Facilities Planning and Development e-Builder Training Guide

To electronically sign a document

1. Open the process that contains the file you want to sign. (examples **DBB** – Construction Contract, **SCA** – Standard Consulting Agreement, **GCA** – General Consulting Agreement, **NTP** – Notice to Proceed, **COAR** -Change OrderAmendment Request).
2. Click the Action drop-down arrow and select the signing action, **DocuSign.**
3. Click **Take Action**. A message displays prompting you for an electronic signature.

4. If this is your first time DocuSign, please watch the brief video.
5. Click the link, **"Click here to review and sign your document(s)".** **This will open a new window in DocuSign.**
6. Click Continue.

7. Review the Document.
8. If the Document is acceptable:
   a) please drag and drop your signature on the signature line.

b) Click Finish, this will close the window and take you back to e-Builder.

FINISH   **OTHER ACTIONS**

c) Click Continue to move the e-Builder process to the next step.

Success
You have successfully signed the document(s).

Sign Document(s)

Click the 'Continue' button to move the process to the next step.

Click here to review the document(s).

Continue   Cancel