



CATS – DocuSign for Vendor

Quick Reference Guide



CATS – DocuSign for Vendor

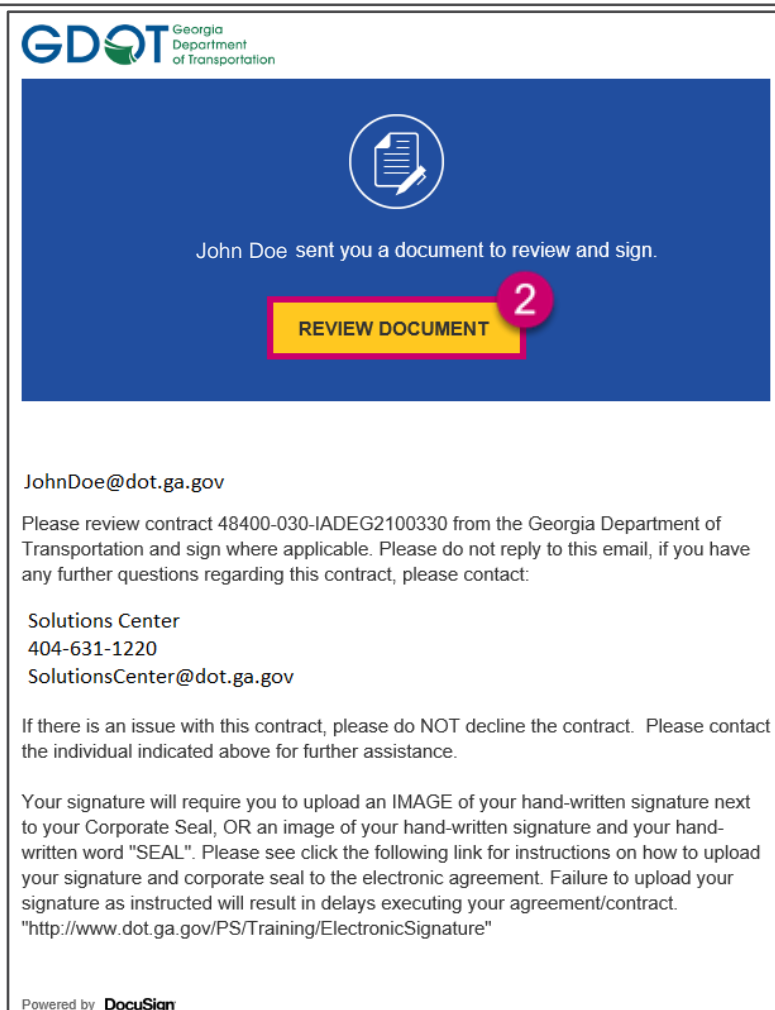
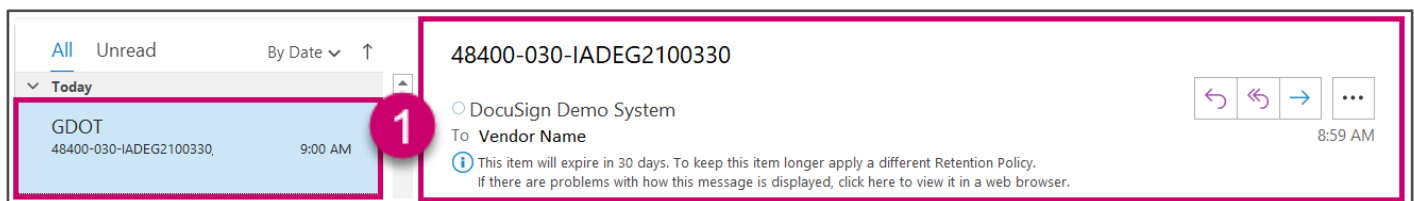
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Steps to Gain Vendor eSignature on GDOT Contract

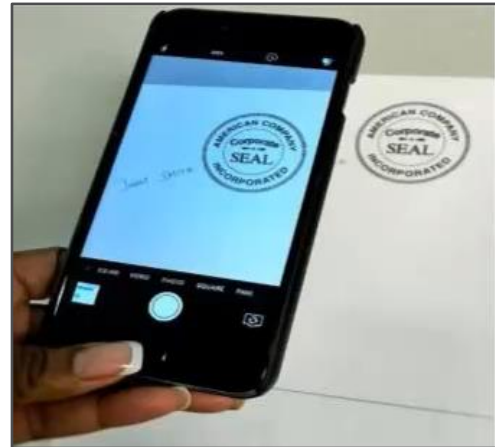
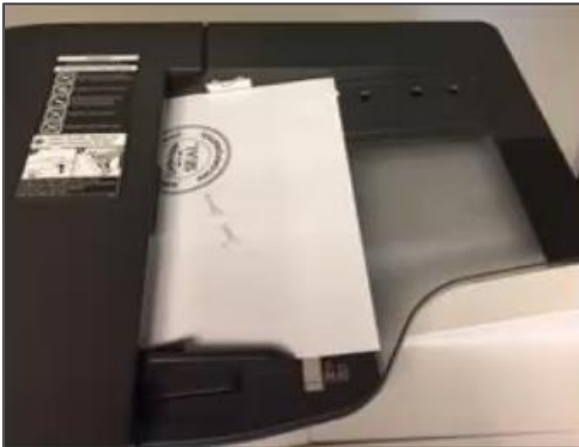
Vendor's Contract Email Notification

1. Once the GDOT submitter/requestor sends the electronic contract document, the Vendor will receive an email notification to Review and Sign the document.
2. Select **Review Document**.

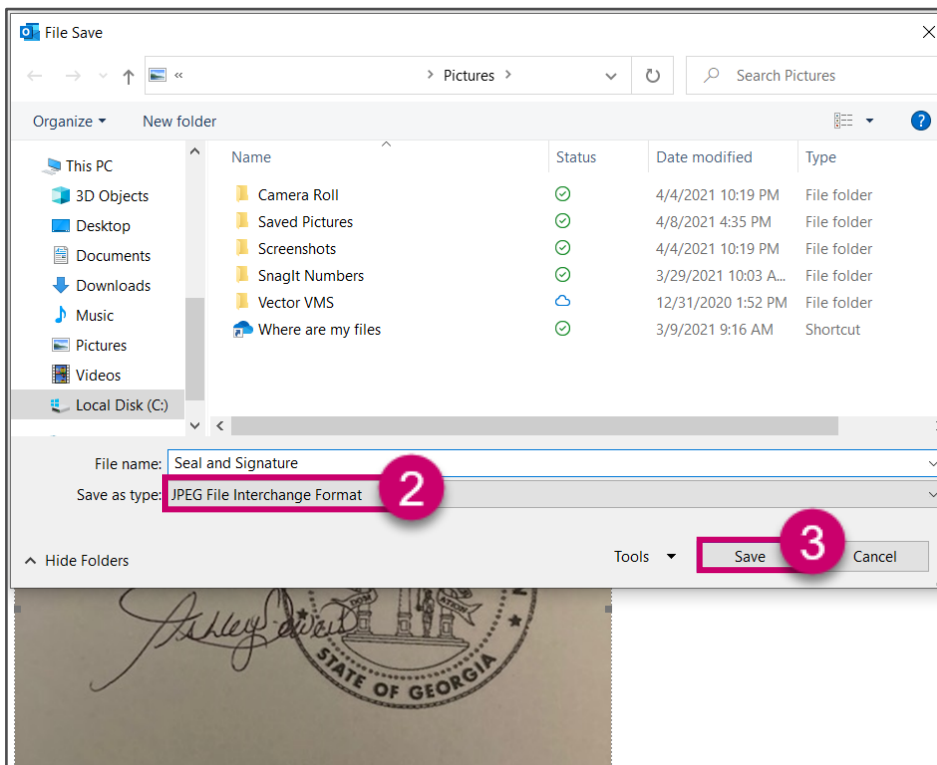


Creating your Corporate Seal and Signature

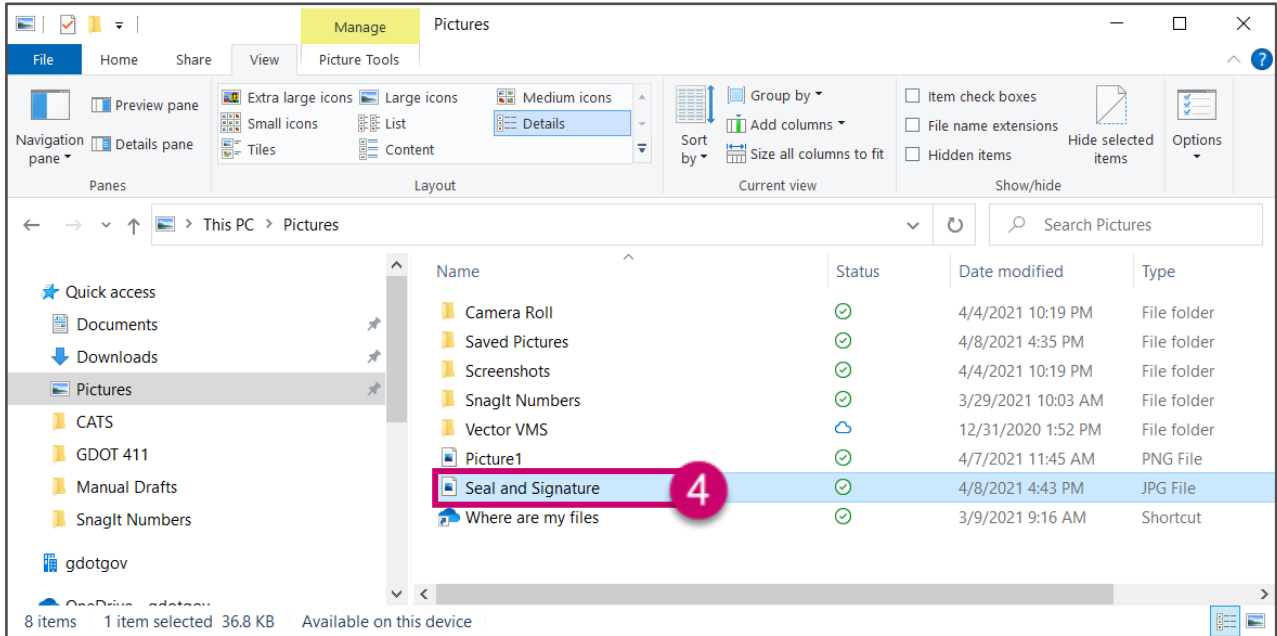
1. **Scan or take a picture** of your Vendor's corporate seal and signature.



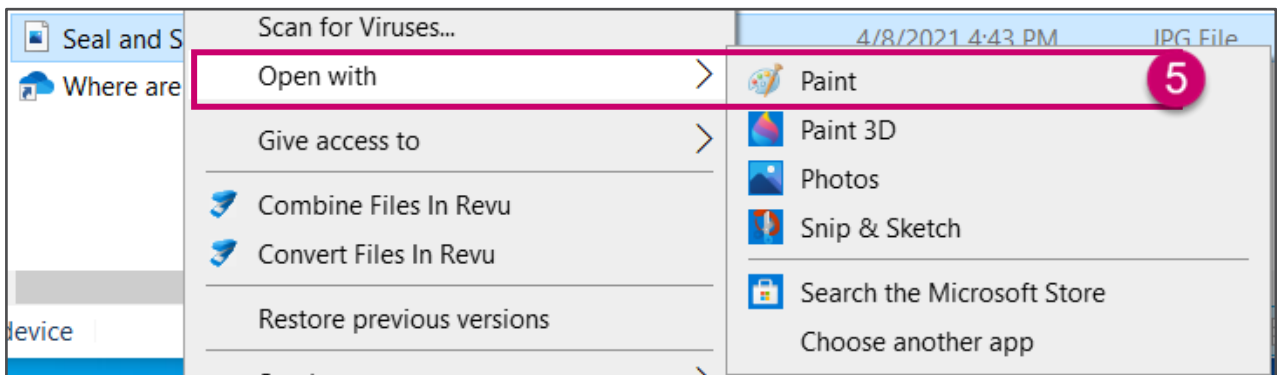
2. Upload and change the image type to **JPEG**.
3. Select **Save**.



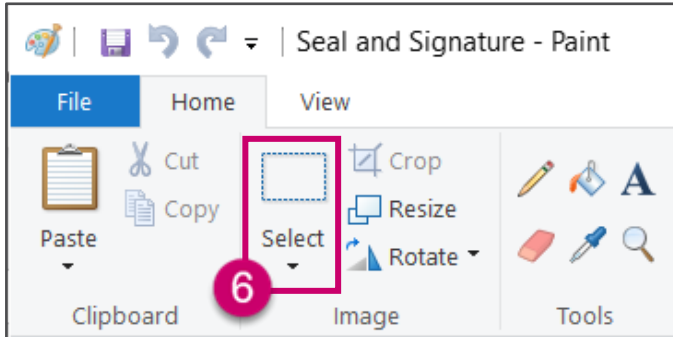
4. Locate your corporate seal file located on your computer.



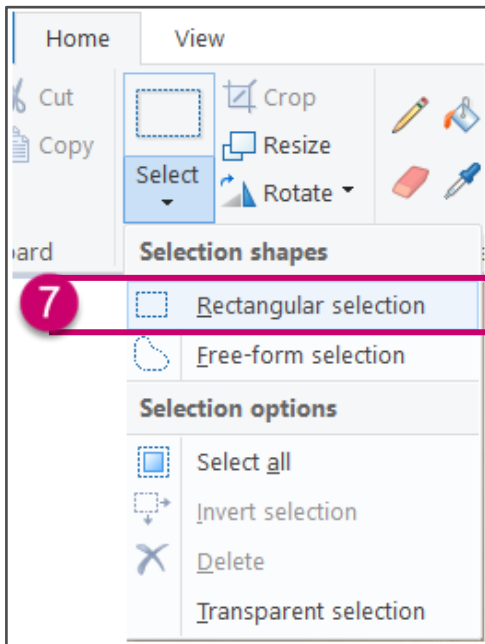
5. Right-click your file and choose to **Open with Paint**.



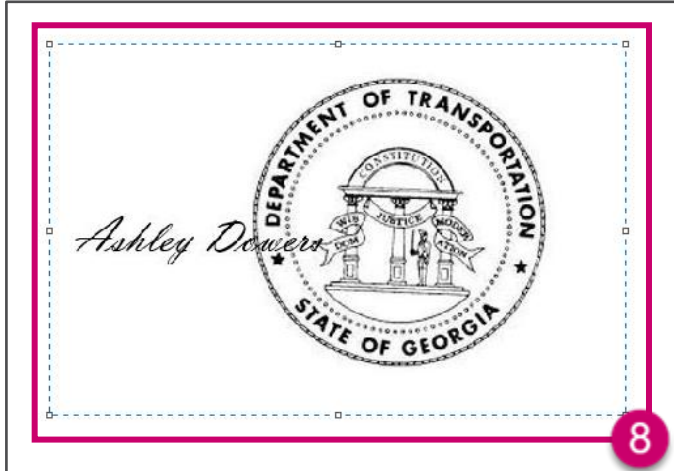
6. Choose the **Select** command.



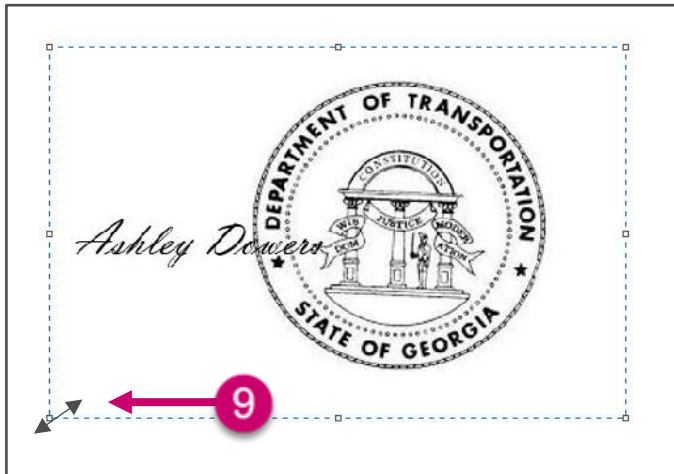
7. Select the **Rectangular Selection** option.



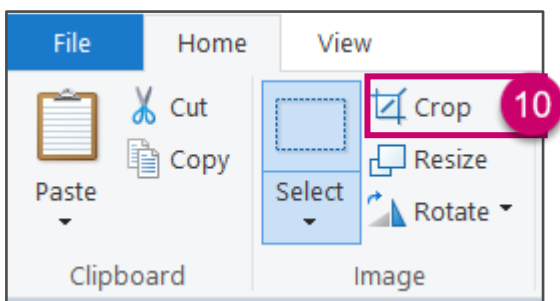
8. Select and drag your mouse over your corporate seal and signature.



9. **Resize** your image.



10. Select **Crop**.

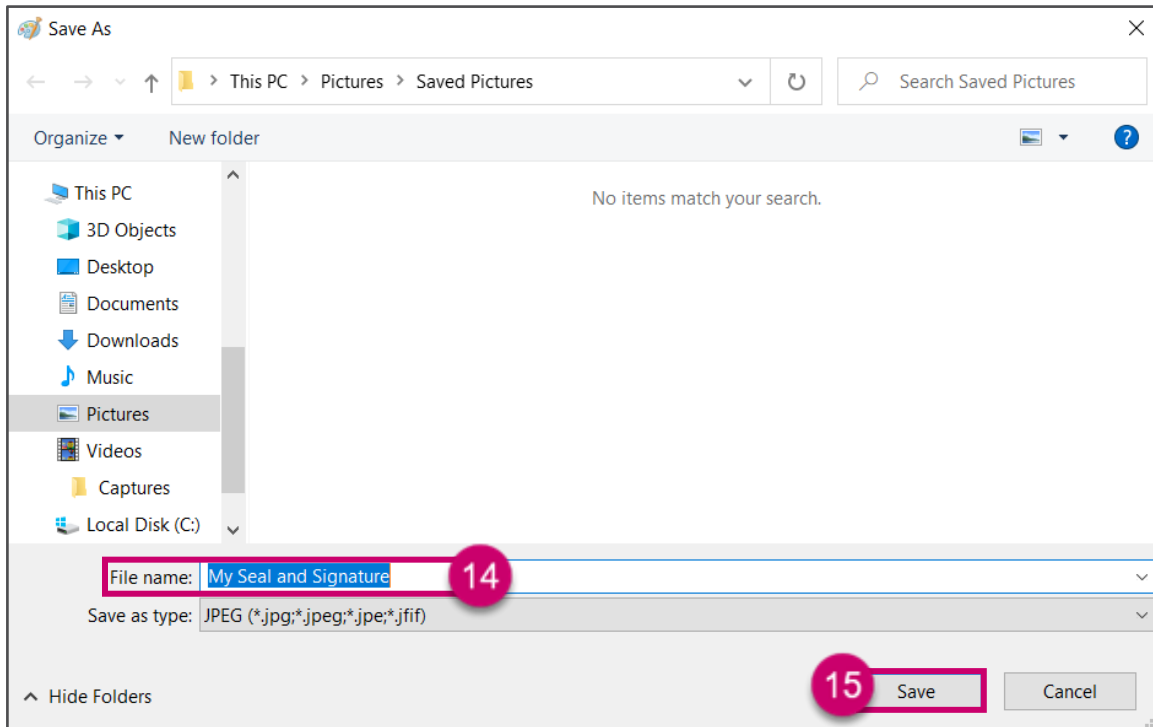


- The screenshot shows the 'File' menu in Microsoft Word. The 'File' menu title is circled in red with the number 11. The 'Save as' option is highlighted with a red box and the number 12. The 'Save as' submenu is open, showing options for saving the file. The 'JPEG picture' option is highlighted with a red box and the number 13. The 'Other formats' option is also visible at the bottom of the submenu.

File 11

 - New
 - Open
 - Save
 - Save as** 12
 - PNG picture**
Save a photo or drawing with high quality and use it on your computer or on the web.
 - JPEG picture** 13
Save a photo with good quality and use it on your computer, in email, or on the web.
 - BMP picture**
Save any kind of picture with high quality and use it on your computer.
 - GIF picture**
Save a simple drawing with lower quality and use it in email or on the web.
 - Other formats**
Open the Save As dialog box to select from all possible file types.
 - Print
 - From scanner or camera
 - Send in email

14. Name your file.
15. Select **Save**.



Signing Documents with DocuSign

Signing Documents without a DocuSign Account

1. Place a **check mark** in the **agreement box**.
2. Select **Continue**.



3. Select the **Start** button to start the signing process.

Please review and sign where applicable the documents below

FINISH OTHER ACTIONS ▾

Sign Envelope ID: 8F04B66B-0CAF-4286-9619-654627EC404C

START 3

PARTNERSHIP AGREEMENT of the [Name] Investment Club

This AGREEMENT of PARTNERSHIP is made as of [Date], by and between the undersigned Partners.

I. Formation
The undersigned hereby form a General Partnership in, and in accordance with the laws of, the State of [State].

4. Select the **Sign** icon to place an electronic signature, initial, or date.

DocuSign Envelope ID: 8F04B66B-0CAF-4286-9619-654627EC404C

This Agreement of Partnership shall be binding upon the respective heirs, executors, administrators, and personal representatives of the Partners.

The Partners have caused this Agreement of Partnership to be executed on the dates indicated below, effective as of the date indicated above.

SIGN 4

Vendor Name	3/12/2021
Partner (Printed Name)	Partner (Signature) Date

5. In the **Adopt Your Signature** window, select **Upload**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Vendor 1

Initials*

V1

SELECT STYLE

DRAW

5

UPLOAD

PREVIEW

Change Style

DocuSigned by:

Vendor 1

9E2226B1D0084D8...

DS

V1

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

6. Select **Upload Your Signature**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Vendor 1

Initials*

V1

SELECT STYLE

DRAW

UPLOAD

PREVIEW

6

UPLOAD YOUR SIGNATURE

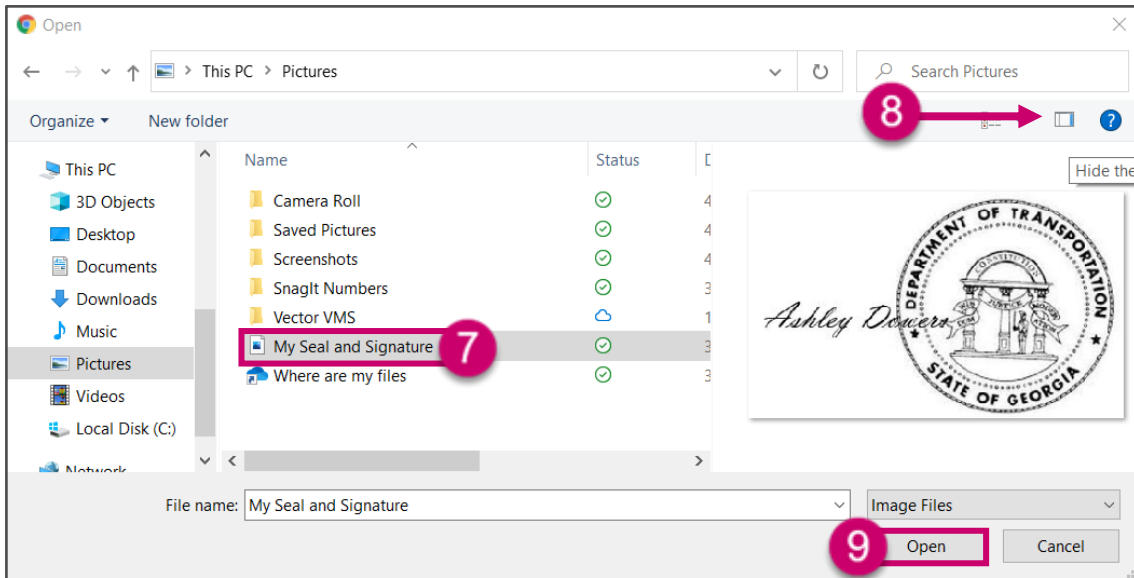
For best results use an image that is 400 x 145 pixels

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

7. Locate and choose the signature file location.
8. Select the **Preview Pane** icon to preview your corporate seal and signature.
9. Select **Open**.



10. After making the signature selection or uploading the corporate seal image, select **Adopt and Sign**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Vendor 1

Initials*

V1


SELECT STYLE

DRAW

UPLOAD

PREVIEW

DocuSigned by:



9E2226B1D0084D8...

UPLOAD YOUR SIGNATURE

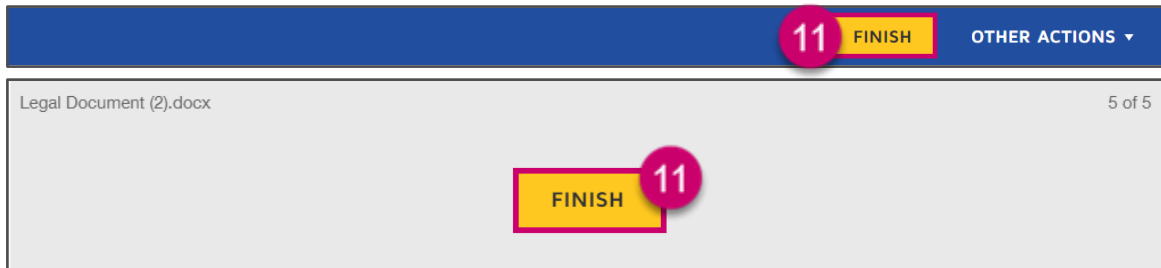
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By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

11. Select the **Finish** button located in the top-right corner of the web application or the bottom of the document.

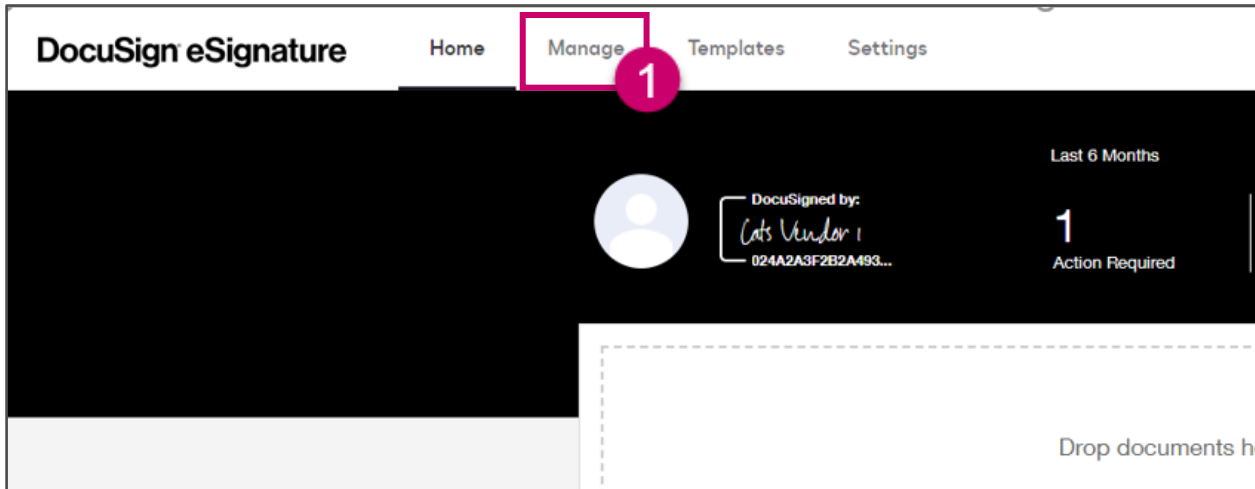


After you select **Finish**, DocuSign will prompt you to sign up for a free account. If you create an account with DocuSign, you will have the ability to track all contract approval processes related to your email account.

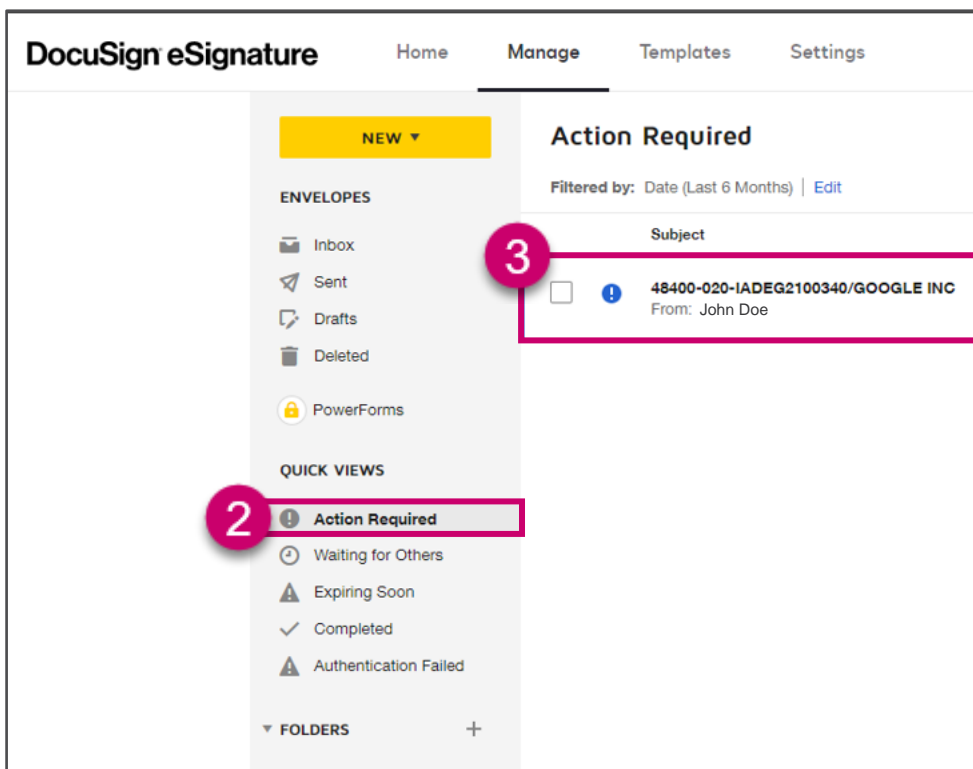
Note

Signing Documents with a DocuSign Account

1. After you log into DocuSign, select the **Manage** tab.



2. Select **Action Required**.
3. Select your document.



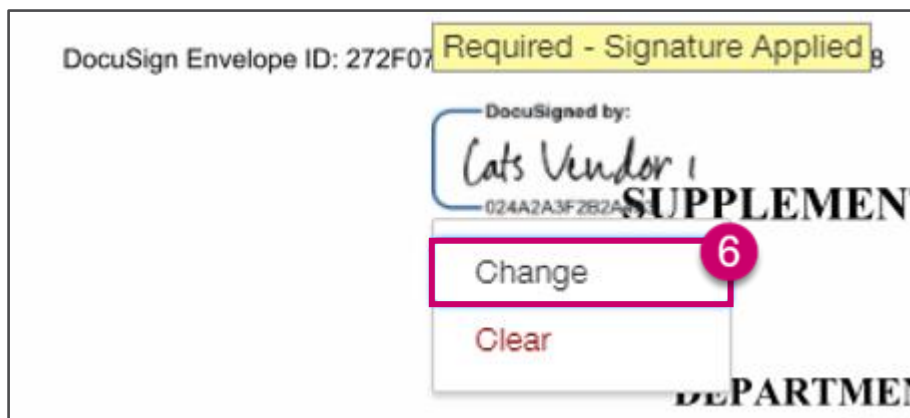
4. Select the **Start** button to begin the signing process.



5. Select the **Sign** icon to place an electronic signature, initial, or date.



6. Select **Change** to adopt a new signature.



7. Select a previously created signature or select **Add**.

My Signatures and Initials

+ ADD

Cats Vendor 1

DocuSigned by:
Cats Vendor 1
024A2A3F2B2A493...

DS
CV

Edit

ADOPT CANCEL

8. In the **Adopt Your Signature** window, select **Upload**.

9. Select **Upload Your Signature**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

Vendor 1 V1

SELECT STYLE DRAW **UPLOAD**

PREVIEW

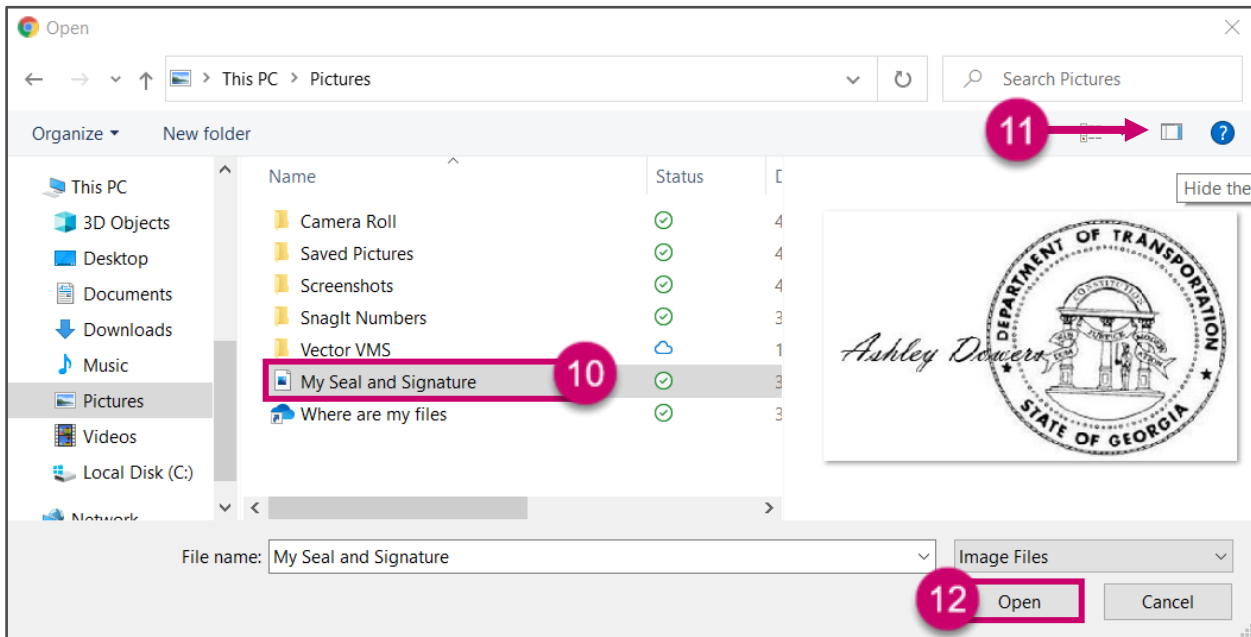
UPLOAD YOUR SIGNATURE

For best results use an image that is 400 x 145 pixels

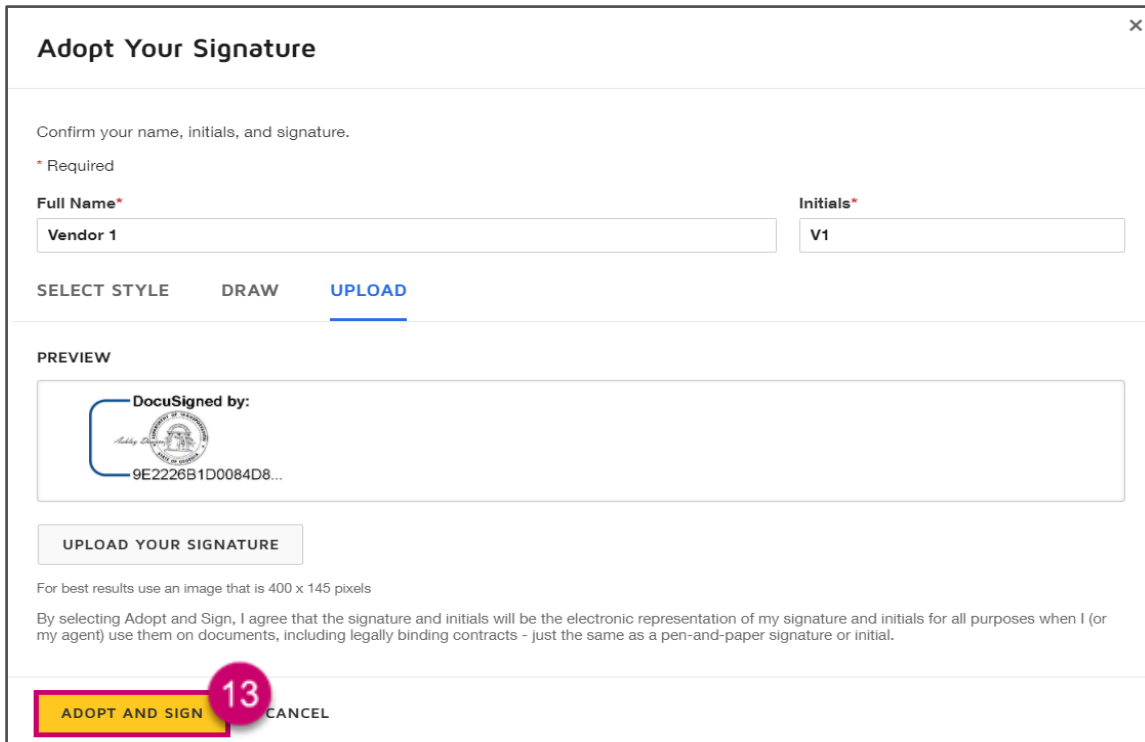
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

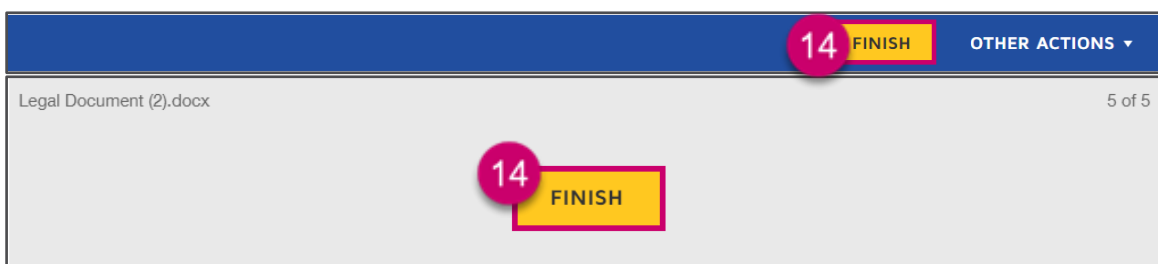
10. Locate and choose the signature file location.
11. Select the **Preview Pane** icon to preview your corporate seal and signature.
12. Select **Open**.



13. After making the signature selection or uploading the corporate seal image, select **Adopt and Sign**



14. Select the **Finish** button located in the top-right corner of the web application or the bottom of the document



Getting Help with DocuSign

If you are having difficulty signing a document or have questions, please contact the Solutions Center at 404-631-1220 or email: SolutionsCenter@dot.ga.gov.