# USING DOCUSIGN WITH SCM

Simplifying the SCM contract document electronic signature process requirements for internal and external contract document signatories with the DocuSign solution.

Setup external/internal signers and route your contract for signature

Version 20.6-24

### **Before we get started**

## THINGS YOU SHOULD KNOW

- Only the procedures for setting up signers, routing documents for signature, and electronically signing contract has changed with the implementation of DocuSign; everything else stays the same.
- Signers no longer need to be registered as bidders or designated as a contact under a registered bidder. "Yah-hoo."
- You need a valid email address to setup a signatory. (That goes for external AND internal.)

There's an alternate procedure that allows you to setup signers the old way using the bidder contact (external) and the PS user ID (internal), but it's more complicated and requires more steps. It's your option, but we're going to focus on teaching you the new way because it's SO much easier!

• You need a valid phone number (no extensions) for the EXTERNAL signer.

The State has opted to use DocuSign functionality requiring authentication of the *external* signer by text. It's simple and verifies the signatory's identity. In case you're wondering, we don't need to authenticate State (internal) signers.

• As the document author/administrator, you designate the signing order; it should still ALWAYS BE external (supplier) first, then internal (the State).

All SCM templates have been updated to provide yellow "sign here" tags (invisible from within SCM) in the signature blocks. They'll require signers to provide a signature, a title, and the date.

External signers will be the first tags visible to a signer, so you've got to get the signing order right! Again, supplier first, then the State.

#### Contents

FIRST THINGS FIRST
FIND YOUR CONTRACT1
GOT YOUR DOC?
OKAY, LET'S ROLL!
<b>S</b> TEP 1
Setup signers and signing order
<b>S</b> TEP 2
Setup external signer authentication
STEP 3
Prepare the email notification to signers
STEP 4
Send for signature
DOC CAN'T BE SENT
GOT AN ERROR?7
TRACK THE STATUS
SIGNING DETAILS
DOCS NOT DELIVERED
YOU'LL GET A MESSAGE9
SIGN PROCESS VOIDED
YOU'LL GET A MESSAGE 10
CANCEL SIGNATURES
STOP THE PROCESS

SIGN	IING CANCELLED	
	YOU'LL GET A MESSAGE	12
SIGN	IING INSTRUCTION	
	VISIT THE WEBPAGE	13
DOC	UMENT VIEWED	
	YOU'LL GET A MESSAGE	14
AUTI	HENTICATION FAILED	
	YOU'LL GET A MESSAGE	15
AUTI	HENTICATION REPAIR	
	HERE'S THE DRILL	16
SIGN	IING COMPLETE	
	YOU'LL GET A MESSAGE	17
DET	AILS IN SCM	
	UPDATE THE INFO	18
CHE(	CK THE SCM DOC	
	SIGNATURES ALL SET	19
DOC	UMENT HISTORY	
	HERE'S THE STORY	20

Okay, here we go!

## **FIRST THINGS FIRST**

### FIND YOUR CONTRACT

Employee Self Service		F	Find an Existing Document			
Find an Existing Doc	ument			New Window	Log into PeopleSoft a	and navigate to Supplier Contract
*Source Transaction	Purchasing Contracts	~			Management (SCM).	
Contract Style		~			Use the search optio	ns to locate your contract and
Document Type		~			pull up the Documen	t Management page.
^SetID	STIND Q		Contract ID		So far. nothing's diffe	erent!
Supplier SetID	STIND Q		Supplier ID			
Supplier Name		Q	Short Supplier Name		٩	
Description						
Administrator		Q				
Sponsor		Q				
Department		Q				
	All Statuses		Draft/Collaborated Pending Internal Collaboration/Review Pending External Collaboration/Review	Pending Approval     Approved     Dispatched	Pending Internal Signature     Pending External Signature     Executed/Complete	
Additional Search Criter	ia					
Search	Clear Sa	ve Search Crite	eria Delete Saved Cri	teria Keyword Search	Add a Document	~
(					>	-

## On your mark. Get set.

GOT YOUR D	<b>OC</b> ?		OKAY, LET'S ROLL!
	Document Management		
Document Management		New Wi	From the Document Management page, click the <b>Prepare and Route for e-Signature</b> .
SetID STIND Supplier ATWOOD LAKE COMMUNITY ASSOC INC Contract Style General Contract Document Type 00705 FA APHS & IAP Grants	Contract ID 0000000000000000000041434	Is This Contract Co	This'll take you to the <b>Send Document for Signing</b> pa where we set up the document for signing with the new DocuSign process.
Description art grant Administrator Werner,Jeania-061 Sponsor	DOA - Procure Department 039095	ement - Admin Svcs	We can get this done in just FOUR steps!
Version 0.00 Status Draft	Created On 04/17/20 9:48AM Last Modified On 04/21/20 10:15AM	Document Details	
View and Edit Options:	Review and Approval:	Other Document Actions:	
View Document	Route Internally	Recreate Document	
Edit Document	Preview Approval	Prepare and Route for e-Signature	
Add Supplemental Documents Document Modification Summary	Submit for Approval	Deactivate Document	
Document Version History	Bypass Approvals Internal Contacts/Signers External Contacts/Signers	Generation Log	v

	Setup signers and the signing order on the
Send Document for Signing	× Email Address tab.
SetID STIND Contract ID 00000000000000000000000000000000000	<ul> <li>Email Enter the signer's valid email address.</li> <li>Recipient Name Enter the signer's name as it must appear on the contract.</li> </ul>
Email Address     Identity Authentication     III       *Email     User     Recipient Name     Carbon Copy     Sign Order       XXronmike@outlook.com     IQ     Rhonda Fink     I       Subject     art grant	<ul> <li>Signer</li> <li>Sign Order</li> <li>Enter a number to define the order in which the document should be signed.</li> <li>External Signer</li> <li>Use the plus and minus buttons if you need to add or remove rows.</li> </ul>
Attachments     Send     Cancel	Select the Identity Authentication tab to move on to the next step!

### **Other Details**

Before you setup signatures, ALWAYS verify that the contract is the correct document and version.

The name entered as the Recipient Name will default as the signature for the signer, so the spelling must be correct. The signer could decline to sign if something isn't right.

Keep these things in mind.

- External signers should always be first; that's the State's requirement. ٠
- DocuSign will send email notifications to signers in the order you specify ٠
- Don't forget and leave the Sign Order blank; because of the embedded Sign Here tags signatures might end up in the wrong places. ٠

**STEP 1** 

	Send Documer	nt for Signing			
SetID STIND Supplier KELTNER AND Signing Order Sign based on Sign Order	Contract ID 00 ASSOCIATES INC	000000000000000000004152	28		
Send To Recipients	Authentication			<ul> <li>1-2 of 2 ✓</li> </ul>	View A
*Email	User Authentication	Country Code	Phone Number Access	Code	
idoajeaniawemer@idoa.in.gov	Text Message	⊻ 1	3175555555	+	-
JWerner@idoa.IN.gov		1		+	
Subject consulting services					
Message					
Attachments					
Send	Cancel				

### **STEP 2**

Set up the External Signer authentication.

#### • User Authentication

From the User Authentication field drop down list, select text message as the authentication method *for the external signer*.

The signer must have a mobile device that can accept text or SMS messages.

### **Other Details**

Signer authentication is not system-enforced.

The State's definition of electronic signature requires authentication for *external signers* but not for internal signers.

Oversight agency approvers may deny your contract if External Signers have not been authenticated.

			Send Document for	Signing				
	SetID STIND		Contract ID 00000000	000000000004	528			
	Supplier KELTNE	R AND ASSOCIATES INC						
Signing Order	Sign based on Sign Orde	er 🗸						
a 17								
Send To	Recipients					(		
						1-2 of 2 ⊻	▶ 1	Vie
	Email Address	Identity Authentication	₽					
	*Email		User Authentication	Country Code	Phone Number	Access Code		
	idoajeaniawerner@idoa.	in.gov	Text Message	1	3175555555		+	E
	JWerner@idoa.IN.gov			1			+	E
Subject	CONSULTING SERVICE	S						
Message	A contract for consulting : electronic signature. Before you click Review I https://www.in.gov/idoa/2	services with the State of In Document, visit the eSigning 1977.htm to find instructions	diana has been prepared and is ready for a Electronic Contracts webpage at for signing with DocuSign.	your review and	Ŷ			
	Attachments Send	Cance	4					

### **STEP 3**

### Prepare the email notification.

The DocuSign email notification that is sent to signers will include what's written in the Subject and Message fields at the bottom of the Send Document for Signing page.

#### **1.** The Subject Line

Adjust the wording in the Subject field as you prefer to identify the document to be signed.

#### 2. Enter a Message for Signers

There will not be system-generated text (as was included before DocuSign) in the notification to signers; it's up to you to provide anything necessary in the message.

# Do not use quotation marks inside the message field!

### **Other Details**

We recommend something like this to include in the email notification message.

A contract for FILL IN THE BLANK services with the State of Indiana has been prepared and is ready for your review and electronic signature.

Before you click Review Document, visit the eSigning Electronic Contracts webpage at <u>https://www.in.gov/idoa/2977.htm</u> to find instructions for signing with DocuSign.

Thank you.

FILL IN YOUR NAME

FILL IN YOUR CONTACT INFO

### USING DOCUSIGN WITH PS SCM

Signer S	etup anc	l Route for S	Signature					STEP 4
			Send Document for	Signing				Send for Signature.
Signing Order Send To	SetID STINE Supplier KELTI Sign based on Sign C Recipients	) NER AND ASSOCIATES INC Inder	Contract ID 0000000	00000000000	)41528	<ul> <li></li> <li>1-2 of 2 ∑</li> </ul>	] → I V	Last chance! Before you send it out, check one last time to make sure you've got the bases covered. ✓ email address is good
	Emsil Address	Identity Authentication	₽	Country				<ul> <li>Recipient's name spelled correctly</li> <li>Sign Order designated</li> </ul>
	*Email		User Authentication	Code	Phone Number	Access Code		<ul> <li>Sign Order designated</li> <li>Chackbox selected for External Signer</li> </ul>
	idoajeaniawerner@id	los.in.gov	Text Message	1	3175555555		+	<ul> <li>Checkbox Selected IOI External Signer(c)</li> <li>Identity Authentication sat up for External Signer(c)</li> </ul>
	JWerner@idoa.IN.go	v		1			+	· identity Admentication set up for External Signer(s)
Subject Message	CONSULTING SERVI A contract for consulti electronic signature. Before you click Revie https://www.in.gov/ido	ICES ng services with the State of In w Document, visit the <u>eSigning</u> a/2977.htm to find instructions	idiana has been prepared and is ready for g Electronic Contracts webpage at for signing with DocuSign.	r your review a	nd A			All set? Okay, let's do this! Click the <b>Send</b> button.
	Attachments     Send	Cance	el					

### **Other Details**

The Review Document email notification will be sent to the first signer.

After the first signer has finished, an email notification will be sent to the next signer in line, and so on.

AWESOME JOB!

### **Uh-Oh!** There's a Problem.

## **DOC CAN'T BE SENT**

	Document Management	A Q	
D	SetID STIND Contract ID 00000000000000000000000000000000000	If you click this error	k Send without setting up signers, you'll get message that says, "Document cannot be
	Supplier ATWOOD LAKE COMMUNITY ASSOC INC	sent for si	gning. No recipient has been entered."
Signing Order	Sign based on Sign Order	Just click	he OK button and complete the required
Send To	Recipients	steps to s	et up the signers.
	□ 1-1 of 1 Vie	All	
	Email Address Identity Authenticat Document cannot be sent for signing. No recipient has been entered. (10420,926)		
	Email OK External Signer		
Subject	art grant		
Message	A grant contract with the State of Indiana has been prepared and is ready for your review and electronic signature. Before clicking Review Document, you can find the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the contract value of the step-by-step instructions for electronically signing the step-by-step instructions for electronically signing the step-by-step instructions for electronically signing the step-by-step instructions for electronical value of the step-by-step instructions for electronical		
	> Attachments		
	Send Cancel		

**GOT AN ERROR?** 

Let the signing begin.

# **TRACK THE STATUS**

cument					Document Ma	inagement	
ument Ma	anagemer	ıt					
	SetID	STIND	Contract I	D 00000000000	0000000041456	Return to Document Search	
	Supplier	ATWOOD LAKE COMMUNITY ASSOC INC					
Ce	ontract Style	General Contract					
Doc	ument Type	SOI Grant Template				Is This Contract Cor	fidential?
	Description	art grant					_
A	dministrator	Werner, Jeania-061					
	Sponsor		Departme	ent 039095	DOA - Procurement - Adr	nin Sves	
,	Version 0.0	1	Created On	04/21/20 10:49A	M Documen	t Details	
	Status Dra	ft	Last Modified On	04/21/20 3:45PI	м		
<ul> <li>Signing E Signati</li> <li>04/21/2020</li> <li>04/21/2020</li> </ul>	Details ture Status I 0 07:45 PM Th 0 07:45 PM Je	Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink [	idoajeaniawemer@gr	nail.com]	Get e-S	ignature Status	
Signers = Q						i∉	12
	Email		User N	lame	Sign Status	Signed DTTM	
			Rhond	a Fink	Pending Signature		
1	idoajeaniawe	menggmail.com					

Internal Contacts/S

External Contacts/

View and Edit Options: View Document Add Supplemental Documents Document Modification Summary Document Version History

oval:	Other Docume
Signers	Cance
Signers	
	Dea
	Generation Log

Cancel Signature Process

Deactivate Document

### **SIGNING DETAILS**

After you click Send, the Document Management page will update and display info about your actions.

Under **Signing Details** it'll show the date/time you created the DocuSign envelope and sent the invitation (to sign) to the first signer.

Under **Signers** it'll show the Sign Order, email address, User Name and Sign Status for all signers entered.

This is the only place you can verify the signer information after clicking Send.

The info on this page won't update until *you* click the **Get e-Signature Status** button *after* the signers have signed.

### **Return to sender.**

## **DOCS NOT DELIVERED**

⊟り○↑↓▼	Documents sent for signature could not be delivered - Message (HTML)
File Message Help Acrobat Q Tell me w	hat you want to do
Image: Second	Image: Proceeding of the second s
Delete Respond	Quick Steps F3 Move Tags F3 Editing
Documents sent for signature could not	be delivered
DocuSign Demo System <dse_demo@docus< td=""><td>ign.net&gt;</td></dse_demo@docus<>	ign.net>
C 10 Werner, Jeania	
**** This is an EXTERNAL email. Exercise caution.	DO NOT open attachments or click links from unknown senders or unexpected email. ****
	× The
	inked image cannot
	be dis
	Documents you sent for electronic signature could not be delivered to
	ITIS EMAIL AUGUESS. <u>AASHARUN ASKUSULUUMUAST NET</u>
	The destination email system provided this error message:
	For more information about the failure, please see the attached email message or
	reference DocuSign's knowledge base to interpret this error code.
	If the email address is incorrect, follow these steps to correct it and resend the

## YOU'LL GET A MESSAGE

If the signer email address is invalid, you'll receive a message like this one to let you know the documents couldn't be delivered.

No problem.

Make sure you have the correct email address, then just follow the steps to cancel the e-Signature process and you can update the info.

Signing declined.

1

## **SIGN PROCESS VOIDED**

Cancel All Signatures:

Voided: consulting contract Trash x

Jeania Werner via DocuSign <dse_demo@docusign.net></dse_demo@docusign.net>
to me 🔻

DocuSign	
Jeania Werner voided consulting contract.	
Jeania Werner JWerner@idoa.IN.gov	
consulting contract has been voided for the following reason:	

### YOU'LL GET A MESSAGE

If the signer declines the invitation to sign (in the case of an External Signer) or "voids" the contract ( when an Internal Signer says no), you'll get a notification like this one. The signers will get it, too.

Tue, Apr 21

Maybe the signer's name was wrong, or maybe there's a problem with something in the contract document. You'll have to figure that out, but we can fix this so it can be sent again.

Follow the procedures to cancel signatures, and you're all set.

¥

### Need to stop the signing?

## **CANCEL SIGNATURES**

iment			Document Management								
nent Ma	anagemer	ıt									
SatiD STIND			Contra	Contract ID 000000000000000000041456				Return to Document Search			
	Supplier	ATWOOD LAKE COMMUNITY ASSOC INC	;								
Co	ontract Style	General Contract									
Document Type SOI Grant Template								Is This Con	tract Confide	ntial? No	
Description art grant											
A	dministrator	Werner, Jeania-061									
Sponsor			Depar	tment	039095	DOA - Pr	ocurement - Adn	nin Svcs			
\ \	Version 0.0	1	Created	Dn 04/2	21/20 10:494	м	Document	Details			
Version 0.01		#	Last Modified	Created On 04/21/20 10:49AM Social A							
Signing D Signatu 04/21/2020 04/21/2020	Details Ure Status I 0 07:45 PM Th 0 07:45 PM Je	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink	k [idoajeaniawemen	2gmail.co	om]		Get e-S	ignature Statu	JS		
Signing D Signatu 04/21/2020 04/21/2020 iigners	Details ure Status I 0 07:45 PM Th 0 07:45 PM Je	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink	k [idoajeaniawemen	2gmail.co	om]		Get e-S	ignature Statı	15	1 2 42 2	
Signing D Signatu 04/21/2020 04/21/2020 04/21/2020 04/21/2020	Details ure Status I 0 07:45 PM Th 0 07:45 PM Je	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink	k [idoajeaniawemen	⊇gmail.co	m]		Get e-S	ignature Statu	15	1-2 of 2	]
Signing D Signatu 04/21/2020 04/21/2020 iigners ☴ Q	Details ure Status I 0 07:45 PM Th 0 07:45 PM Je Email	" Pending Signatures e envelope was oreated by Jeania Werner ania Werner sent an invitation to Rhonda Fink	c (idoajeaniawerner) Us	ĝgmail.oc er Name	om]	Sign Status	Get e-S	ignature Statu Signed DTT	J5  4	1-2 of 2	]
Signing D Signatu )4/21/2020 )4/21/2020 i4/21/2020 iigners ➡ Q 1	Details ure Status I 0 07:45 PM Th 0 07:45 PM Je Email idoajeaniawe	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink smen@gmail.com	(jdoajeaniawemen Us Rh	⊇gmail.co er Name onda Fink	om]	Sign Status Pending Signat	Get e- S	ignature Statu Signed DTT	JS  4 − 4 M	1-2 of 2	
Signing D Signatu 94/21/2020 94/21/2020 94/21/2020 94/21/2020 1 1 1 2	Details Ure Status I 0 07:45 PM Th 0 07:45 PM Je Email idoajeaniawe jwerner@ido	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink mer@gmail.com a.in.gov	(idoajeaniawemen Us Rh	⊚gmail.co er Name onda Fink irin Kellan	5m] : :	Sign Status Pending Signat	Get e-S ure ure	ignature Statu	JS  4 4 M	1-2 of 2	
Signing D Signatu 04/21/2020 04/21/2020 iigners ⇒ Q 1 2 View and	Email idoajeaniawe jwerner@ido	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink smer@gmail.com a.in.gov	c [idoajeaniawemen Us Rh Review and App	⊚gmail.oc er Name onda Fink irin Kellan roval:	5m] : : n	Sign Status Pending Signat Pending Signat	Get e-S ure Other Docur	signed DTT	JS  4 4 M	1-2 of 2	
Signing D Signatu 04/21/2020 04/21/2020 iigners ⇒ Q 1 2 View and	Email idoajeaniawe jwerner@ido lEdit Options View Do	" Pending Signatures e envelope was oreated by Jeania Werner ania Werner sent an invitation to Rhonda Fink mer@gmail.com a.in.gov :: pument	c [idoajeaniawemeri Us Rh L E Internal Contacts	ggmail.oc er Name onda Fink irin Kellan roval: Signers	9m] : : n	Sign Status Pending Signat Pending Signat	Get e-S ure Other Docur Can	Signed DTT	IA A	1-2 of 2	
Signing D Signatu 14/21/2020 04/21/2020 04/21/2020 04/21/2020 1 1 2 1 2 View and Add Supp	Email idoajeaniawe jwerner@ido ledit Options View Do olemental Doco	" Pending Signatures e envelope was created by Jeania Werner ania Werner sent an invitation to Rhonda Fink smer@gmail.com a.in.gov :: puments	c [idoajeaniawemeri Us Rh L E Internal Contacts External Contacts	⊇gmail.co er Name onda Fink irin Kellan roval: Signers /Signers	5m] : : n	Sign Status Pending Signat Pending Signat	Get e-S ure Other Docur Can	signet DTT signed DTT ment Actions: cel Signature eactivate Doc	IA A M Process	1-2 of 2	

### **STOP THE PROCESS**

If at any time for any reason you need to stop the e-Signature process, just follow these steps.

1. Click the Cancel the Signature Process button.

Email notifications will be sent to all parties.

- 2. Clear the info (literally delete the information from the page) on the Internal Contacts/Signers and External Contacts/Signers pages.
- **3.** When you're ready to try again, repeat the steps to setup the signers and send for signature.

### It's a done deal.

日ッ

Message

 $\square$ 

Delete Archive

Help

Acrobat

 $\approx$ 

Reply Reply Forward

All

File

👩 Ignore

∕⊗ Junk ~

## **SIGNING CANCELLED**

Q Tell me what you want to do

Proc agent emails → To Manager

← Reply & Delete <del>7</del> Create New

🗹 Team Email 🛛 🗸 Done

- Meeting

⊊ın ~

t⊓ More ~

 $\sim$ 

## YOU'LL GET A MESSAGE

If you cancel signing, you and all the signers will get an email notification like this one to let you know the process has been voided.



 $\bigcirc$ 

a

Tran

Ρ

Up ~

Mark Categorize Follow

Unread 🗸

Voided: 061 Testing services - Message (HTML)

~

⎷

Move

🔁 Rules 🗠

🔊 OneNote

🔁 Actions ~

Signers need some help?

## **SIGNING INSTRUCTION**



### **VISIT THE WEBPAGE**

The procedures for signing an SCM document electronically with DocuSign are pretty simple; many signers will likely make their way through the procedure without additional instruction.

For those who might not be as confident or would just like to make certain they've got it covered, detailed step-by-step instruction is available on IDOA's website at:

https://www.in.gov/idoa/2977.htm.

The State of Indiana is using the Supplier Contract Management module (SCM)

Inquiring minds want to know.

File

[ 😽 Ignore

∕⊗ Junk ~

DD

Message

Delete

Delete Archive

To 🛛 Werner, Jeania

Help

Erin Kellam viewed 061 Testing services

Acrobat

 $\otimes$ 

Reply Reply Forward

ΔII

DocuSign Demo System <dse\_demo@docusign.net>

Respond

## **DOCUMENT VIEWED**

Q Tell me what you want to do

Leave requests

🗹 Team Email 🛛 🗸 Done

Ouick Steps

→ To Manager

Meeting

⊊им ~

' ⊏⊓ More ∽

## YOU'LL GET A MESSAGE

Fir After a signer clicks Review Document in the DocuSign email they receive, you'll get a message to let you know the person opened and viewed the documents you sent.

4 Pretty cool!

0

Translate

×

Se Se

Editing

(i) If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. Right-click or tap × Erin Kellam viewed 061 Testing services. **REVIEW DOCUMENT** At 03/20/2020 | 13:15 EDT, Erin Kellam opened and viewed your documents, STIND 00000000000000000041445 0.PDF.

Erin Kellam viewed 061 Testing services - Message (HTML)

**₽** 

Move

~

~

🔁 Rules 🗠

Note 0 Note

🔁 Actions ~

Move

 $\boxtimes$ 

Unread 🗸 Up 🗸

Tags

Mark Categorize Follow

Failed Access: 300 LARE ATWOOD LAKE

To 🛛 Werner, Jeania

DocuSign Demo System <dse\_demo@docusign.net>

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message

Inquiring minds want to know MORE.

## **AUTHENTICATION FAILED**



## YOU'LL GET A MESSAGE

If a signer isn't able to authenticate his or her identity for whatever reason, you'll get notification like this one to let you know.

You'll need to figure out why it failed; maybe it was the wrong phone number, or maybe it was entered incorrectly by mistake.

It's okay. We can fix it!



15

### Let's try again.

## **AUTHENTICATE REPAIR**

Iment Management SettiD STIND Contract ID 0000000000 Supplier ATWOOD LAKE COMMUNITY ASSOC INC Contract Style General Contract Document Type SOI Grant Template Description art grant Administrator Werner,Jeania-061 Sponsor Department 039095 Marrier 0.011	00000000041456 Return to Document Search Is This Contract Confidential? N DOA - Procurement - Admin Svos
SetiD     STIND     Contract ID     00000000000       Supplier     ATWOOD LAKE COMMUNITY ASSOC INC     Contract ID     00000000000       Contract Style     General Contract     Document Type     SOI Grant Template       Description     art grant       Administrator     Werner, Jeania-081       Sponsor     Department     039095	00000000041456 Return to Document Search Is This Contract Confidential?
Supplier         ATWOOD LAKE COMMUNITY ASSOC INC           Contract Style         General Contract           Document Type         SOI Grant Template           Description         art grant           Administrator         Werner,Jeania-081           Sponsor         Department         039095	Is This Contract Confidential? N
Contract Style General Contract Document Type SOI Grant Template Description art grant Administrator Werner,Jeania-081 Sponsor Department 039095	Is This Contract Confidential? N
Document Type SOI Grant Template Description art grant Administrator Werner,Jeania-061 Sponsor Department 039095	Is This Contract Confidential? N
Description art grant Administrator Werner,Jeania-061 Sponsor Department 039095	DOA - Procurement - Admin Svos
Administrator Werner,Jeania-061 Sponsor Department 039095	DOA - Procurement - Admin Svos
Sponsor Department 039095	DOA - Procurement - Admin Svcs
Sponsor Department 039095	
Version 0.01	
Version 0.01 Ureated Un 04/21/2010/49	Document Details
Status Draft Last Modified On 04/21/20 3:455	DM
04/21/2020 07:51 PM Phone Authentication Failed for Rhonda Fink	d
Email User Name	Sign Status Signed DTTM
1 idoajeaniawemer@gmail.com Rhonda Fink	Pending Signature
	Initial
2 jwerner@idoa.in.gov L Erin Kellam	
2 jwerner@idoa.in.gov L Erin Kellam View and Edit Options: Review and Approval:	Other Document Actions:
2 jwerner@idoa.in.gov L Erin Kellam View and Edit Options: View Document External Contacts/Signers External Contacts/Signers	Other Document Actions: Cancel Signature Process
2 jiverner@idoa.in.gov L Erin Kellam View and Edit Options: View Document Add Supplemental Documents Review and Approval: Internal Contacts/Signers External Contacts/Signers	Other Document Actions: Cancel Signature Process Deactivate Document

### HERE'S THE DRILL

- Make your way back to the Document Management page.
- Click the **Get e-Signature Status** button.

The Signing Details section will update to show **Authentication Failed** for the signer.

From here, follow the steps to cancel the e-Signature process and you can start again.

The signers are finished.

## **SIGNING COMPLETE**

Q Tell me what you want to do

🔄 Meeting

ÇĢ IM ∽

tan More ∽

## YOU'LL GET A MESSAGE

When the last signer has finished signing the document, you'll get a notification to let you know the signature process has been completed.

Time for a High-Five!

5 P

Translate

⊡ F

B

Editin

Unread

Mark Categorize Follow

Tags

Up ~

DocuSign Demo System <dse\_demo@docusign.net> To • Werner, Jeania

Completed: 061 Testing services

Help

Acrobat

 $\sim$ 

All

Reply Reply Forward

File

👩 Ignore

**A** Junk

Message

Delete

Delete Archive

(i) If there are problems with how this message is displayed, click here to view it in a web browser.

Respond

\*\*\*\* This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. \*\*\*\*

Proc agent emails 

To Manager

Quick Steps

🗹 Team Email 🛛 🗸 Done

The linked image	
The Inked image cannot be dis	
Your document has been completed.	
VIEW COMPLETED DOCUMENT	
All signers completed 061 Testing services	

Completed: 061 Testing services - Message (HTML)

Move

~

~

5

Rules ~

Move

Note 0 Note

Actions ~

### Let's wrap it up.

## **DETAILS IN SCM**

				Purchasing Work	Center
ment Management					
SettD (	STIND	Contract ID	0000000000000000000041425	Return to Document Search	n
Supplier 7	THE UNIFORM HOUSE				
Contract Style (	General Contract				
Document Type 5	301 Professional Services			is This Contract (	Confidential?
Decoription	oon siid shoes				
Administrator 1	Wemer_leania=061				
Roomron		Department	DDA - Pr	ocurement - Admin Svcs	
eponsor		Department	439095		
Amendment 2		Created On 04/	17/20 8:02AM	Document Details	
Version 0.03		Amended On 04/	17/20 8:23AM		
Status Draft		Last Modified On 04/	17/20_8:25AM		
Signing Details					
8Ignature Status Si	gned			Get e-Signature Status	
04/17/2020 12:25 PM The	envelope was created by Jeania Werr	ner			
04/17/2020 12:25 PM Jean	in Mamor cost as institution to Japain	And some on the			
04/17/2020 12:26 PM SMS	Authentication Passed for Jeania We	rner	_		-
04/17/2020 12:26 PM SMS 04/17/2020 12:26 PM Jean 04/17/2020 12:26 PM Jean	Authentication Passed for Jeania We ia Wemer opened the envelope (docu ia Wemer viewed the envelope (docu	ments:(STIND_000000000000000000000000000000000000	00000041425_0.PDF)]		
04/17/2020 12:26 PM SMS 04/17/2020 12:26 PM Jean 04/17/2020 12:26 PM Jean 04/17/2020 12:27 PM Jean 04/17/2020 12:27 PM Jean	Authentication Passed for Jeania W/ ia Wemer opened the envelope (docu ia Wemer viewed the envelope (docu ia Wemer signed the envelope between signed the envelope	ments:(STIND_000000000000000000000000000000000000	00000041425_0.PDF)] 00000041425_0.PDF)]		-
04/17/2020 12:26 PM SMS 04/17/2020 12:26 PM Jean 04/17/2020 12:26 PM Jean 04/17/2020 12:27 PM Jean 04/17/2020 12:27 PM Jean 04/17/2020 12:27 PM Ven	A vubentication Passed for Jeania Wi ia Wemer opened the envelope (docu ia Wemer viewed the envelope (docu ia Wemer signed the envelope ia Wemer sent an invitation to Weme ver, Jeania viewed the envelope (docu	ments:(STIND_000000000000000000000000000000000000	00000041425_0.PDF)] 0000041425_0.PDF)] 00000041425_0.PDF)]		-
04/17/2020 12:26 PM SMS 04/17/2020 12:26 PM Jean 04/17/2020 12:26 PM Jean 04/17/2020 12:27 PM Jean 04/17/2020 12:27 PM Jean 04/17/2020 12:27 PM Wern 04/17/2020 12:27 PM Wern 04/17/2020 12:28 PM Wern	ar venned sein an Armado'h o Joania Wi ka Wemer opened the envelope (docu ia Wemer vened the envelope (docu ia Wemer signed the envelope aia Wemer sein an invlation to Weme her,Jeania opened the envelope (docu er,Jeania opened the envelope (docu	ments:(STIND_000000000000000000000000000000000000	00000041425_0.PDF)] 00000041425_0.PDF)] 00000041425_0.PDF)] 00000041425_0.PDF)]		-
D4(17)2020 12:26 PM SMS D4(17)2020 12:26 PM Jean O4(17)2020 12:26 PM Jean O4(17)2020 12:27 PM Jean O4(17)2020 12:27 PM Jean O4(17)2020 12:27 PM Wen O4(17)2020 12:27 PM Wen O4(17)2020 12:27 PM Wen O4(17)2020 12:27 PM Wen Signers	a vehicle sen an entration in over the latteritication Passed for Jeania Wi la Wemer opened the envelope (docu ia Wemer signed the envelope ia wemer signed the envelope her,Jeania viewed the envelope (docu her,Jeania opened the envelope (docu	Internet Internet: (STIND_000000000000000 ments: (STIND_00000000000000 r, Jeania (wemer@idea.in.gov) ments: (STIND_0000000000000 iments: (STIND_00000000000000	00000041425_0.PDF)] 0000041425_0.PDF)] 0000041425_0.PDF)] 00000041425_0.PDF)]		_
04/17/2020 12:26 FM Jan 04/17/2020 12:26 FM Jan 04/17/2020 12:26 FM Jan 04/17/2020 12:27 FM Jan 04/17/2020 12:27 FM Jan 04/17/2020 12:27 FM Wer 04/17/2020 12:27 FM Wer 04/17/2020 12:27 FM Wer 04/17/2020 12:28 FM Wer 04/17/2020 12:28 FM Wer 04/17/2020 12:28 FM Wer	7 Authentication Plassed for Jacaia Willia Wemer opened the envelope (doci la Wemer viewed the envelope (doci la Wemer signed the envelope) fail wemer signed the envelope (doci ner, Jaania signed the envelope (doci ner, Jaania signed the envelope)	Inner Inner: Innerits: (STIND_000000000000000000000000000000000000	00000041425_0.PDF   00000041425_0.PDF)  00000041425_0.PDF)  00000041425_0.PDF)	н - к па	-2 of 2 💙
041172020 12:26 FM SMG 041172020 12:26 FM Jaar 041172020 12:26 FM Jaar 04172020 12:27 FM Jaan 04172020 12:27 FM Jaan 04172020 12:27 FM Jaar 04172020 12:27 FM Vien 04172020 12:27 FM Vien 041772020 12:28 FM Vien	r Avhenitative Pessad for Joana Wi ha Wemer spand the envelope (doc la Wemer vewed the envelope (doc la Wemer signed the envelope doc la Wemer sent a Invitation to Weme er Jaania vewed the envelope (doc la Vemer set and the envelope (doc la Aviania signed the envelope (doc	Internet menta: (STIND_00000000000000000 r.Jeania [Wemer[3idaa in gov] menta: [STIND_000000000000000000000000000000000000	00000041425_0 PDF   0000041425_0 PDF   00000041425_0 PDF   00000041425_0 PDF   00000041425_0 PDF   81gn 8tetuc	Id d 14	2 of 2
041772020 12:26 FM SMB 041772020 12:26 FM Jaar 041772020 12:26 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Wen 041772020 12:28 FM Wen 1041772020 12:28 FM Wen 1041772020 12:28 FM Wen 1041772020 12:28 FM Wen 1041772020 12:28 FM Wen	i Authentication Plassed for Jaona' W ill Wemer operand the envelope (doc) la Wemer viewed the envelope (doc) la Wemer signed the envelope (authentication in Wemer er,Jaonia viewed the envelope (doc) ner,Jaonia viewed the envelope (doc) ner,Jaonia signed the envelope (doc)	Interial Int	00000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)] 10000041425_0.PDF)]	Id d 14	2 of 2 💟
041772020 12:26 FM SH6 041772020 12:26 FM Jaa 041772020 12:27 FM Jaan 041772020 12:27 FM Jaan 041772020 12:27 FM Jaan 041772020 12:27 FM Wen 041772020 12:28 FM Wen 04177200 12:28 FM Wen 04177200 12:28 FM Wen 04177200 12:28 FM Wen 0417720 12:28 FM	i Authentication Plassed for Jaona W lia Wener opened the envelope (doct lia Wener verweich the envelope) ia Wener signed the envelope ia Wener signed the envelope (doct ner, Jaania signed the envelope (doct ner, Jaania signed the envelope (doct ner, Jaania signed the envelope) side (doct ner signed the envelope)	Interior Interior Control Cont	00000041425_0.PDF)] 0000041425_0.PDF)]	Id         4         14           Bigned DTTM         04/17/2020 12:27PM         04/17/2020 12:28PM	2 of 2V
041172020 12:26 FM SH6 041172020 12:26 FM Jaa 041172020 12:27 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Wen 04172020 12:27 FM Wen Signers Signers 2 Email 1 TheBigChees 2 werjes@idc	i Authentication Plassed for Jaona W lia Wener opened the envelope (doct lia Wener verwed the envelope) for lia Wener signed the envelope ia Wener signed the envelope (doct ner, Jaania signed the envelope (doct ner, Jaania signed the envelope (doct see) Vanos.com	International In	00000041425_0.PDF)] 0000041425_0.PDF)] 0000041425_0.PDF)] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]] 0000041425_0.PDF]]0000041425_0.PDF]] 0000041425_0.PDF]]0000041425_0.PDF]] 0000041425_0.PDF]]0000041425_0.PDF]]0000041425_0.PDF]]0000041425_0.PDF]]000004000400000000000000000000000000	Id         4         14           Bigned DTTM         04/17/2020 12:27PM         04/17/2020 12:28PM	2 of 2 💟
041172020 12:26 FM SH6 041172020 12:26 FM Jaa 041172020 12:26 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Wen 04172020 12:27 FM Wen 04172020 12:27 FM Wen 04172020 12:27 FM Wen 04172020 12:28 FM Wen 0417200 12:28 FM Wen 0417200 12:28 FM Wen 0417200 12:28 FM Wen 041720 12:	i Authentication Plassed for Jaona W lia Wener opened the envelope (doc) lia Wener verweid the envelope (doc) lia Wener signed the envelope (doc) enr. Jaania used the envelope (doc) enr. Jaania used the envelope (doc) enr. Jaania used the envelope (doc) see Yahoo.com sin.gov	Interiments: (STIND_000000000000000000000000000000000000	00000041425_0.PDF)  0000041425_0.PDF)  00000041425_0.PDF)  00000041425_0.PDF)  00000041425_0.PDF)  00000041425_0.PDF)  00000041425_0.PDF)  0000041425_0.PDF)  0000041425_0.PDF    000004145_0.PDF   00004145_0.PDF   00004145_0.PDF    00004145_0	H         4         14           Bigned DTTM         04/17/2020 12:27FM         04/17/2020 12:28FM           04/17/2020 12:28FM         04/17/2020 12:28FM         04/17/2020 12:28FM	2 of 2 Y
041772020 12:26 FM SMB 041772020 12:26 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Wen 041772020 12:28 FM Wen 04177200 12	i Authentication Plassed for Jaonia Wi la Wenter operand the envelope (doc) lia Wenter viewed the envelope (doc) lia Wenter signed the envelope (doc) err. Jaania signed the envelope (doc) err. Jaania signed the envelope (doc) err. Jaania signed the envelope (doc) as Jones (doc) (doc) (doc) (doc) (doc) err. Jaania signed the envelope (	Terrer T	00000041425_0.PDF)  0000041425_0.PDF)  0000041425_0.PDF)  00000041425_0.PDF)  0000041425_0.PDF)  0000041425_0.PDF   000004145_0.PDF   0000004145_0.PDF   0000004145_0.PDF   0000004145_0.PD	Id         14         14           Signed DTTM         04/17/2020 12:27PM         04/17/2020 12:27PM           04/17/2020 12:28PM         04/17/2020 12:28PM         04/17/2020 12:28PM           Other Document Actions:         Cancel Signature Process	2 of 2 Y
041772020 12:26 FM SMB 041772020 12:26 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Jaar 041772020 12:27 FM Wen 041772020 12:28 FM Wen 04177200 12:28 FM Wen 0417720 12:28 FM Wen	i Authentication Plassed for Jaona W lia Wener opened the envelope (doci lia Wener verweich the envelope (doci lia Wener signed the envelope) tai Wener signed the envelope (doci ner, Jaania signed the envelope (doci ner, J	The second seco	00000041425_0.PDF)  0000041425_0.PDF)  0000041425_0.PDF)  00000041425_0.PDF)  0000041425_0.PDF)  0000041425_0.PDF   000004145_0.P	If a 14 Signed DTTM O4(17/2020 12:27PM O4(17/2020 12:28PM O4(17/2020 12:28PM Other Document Actions: Cancel Signature Process DesoEvels Document	2 of 2 Y
041172020 12:26 FM SMB 041172020 12:26 FM Jaa 041172020 12:26 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Jaa 04172020 12:27 FM Wen 04172020 12:28 FM Wen 0417200 12:28 FM Wen 040 FM Wen 0417200 12:28 FM Wen	i Authentication Plassed for Jaona W is Authentication Plassed for Jaona W is Wenner opened the envelope (doc) is Wenner signed the envelope (doc) enc. Jaonia argent dhe envelope (doc) enc. Jaonia signed the	Terrer T	00000041425_0.PDF)  0000041425_0.PDF)  0000041425_0.PDF   00004	Id     4     14       Signed DTTM     04/17/2020 12:27PM       04/17/2020 12:28PM       Other Document Actions:       Cancel Signature Process       Desotivate Document       Generation Log	
041172020 12:26 FM SM 041172020 12:26 FM Jan 041172020 12:26 FM Jan 04172020 12:27 FM Jan 04172020 12:27 FM Jan 04172020 12:27 FM Jan 04172020 12:27 FM Wen 04172020 12:27 FM Wen 04172020 12:27 FM Wen 04172020 12:27 FM Wen 04172020 12:28 FM Wen 0417200 12:28 FM Wen 041720 12:28 FM Wen 0417200 12:28 FM Wen 041720 12:28 FM Wen 0417200 12:28 FM Wen 041720 12:2	i Authentication Plassed for Jaona W is Authentication Plassed for Jaona W is Wenner opened the envelope (doc) is Wenner synched the envelope (doc) ner, Jaania argened the envelope (doc) ner, Jaania signed the envelope Seg9Yahoo.com a jingov 200ument sents ammany	The second seco	20000041425_0.PDF)  0000041425_0.PDF)  000041425_0.PDF)  000041425_0.PDF   00004145_0	If     1       Signed DTTM     04/17/2020 12:27PM       04/17/2020 12:28PM     04/17/2020 12:28PM       Other Document Actions:     Cancel Signature Process       Desotivate Document     Generation Log	2 012 Y

### **UPDATE THE INFO**

- Make your way back to the Document Management page.
- Click the **Get e-Signature Status** button to refresh the page and update the Signing Details section.

If everything went according to plan, you'll see all the steps completed.

- Each external signer's identity authenticated
- Envelope opened by each signer
- Envelope viewed by each signer
- Envelope signed by each signer

This information will remain on the page until an Amendment is created.

### Verify the signing.

## **CHECK THE SCM DOC**

#### Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database: <a href="https://fs.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/SOI\_CUSTOM\_APPS.SOI\_PUBLIC\_CNTRCT\_S.GBL">https://fs.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/SOI\_CUSTOM\_APPS.SOI\_PUBLIC\_CNTRCT\_S.GBL</a>

In Witness Whereof, Contractor and the State have, through their duly authorized representatives, entered into this Renewal. The parties, having read and understood the foregoing terms of this Renewal, do by their respective signatures dated below agree to the terms thereof.

#### THE UNIFORM HOUSE

By: Jeania Werner

Title: project Coordinator

Date: 4/17/2020 | 08:27 EDT

Indiana Department of Administration



Title: The Big Cheese

Date: 4/17/2020 | 08:28 EDT

### SIGNATURES ALL SET?

Always check your contract's signature page to make sure that the signatures are complete and correct.

If everything looks good, you're ready to Submit for Approval (back to the existing SCM procedures).

If there's a problem, you'll need to follow the steps to cancel the e-Signature process; then you can start again.

The Big Cheese?

### Tracking the details.

## **DOCUMENT HISTORY**

Employee Self S	lervice					Purcha
Document Hi	istory					
	SetID STIND		Contrast ID 00000000000000000000000000000000000	0000041425		
80	upplier THE UNIFO	RMHOUSE				
	Amendment Option	Amendment Files Only				
	Document Action	Y	]	View So	urae Versian History	Return to Document
Dooument Histo	iry					
₹ Q.					1-15 of 2	7 🗹 🕨 🕨 🛛 Viev
Action/Versio	Comments	Document Details II)				
Select	DateTime	Document Action	Last User to Take Action	Version	Amendment	Details
	04/22/20 2:38PM	Document Viewed	Werner, Jeania-061	0.03	2	
	04/20/20 12:01PM	Document Viewed	Werner, Jeania-061	0.03	2	
	04/20/20 11:57AM	Document Viewed	Werner, Jeania-061	0.03	2	
	04/17/20 8:28AM	Signed Document	Werner, Jeania-061	0.03	2	
	04/17/20 8:28AM	Signed Document	Werner, Jeania-061	0.03	2	
	04/17/20 8:25AM	Routed for Signatures	Werner, Jeania-061	0.03	2	
	04/17/20 8:25AM	Converted for Signatures	Werner, Jeania-061	0.03	2	
	04/17/20 8:24AM	Checked In	Werner, Jeania-061	0.03	2	L
	04/17/20 8:23AM	Checked Out Amendment	Werner, Jeania-061	0.02	2	
	04/17/20 8:23AM	Amendment Created	Werner, Jeania-061	0.02	2	R.
	Employee Self 1 Document Hi 8 Document Histo 7 Q Aotion/Versit 8elect 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Addition/Version         Defention           Select         Stince           Select         Stince           Addition/Version         Comments           Select         DefetTime           Select         DefetTime  <	Employee Bell Service         BelD STIND Bupplier THE UNIFORM HOUSE         Amendment Option Amendment Files Only Document Action         Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Ima	Employee Belf Service         Settion STIND         Supplier THE UNIFORM HOUSE         Contract ID: 00000000000000000000000000000000000	Employee Bail Lervice         Contrast ID 00000000000000000000000000000000000	Employee Ball Barriso         STND         Contrast ID         Contrast ID

## **HERE'S THE STORY**

### **TO GET HERE**, click the <u>Document Version</u> <u>History</u> link from the Document Management page.

EACH TIME you click the **Get e-Signature Status** button on the **Document Management** page, a new effective dated row is added in Document History showing that you signed the document.

The **Get e-Signature Status** button on the Document Management page refreshes the Document History page (displayed here); No record of signing activities will exist in version history **until you click the button**.

It's tricky. That's why it's important to click the **Get e-Signature Status** button throughout the signing process to keep things up-to-date.