grant agreement will be downloaded into the "Downloads" folder.

d. The downloaded document will be a PDF that can then be printed or sent in an email.

NOTE: The signature MUST be completed in DocuSign for the Grant Agreement to be returned to OLDCC to complete the award.