



DocuSign Training Guide

Date Created: 3/22/2022

Date Updated: 3/23/2023

Contents

About.....	3
Process Overview	3
Notes	3
Step-by-Step Instructions.....	3
DocuSign Document.....	3
View Signed Document in CAMP	5
Recall DocuSign	5
Track DocuSign Signatures.....	6

About

DocuSign allows users to electronically sign documents that have been sent to their email through CAMP.

Process Overview

- A user in CAMP sends a document to be DocuSigned.
- The document is electronically signed and approved.
- The signed document is returned to CAMP.

Notes

- If a user who needs to DocuSign has not activated their account, CAMP will not allow the document to be submitted. That user must activate their DocuSign account before the workflow can continue.
- There can be a delay in CAMP for sending/receiving documents through DocuSign.

Step-by-Step Instructions

DocuSign Document

Role	Preceding Steps	Outcome
Approver	→ A user has submitted a document to be signed through DocuSign.	→ The document is signed and sent to the next approver or returned to CAMP.

Steps

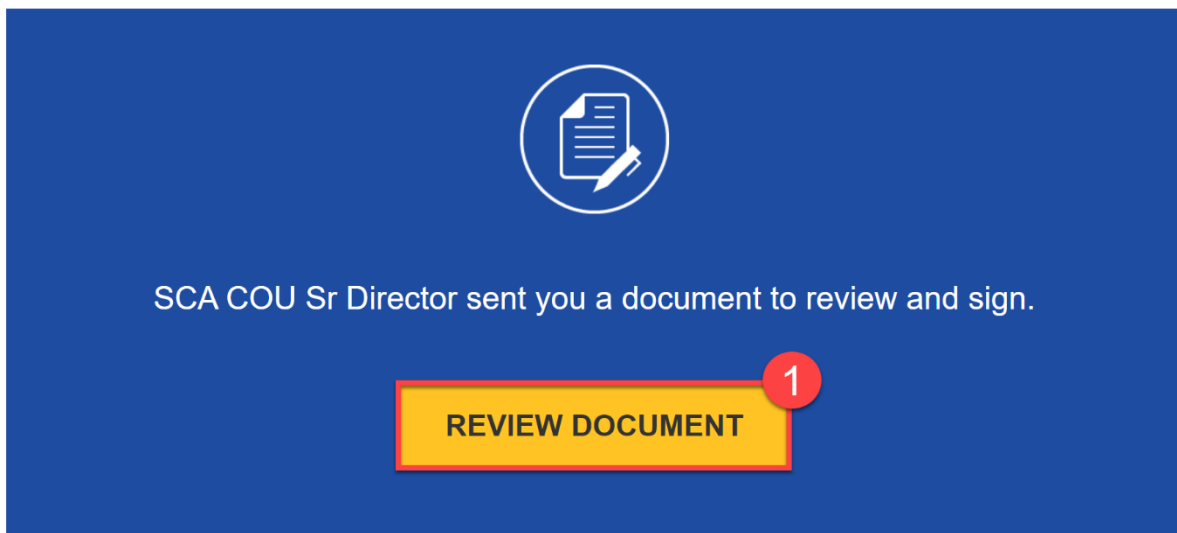
1. Go to email account (external) > Open the DocuSign email

Note: The email subject depends on the application that the document originated from.

SCA COU Sr Director. Inbox CPO Review and Signature Task - SCA COU Sr Director sent you a document to

2. In the email, select 'Review Document'

DocuSign



3. Check 'I agree to use electronic records and signatures.' (first time only) > Click 'Continue'

Please Review & Act on These Documents

DocuSign

 **SCA COU Sr Director**
SCA Sandbox (Development-DEVPRODUCTION-11/18/2021 9:57:02 PM)

Please review the Change Order I0005 and render your decision.

 Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures. 1













CONTINUE 2 OTHER ACTIONS ▾

4. Click 'Signature' button > Select appropriate location on document > Click 'Date Signed' button > Select appropriate location on document > Click 'Finish' button

Note: Some documents may have a single button the user can click to enter their signature. For first time users, you will need to select your signature details and click 'Continue' or 'Adopt and Sign'.

Done! Select Finish to send the completed document. FINISH OTHER ACTIONS ▾

FIELDS


- 1  Signature
-  Initial
-  Stamp
- 3  Date Signed
-  Name
-  First Name
-  Last Name
-  Email Address
-  Company
-  Title
-  Text
-  Checkbox

Project Title: X145 C80089 Roofs, Ext Masonry **CLIENT/CONTRACTOR/CONSULTANT:** JE Construction
Location: X145 **100 Main Street**
Contract Number: C000080089 **New York, NY, 10018**
Award Date: 06/03/2021

ITEM NO.	CSI CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	%	TOTAL VALUE OF WORK COMPLETED	VALUE OF WORK COMPLETED PREVIOUS APPLICATION	THIS PERIOD
Sub-Total Contract Work			\$7,100,000.00	0.00%	\$0.00	\$0.00	\$0.00
Total Change Orders			\$0.00		\$0.00	\$0.00	\$0.00
Sub-Total Contract Work With CO's			\$7,100,000.00		\$0.00	\$0.00	\$0.00
Retainage (Prev=5.00%, This Period=5.00%)						\$0.00	\$0.00
Totals			\$7,100,000.00		\$0.00	\$0.00	\$0.00

NOTE: A lien may be active on this Contract.

Certificate for Payment has been completed in accordance with the Contract Documents and where applicable in compliance with Labor Law 220, and that the current payment shown herein is now due. The undersigned further certifies that all subcontractors have been and shall be paid in full within the time specified in Article 16 of the General Conditions.

SIGNATURE OF CONTRACTOR	PRINT NAME	DATE
	External Contractor A	4 2/17/2022
SIGNATURE OF PROJECT OFFICER	PRINT NAME	DATE
	SCA PO A	
SIGNATURE OF SENIOR PROJECT OFFICER	PRINT NAME	DATE
	SCA SPO Bronx	

FINISH OTHER ACTIONS ▾

Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2022 DocuSign Inc. | 12R

5. Select 'No Thanks' if not currently logged into DocuSign.

Log in to DocuSign



A copy of this document has been saved to your DocuSign account. Please log in to view it.

Email



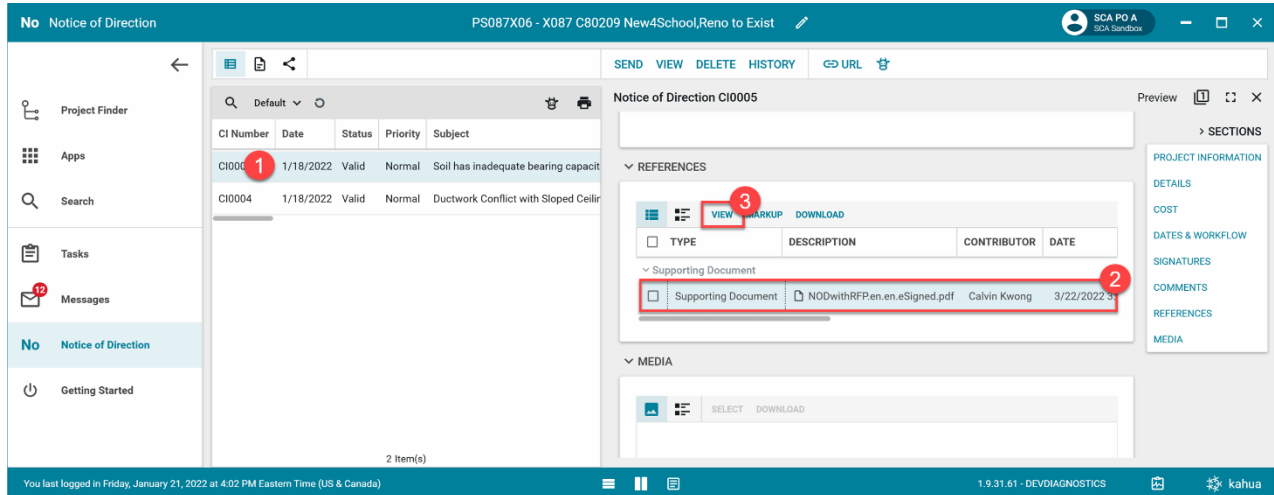
LOG IN
1
NO THANKS

View Signed Document in CAMP

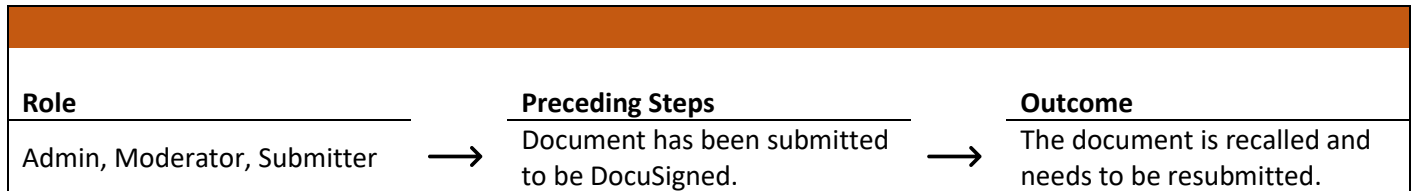


Step

Select the desired record > In the References section, select the newly added reference document (name should end in 'eSigned.pdf') > Select 'View'



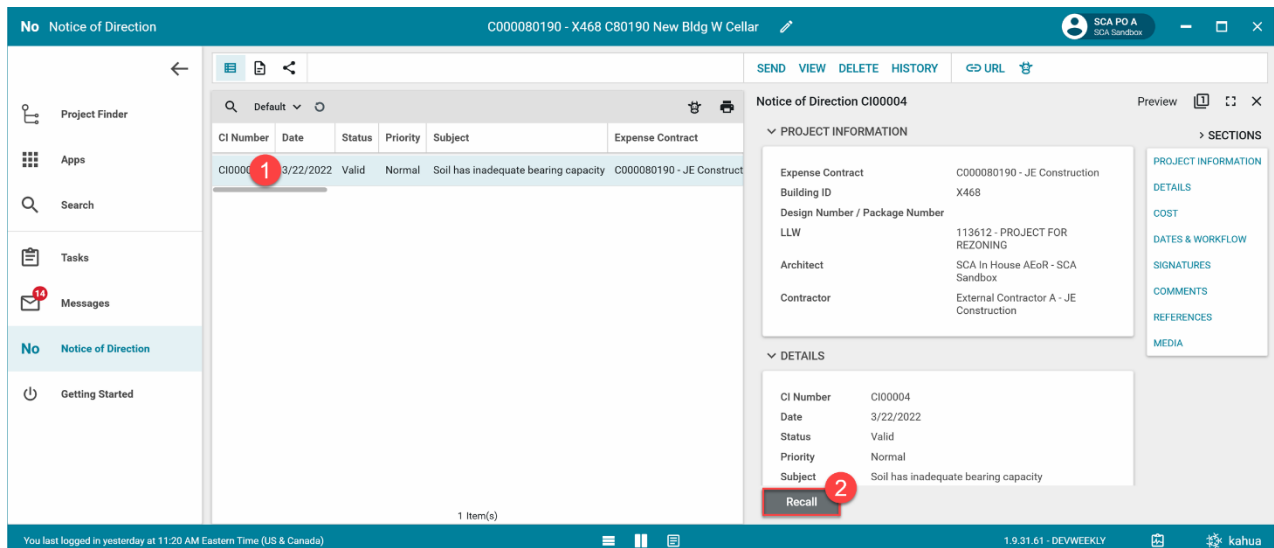
Recall DocuSign



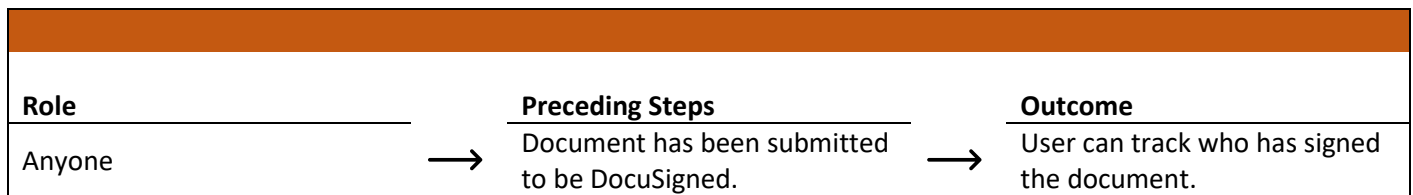
Step

Select the desired record > Select 'Recall'

Note: The following image shows the NOD app, but the steps apply to most DocuSign instances.



Track DocuSign Signatures



Step

1. Select the desired record > Select 'History'

The screenshot shows the 'Notice of Direction' application interface. The top navigation bar includes 'SEND', 'VIEW', 'DELETE', 'HISTORY', and 'URL'. The 'HISTORY' button is highlighted with a red circle and the number 2. The main content area displays 'Notice of Direction CI00002' with project information and details. A table on the left lists records with CI numbers, dates, and statuses. The record with CI00002 and date 3/17/2022 is highlighted with a red circle and the number 1.

2. Select 'Sent for eSignature'

The screenshot shows the 'History of Asbestos Removal' application interface. The top navigation bar includes 'Approval:Start : NOD v... FP' and 'Sent for eSignature'. The 'Sent for eSignature' button is highlighted with a red circle and the number 1. The main content area displays a table with columns for CI Number, Date, Status, Priority, and Subject. The record with CI00002 and date 3/17/2022 is highlighted with a red circle and the number 1.

3. Select 'Recipients' **Note:** You will see the full email addresses

The screenshot shows a software interface with a sidebar on the left containing navigation options like Project Finder, Apps, Dashboard, Search, Tasks, Messages, Expenses, and Getting Started. The main content area is titled 'Contracts' and 'Pay Requests'. A 'History of 00001' window is open, displaying a DocuSign event notification. The notification text reads: 'The following DocuSign event notifications have been received.' Below this is a table with the following data:

Order	Name	Email	Status	Sent On
1	BRIAN MINDLEY	office@ontoprenovation.com	Completed	3/11/2022
2	Randolph Beresford	rberesford@tdxconstruction.com	Completed	3/11/2022
3	Dwight Clarke	DCLARKE@nycsca.org	Completed	3/18/2022
4	Kalepe Awoonor	kawoonor@tdxconstruction.com	Completed	3/22/2022

Below the table, there are several status updates: '3/23/2022 11:36:53 AM Delivered', '3/22/2022 1:00:11 PM Sent', '3/22/2022 12:59:00 PM Sent', '3/12/2022 1:19:16 PM Sent', and '3/12/2022 1:17:12 PM Sent'. A red circle highlights the 'Recipients' link in the notification text.

4. You last logged in yesterday at 8:32 AM Eastern Time (US & Canada)