You will receive an email notification from DocuSign informing you of a contract requiring your signature. Click Review Document and it will take you to the contract within DocuSign. The email will also have the name of the individual from the county that initiated the electronic contracting process. If you have questions regarding the process, please refer to this individual. You may also refer to the vendor training video located on the county’s website.
After clicking Review Document you will be taken to the contract via DocuSign®. You will be asked to agree to use your electronic signature by checking the box near the agreement statement. If you wish to see the county’s Electronic Records and Signature Disclosure click on the link labeled the same.

Once you’ve checked the box agreeing to e-sign the contract select CONTINUE.
Now you can read the document in its entirety. ONLY individuals with authority to enter into contracts can sign the document. If you are not the authorized individual, you can reassign the signing task to another individual within your company. Please see the section titled “Reassigning”.

When ready to sign select the Signature field to the left of the screen and drag it to the signature line. The system will take you to a screen to confirm your name and signature information.
Vendor Electronic Contracting/Signature Training Guide

Confirm the spelling of your name and your initials. Your signature will appear in a preformatted style. You can change the style by clicking Change Style or you can draw your signature by clicking Draw. Drawing your signature works better if you have touch screen. After you are satisfied with your signature click Adopt and Sign.
Vendor Electronic Contracting/Signature Training Guide

Your signature will appear on the contract in the place that you dragged your signature. Please make sure you add your signature at every place on the document that it’s required. You can now add the other required information such as name, title, company, and date. The date will automatically default to the current date.

Test Agreement Test Agreement Test Agreement Test Agreement Test Agreement Test Agreement
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Test Vendor Name
By: [Signature]
Name: Mary Tester
Title: [Title]
Date: [Date]

City of [City of Government]
If you noticed that you’ve made a mistake you can click the red “X” near the field entry and it will remove that information. Once you’ve added your signature and all other necessary information you can click Finish.

Test Vendor Signature
By: Mary Tester
Name: Mary Tester
Title: CO Test Vendor
Date: 2/20/2023

Catawba County Government
By: 
Name: 
Title: 
Date: 

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This message box below will display. You can print the completed document by clicking the print icon in the upper right corner or you can download the completed document by clicking the download icon. You will also receive an email with a link to the document where you can save it or print it for your records.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
marymorrisoncpa@gmail.com

Password

Confirm Password

By selecting SIGN UP, you agree to DocuSign Terms and Conditions.

SIGN UP  NO THANKS
Reassigning

If you need to reassign the signing task to someone else in your company go to OTHER ACTIONS and select Assign to Someone Else.

Enter in the email address and name of the new signer along with a reason this task was reassigned to someone else. Once that information is entered click Assign to Someone Else. The county will be notified of the reassignment.
Declining

You have the right to decline the contract and the right to refuse to participate in electronic contracting. If you choose to decline the contract go to Other Actions and select Decline to Sign. The county will receive an email indicating the rejection of the contract.