



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.

Note
This action requires at least one eSignature before moving the process to the next step.

Sign Document(s)

[Click here to review and sign the document\(s\).](#)

Watch this brief video to see the signing process in action so you know exactly what to expect.

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.

Watch this brief video to see the signing process in action so you know exactly what to expect.

Please Review & Act on These Documents DocuSign

Please review the documents below.

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

FIELDS

Signature

ie State of Missouri. All applicable provisions required by

**For THE CURATORS OF THE
UNIVERSITY OF MISSOURI**

DocuSigned by:
Campus Contracting Officer
CDE48FC6888A3A

Contracting Officer

Date



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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