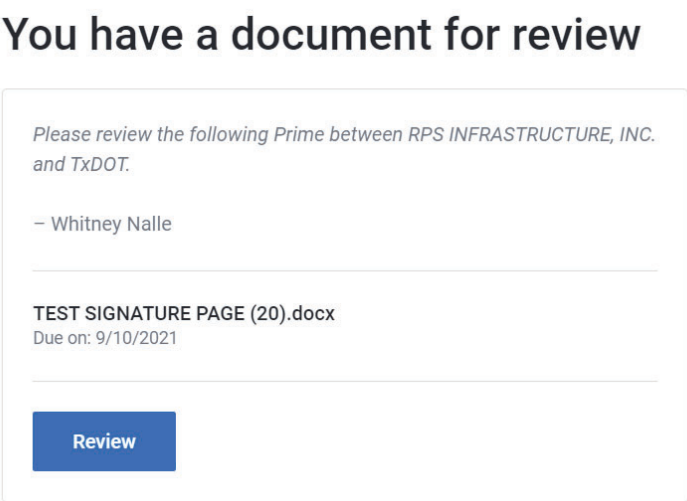


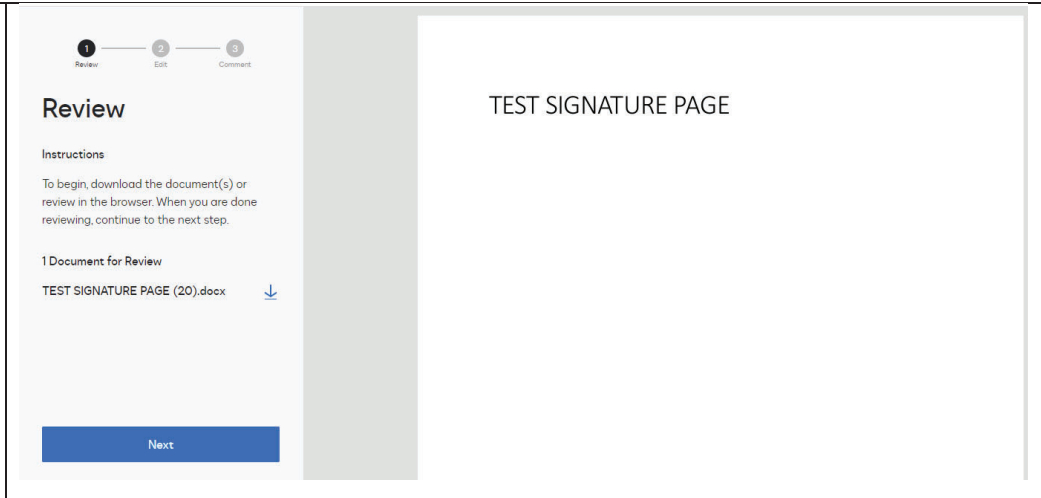


DocuSign CLM EXTERNAL REVIEW PROCESS

Step	Screenshot
Receive Email	
Click Review , and this message pops up:	Add your information'." data-bbox="331 458 798 723"/>

Click **Got it**, and a new browser opens.

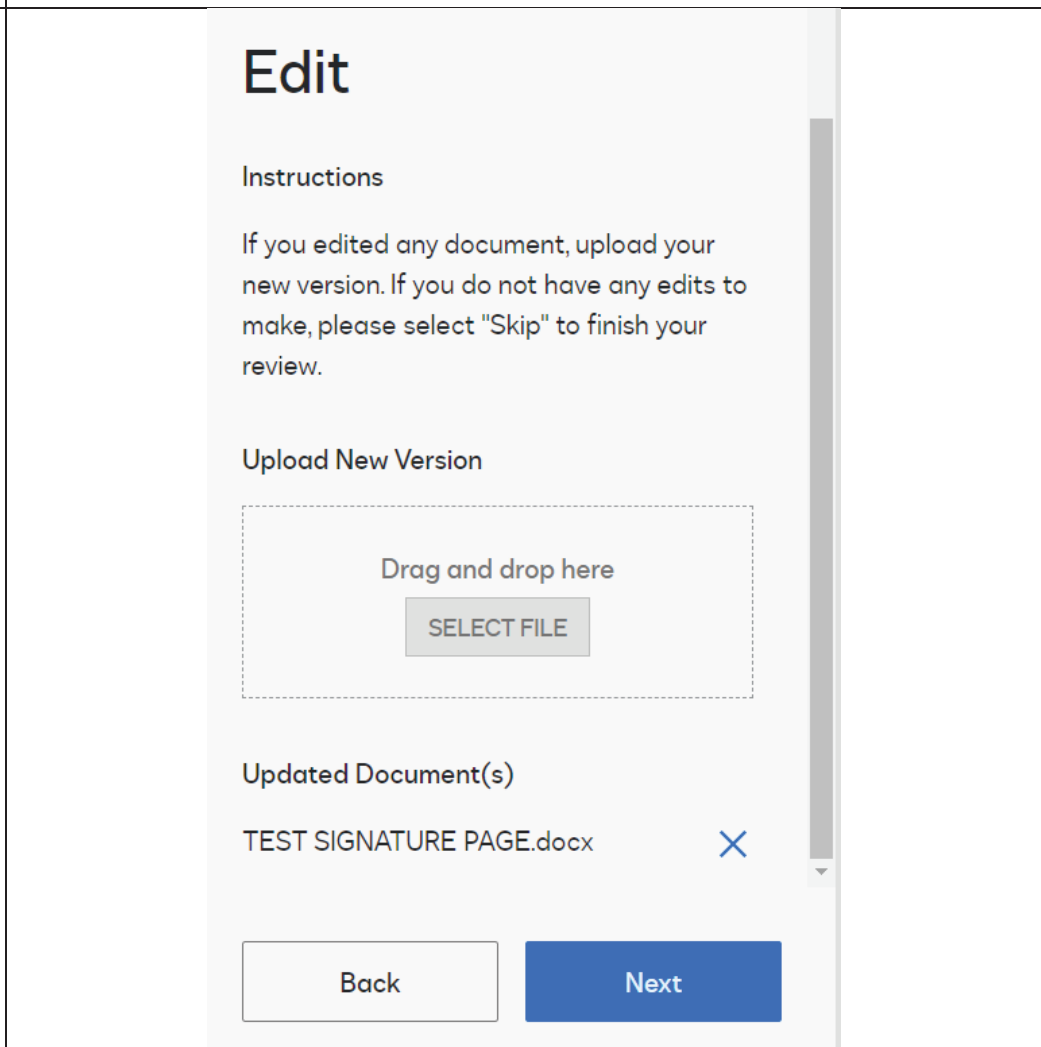
Click the blue arrow beside the document(s) you want to download, and you will be prompted to save locally.



The screenshot shows a 'Review' interface. At the top, there is a progress bar with three steps: 1. Review (active), 2. Edit, and 3. Comment. Below the progress bar, the word 'Review' is displayed in a large font. Underneath, there is an 'Instructions' section with the text: 'To begin, download the document(s) or review in the browser. When you are done reviewing, continue to the next step.' Below the instructions, it says '1 Document for Review' and lists 'TEST SIGNATURE PAGE (20).docx' with a blue download arrow icon to its right. At the bottom of the panel, there is a blue button labeled 'Next'.

Click **Next**, and you will be prompted to upload a New Version. The document(s) you uploaded will be listed below the upload box.

NOTE: If there are multiple documents attached to the original, you will be asked to select the document you're replacing. This is the mechanism you should use to upload the signed Resolution.



The screenshot shows an 'Edit' interface. At the top, the word 'Edit' is displayed in a large font. Below it, there is an 'Instructions' section with the text: 'If you edited any document, upload your new version. If you do not have any edits to make, please select "Skip" to finish your review.' Below the instructions, there is a section titled 'Upload New Version' which contains a dashed box with the text 'Drag and drop here' and a button labeled 'SELECT FILE'. Below this, there is a section titled 'Updated Document(s)' which lists 'TEST SIGNATURE PAGE.docx' with a blue 'X' icon to its right. At the bottom of the panel, there are two buttons: a white button labeled 'Back' and a blue button labeled 'Next'.

You will be prompted to leave a comment telling TxDOT what you did. Click **Finish** to return the documents to TxDOT.

The screenshot shows a three-step progress bar at the top with 'Review', 'Edit', and 'Comment' steps. The 'Comment' step is active, indicated by a '3' in a circle. Below the progress bar is the title 'Comment'. Underneath is an 'Instructions' section with the text: 'Add comments for your review here. Once your review is complete, your comments and/or document(s) will be passed along to Whitney Nalle or routed to the next reviewer.' Below the instructions is a 'Comments' section with a large, empty text input box. At the bottom of the screen are two buttons: 'Back' and 'Finish'.

You will see a popup asking if you want to complete the review. Click **Complete** to send to TxDOT or Cancel to return to the previous screen.

The screenshot shows a confirmation dialog box with the title 'Are you sure you're ready to complete this review?'. The main text reads: 'Completing the review will send this document(s) back to Whitney Nalle. You can only do this once, so please make sure that you have included all your notes in comments or a redlined version before submitting your feedback.' At the bottom right of the dialog are two buttons: 'Cancel' and 'Complete'.

You will receive confirmation that the documents were submitted.

Review Sent to Whitney Nalle

Date Submitted

8/10/2021

Submitted By

whitney.nalle@gmail.com

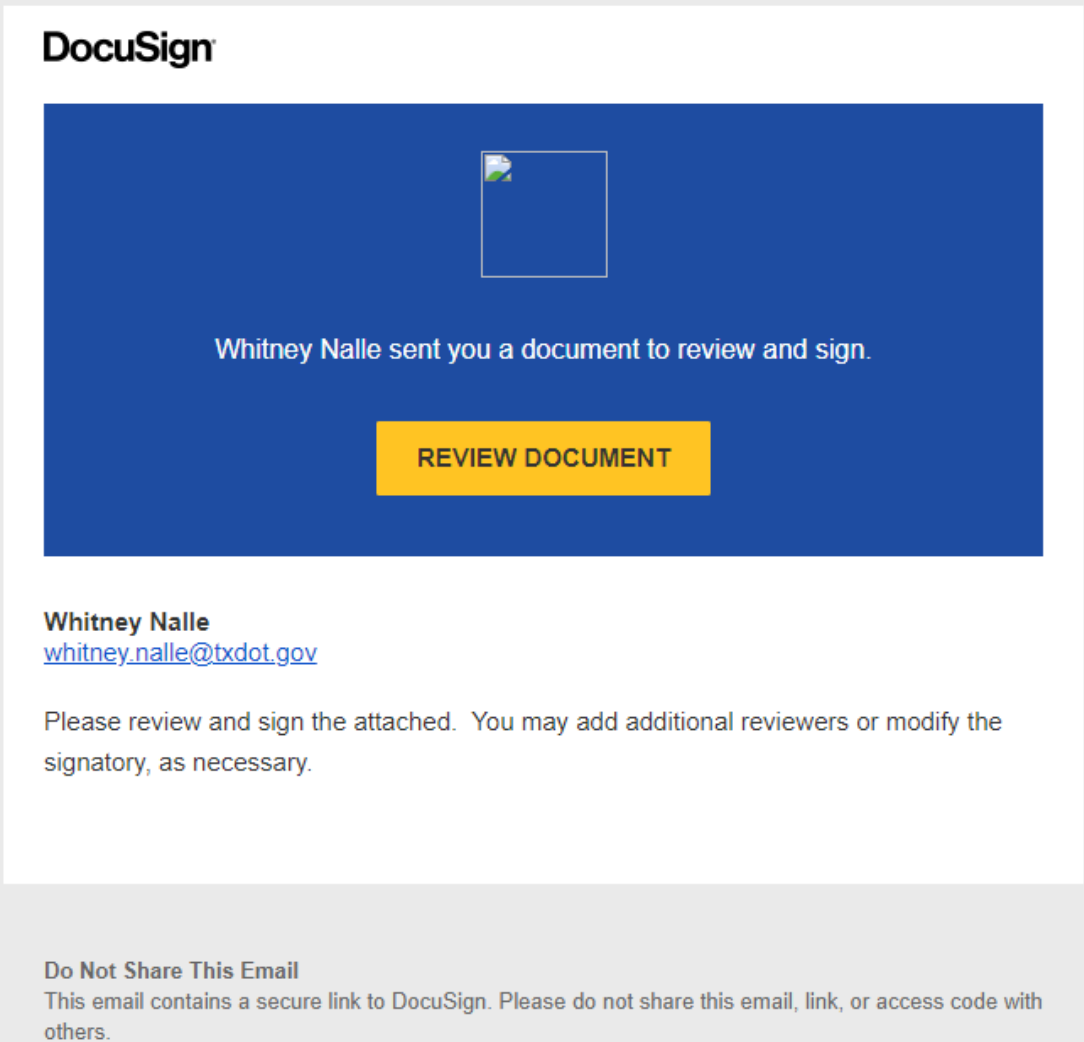
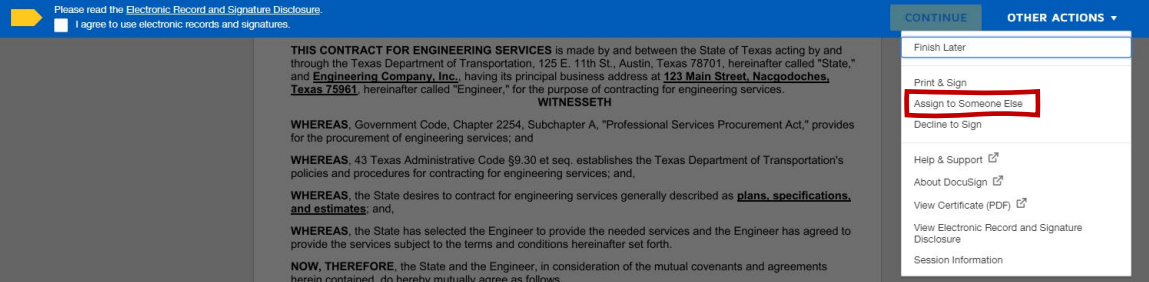
Updated Document(s)

TEST SIGNATURE PAGE (20).docx



DocuSign eSignature

CHANGE THE SIGNATORY

Step	Screenshot
<p>Receive Email</p> <p>Click Review Document</p>	 <p>DocuSign</p> <p>Whitney Nalle sent you a document to review and sign.</p> <p>REVIEW DOCUMENT</p> <p>Whitney Nalle whitney.nalle@txdot.gov</p> <p>Please review and sign the attached. You may add additional reviewers or modify the signatory, as necessary.</p> <p>Do Not Share This Email This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.</p>
<p>Click Other Actions</p> <p>Then click Assign to Someone Else</p>	 <p>Please read the Electronic Record and Signature Disclosure</p> <p><input type="checkbox"/> I agree to use electronic records and signatures.</p> <p>CONTINUE OTHER ACTIONS ▾</p> <ul style="list-style-type: none">Finish LaterPrint & SignAssign to Someone ElseDecline to Sign <p>Help & Support ↗</p> <p>About DocuSign ↗</p> <p>View Certificate (PDF) ↗</p> <p>View Electronic Record and Signature Disclosure</p> <p>Session Information</p> <p>THIS CONTRACT FOR ENGINEERING SERVICES is made by and between the State of Texas acting by and through the Texas Department of Transportation, 125 E. 11th St., Austin, Texas 78701, hereinafter called "State," and Engineering Company, Inc., having its principal business address at 123 Main Street, Nacogdoches, Texas 75961, hereinafter called "Engineer," for the purpose of contracting for engineering services.</p> <p>WITNESSETH</p> <p>WHEREAS, Government Code, Chapter 2254, Subchapter A, "Professional Services Procurement Act," provides for the procurement of engineering services; and</p> <p>WHEREAS, 43 Texas Administrative Code §9.30 et seq. establishes the Texas Department of Transportation's policies and procedures for contracting for engineering services; and,</p> <p>WHEREAS, the State desires to contract for engineering services generally described as plans, specifications, and estimates; and,</p> <p>WHEREAS, the State has selected the Engineer to provide the needed services and the Engineer has agreed to provide the services subject to the terms and conditions hereinafter set forth.</p> <p>NOW, THEREFORE, the State and the Engineer, in consideration of the mutual covenants and agreements herein contained, do hereby mutually agree as follows.</p>

Enter the new signer's name and email, along with a reason for the reassignment

Click **Assign**

Assign to Someone Else ✕

New Signer's Name *

New Signer's Email *

Provide a reason for assigning to someone else

192 characters remaining

The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient.

ASSIGN CANCEL

Confirm signer was changed

DocuSign

You've Changed The Signer

We've notified the sender and new signer.
You'll receive an email copy once everyone has signed.

New signer will receive an email notification of the reassignment

DocuSign



Luka Nalle has requested that you review and sign.

[REVIEW DOCUMENT](#)

Whitney Nalle

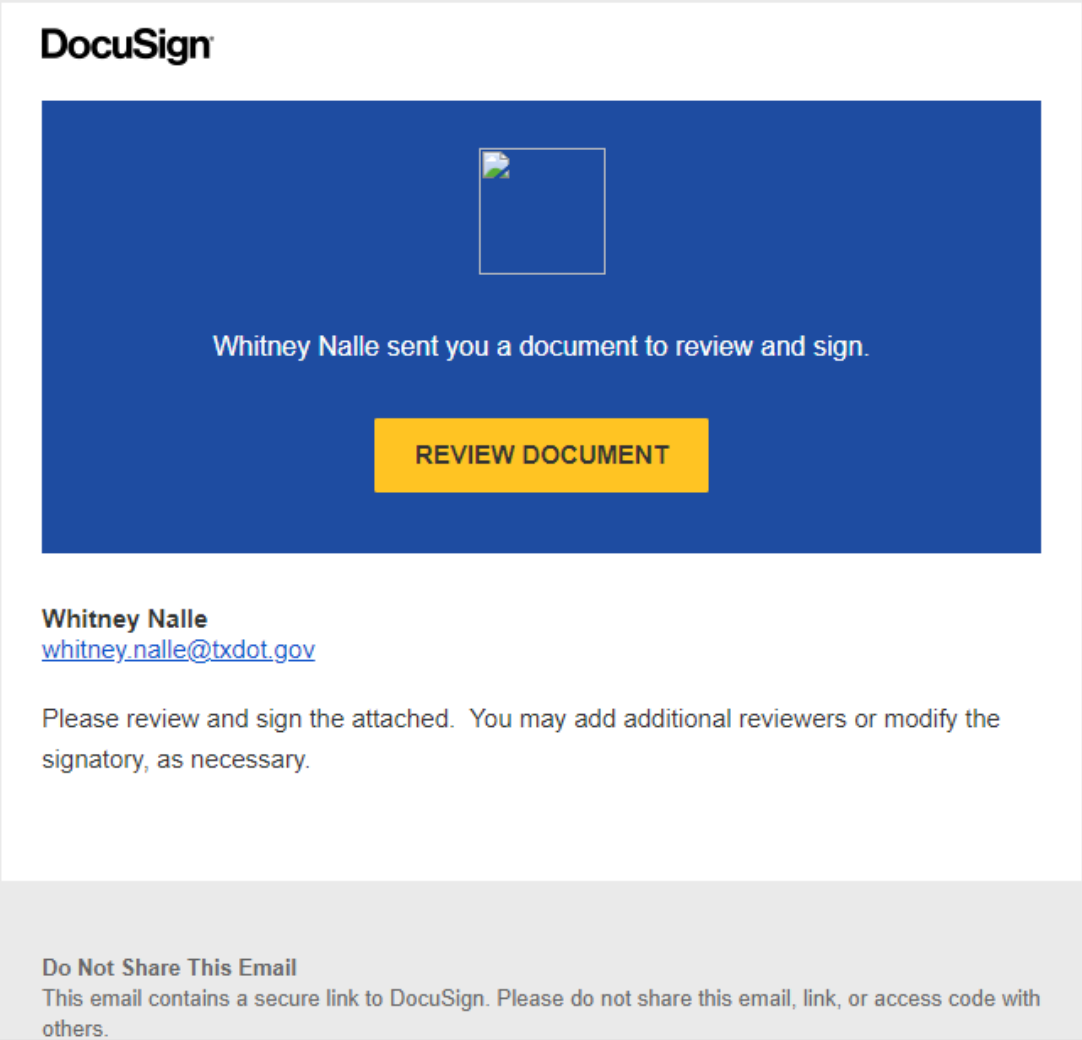
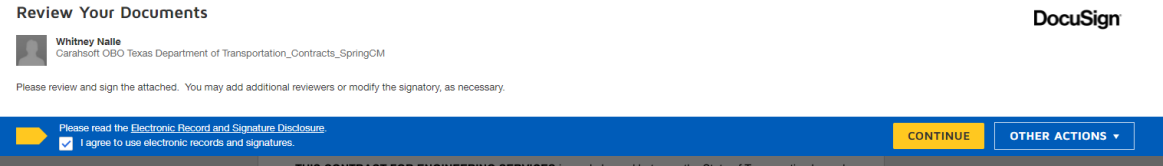
whitney.nalle@txdot.gov

Luka Nalle received documents to electronically sign from Whitney Nalle, but determined that you should sign in their place.

PRIVATE MESSAGE

From Reassigner: Identified signer has delegated signature authority to CFO

ADD APPROVERS

Step	Screenshot
<p>Notify TxDOT</p>	<p>In order to use this functionality, you must provide your TxDOT POC with the following information prior to TxDOT sending the agreement for signature:</p> <ol style="list-style-type: none"> 1. The name of the initial recipient, who will be permitted to update the information 2. The number of approvers you would like to include
<p>Receive Email</p> <p>Click Review Document</p>	
<p>Review the Disclosures and check the box to agree</p> <p>Then click Continue</p>	

Enter the name and email of the reviewer and signatory. Add a private message if you choose.

Click **Finish**

The screenshot shows a dialog box titled "Enter Recipients' Information" with a close button (X) in the top right corner. It contains two sections: "Counterparty Reviewer 1" and "Counterparty Signatory". Each section has a "Name *" field and an "Email *" field. Below each name field is a "Private Message" text area with a character count of "Characters remaining: 1000". At the bottom of the dialog are two buttons: a yellow "FINISH" button and a "VIEW DOCUMENT" button.

Confirm recipients have been assigned

The screenshot shows a dialog box titled "Addressing Complete" with a close button (X) in the top right corner. The main text inside the dialog reads "All recipients have been assigned". At the bottom of the dialog are two buttons: a yellow "DONE" button and a "VIEW DOCUMENT" button.

Approvers will receive email notification.

Click **Review Document**, review the Disclosures, and check the box to agree

Then click **Continue**

DocuSign



Whitney Nalle sent you a copy to review.

REVIEW DOCUMENT

Whitney Nalle
whitney.nalle@txdot.gov

PRIVATE MESSAGE

Please confirm this contract is correct.

Click **Approve** or **Decline**

DocuSign Envelope ID: DF852EB1-04E0-4B06-BDE6-C08C751EA574

Each party is signing this agreement on the da

THE ENGINEER

(Signature)

(Printed Name)

(Title)

Required - Approve - Unchecked

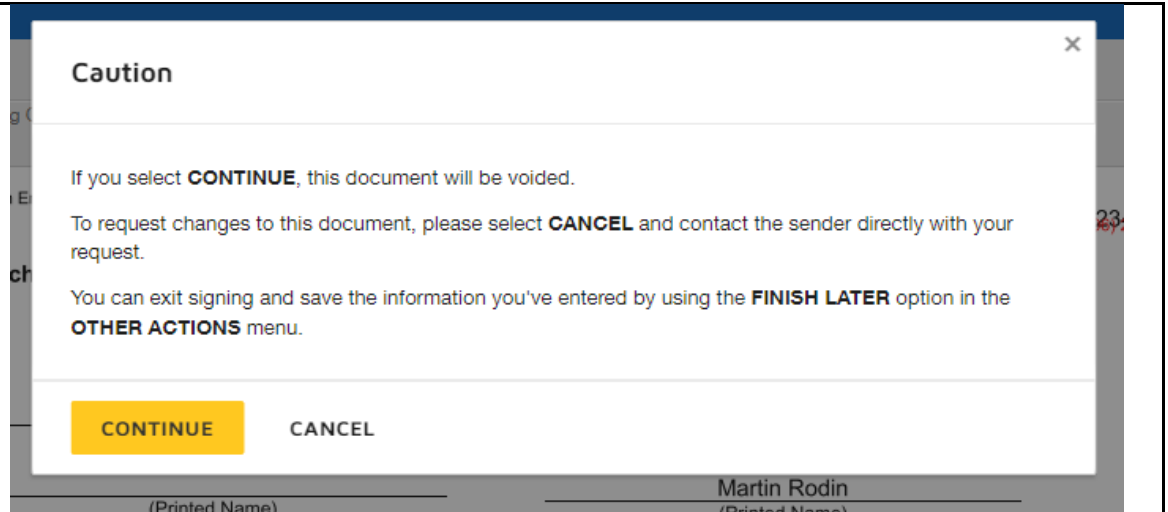
Approve

Decline

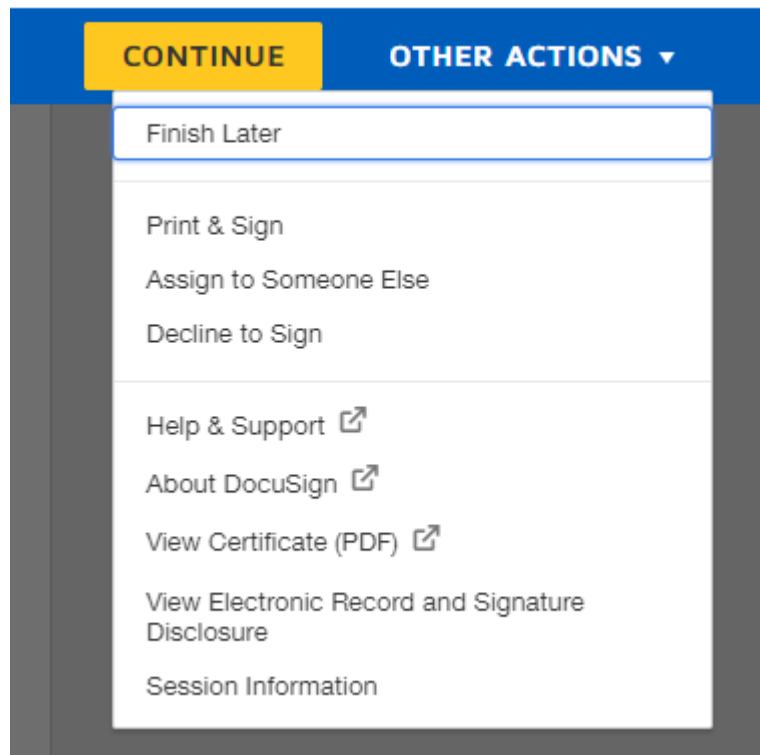
CHOOSE

If you click **Decline**, review the notice and decide how to proceed.

If you click **Approve**, the document will be sent to the next person in line to approve or sign, as appropriate.



Note that the approval will not appear on the document. However, each person in the routing can confirm that the appropriate approvers have been included by clicking **Other Actions > View Certificate**



The Certificate of Completion shows each step in the signature process

DocuSign

Certificate Of Completion

Envelope Id: DF852EB104E04B06BDE6C08C751EA574 Status: Sent
 Subject: Please DocuSign: Engineering Contract.docx
 Source Envelope:
 Document Pages: 5 Signatures: 0 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Whitney Nalle
 AutoNav: Enabled Test
 EnvelopeId Stamping: Enabled , WA 98074
 Time Zone: (UTC-06:00) Central Time (US & Canada) whitney.nalle@txdot.gov
IP Address: 204.64.21.50

Record Tracking

Status: Original Holder: Whitney Nalle Location: DocuSign
 12/1/2021 9:24:01 AM whitney.nalle@txdot.gov

Signer Events

Signer Events	Signature	Timestamp
Jesse Nalle whitneynalle@gmail.com Security Level: Email, Account Authentication (Optional)	Completed Using IP Address: 204.64.21.50	Sent: 12/1/2021 9:26:36 AM Viewed: 12/1/2021 9:27:25 AM Signed: 12/1/2021 9:30:44 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/1/2021 9:27:25 AM
 ID: 8793f9fd-9501-4460-96f7-b098bc40123a

Signer Events	Signature	Timestamp
Greysen Nalle whitneynalle@gmail.com Security Level: Email, Account Authentication (Optional)		Sent: 12/1/2021 9:30:46 AM Viewed: 12/1/2021 9:31:31 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/1/2021 9:31:31 AM
 ID: a26fe285-1cb2-4f49-b0eb-2a430f892c15

Whitney Nalle
whitney.nalle@txdot.gov
Security Level: Email, Account Authentication (Optional)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

In Person Signer Events	Signature	Timestamp

Editor Delivery Events

Editor Delivery Events	Status	Timestamp

Agent Delivery Events

Agent Delivery Events	Status	Timestamp
Luka Nalle whlmf02@gmail.com Security Level: Email, Account Authentication	VIEWED	Sent: 12/1/2021 9:24:24 AM Viewed: 12/1/2021 9:26:12 AM Completed: 12/1/2021 9:26:35 AM