**Prepare and Route for eSignature Job Aid**

The following shows how to use DocuSign.

DocuSign will be used to collect electronic signatures.

External signatures are completed first.

Once all External signatures have been received, DocuSign will send the Contract to Internal signees.

**Navigation**:

Core-CT Financials > Supplier Contracts > Create Contracts and Documents > Document Management

1. Search for and select the Contract.



1. Click on the **Internal Contacts/Signers** link to update or add to the Internal Signers, if the Signers are different than the Collaborators.



1. Use the lookup icon to select the User.
2. Check the **Collaborator** and **Edit/Check In** checkboxes.
3. Click on the **Signing Settings** tab.



1. Enter the **User, Email Address,** select **Required to Sign Document** checkbox, **Sign Order, User Name,** and **Signing Title.**
	* If your agency or the Supplier is using a central mailbox to receive contracts, override the **Email Address** field with the appropriate email address.
2. Click the **OK** button.



1. Click on the **External Contracts/Signers** link.



1. Use the lookup icon to select an **External User.**
2. Check the checkboxes for: **Allow Document View Access, Primary Document Owner,** and **Required to Sign Document.**
3. Click the **OK** button.



1. In the **Other Document Actions** section, click the **Prepare and Route for e-Signature** button.



1. Select **Sign based on Sign Order** in the **Signing Order** dropdown menu.
	* Verify that External Signers are ordered first and Internal Signers are ordered second.
2. Enter the **Subject.**
3. Enter **Comments.**
4. Click the **Send** button.

