



**HOW TO USE DOCUSIGN TO SIGN A CONTRACT PURCHASE
AGREEMENT (SERVICE AGREEMENT)**

STEP-BY-STEP REFERENCE GUIDE

HOW TO USE DOCUSIGN TO SIGN A CONTRACT PURCHASE AGREEMENT

It will be important to add DocuSign as a contact to your email, so that communications are not sent to your “Junk Email” inbox. The email address is: dse_NA3@docusign.net.

Please note that use of the DocuSign electronic signature software is at no cost to you.

There are two different ways the City of Roseville can work with your organization to sign the Contract Purchase Agreement (CPA) via DocuSign:

- 1) The contract may be sent via DocuSign to a company administrator. Your company administrator is then responsible for forwarding the DocuSign envelope to the first corporate officer for signature. Once the first corporate office signs the contract, it will route back to your company administrator. The administrator is then responsible for forwarding the DocuSign envelope to the second corporate office for signature. **OR ...**
- 2) The contract may be sent via DocuSign directly to the corporate officers for signature without an intermediary (administrator). Once the first corporate officer signs, the DocuSign envelope will automatically route to the second corporate officer for signature.

If you are the company administrator for the contract, follow all steps below.

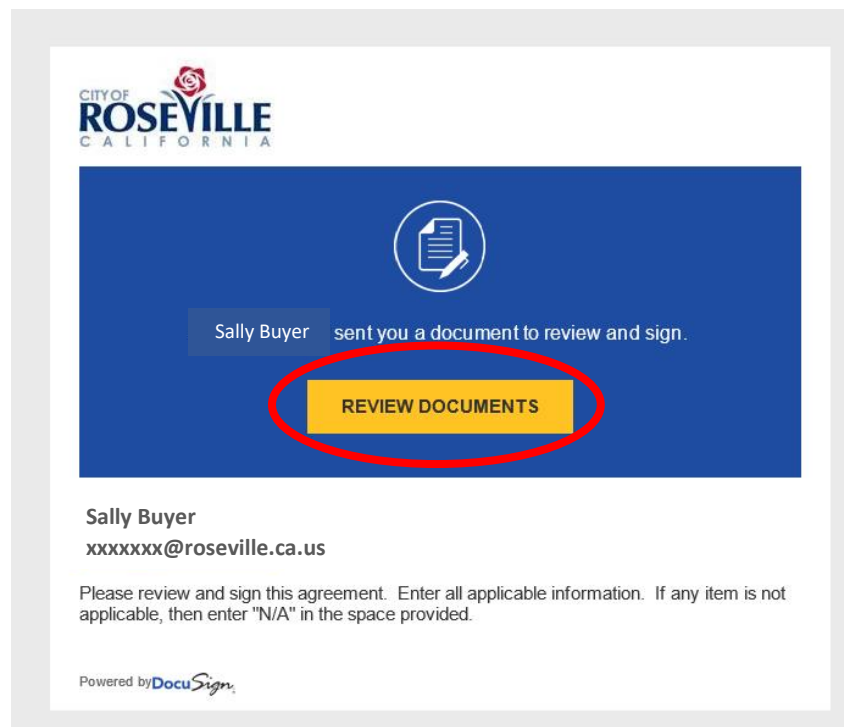
If you are a corporate signer for the contract, follow steps 6 – 12.

1. When a City of Roseville Contract Purchase Agreement (CPA) or Service Agreement (SA) is sent to you for signature, you will receive the below message in your email.

The notification email you receive contains the name and email address of the City of Roseville sender. To contact the City sender, please use the email address included in the notification.

To open the document, click 'Review Document.'

(Please note: If the contract has gone directly to the corporate officer for signature rather than going through an administrator, skip to step 6).



2. Click the box next to the statement 'I agree to use electronic records and signatures' and click 'Continue.'

The Electronic Record and Signature Disclosure can be viewed by clicking the link prior to checking the box.

Please Review & Act on These Documents

City of Roseville

ROSEVILLE
CALIFORNIA
Powered by DocuSign

PRIVATE MESSAGE: Corporate office signature is required

View Message

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: A939FA89-B731-42D6-A2E1-842B20E8F721

DEMOSNTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docuSign.com

CITY OF
ROSEVILLE
CALIFORNIA

Contract Purchase Agreement 300841

Supplier Details:

Company
Contact
Address

Submit your response to:

Company City of Roseville
Contact
Address

2005 Hilltop Circle
Roseville, CA 95747

Phone (916) 774-5720
Fax (916) 774-5735
E-mail

This Contract Purchase Agreement is sent for your review and acceptance. Notify the Buyer via email of any needed changes to the company name, address, and contact information. The Buyer will update the agreement prior to you signing the document.

Return signed copies of the agreement to the Buyer noted on the agreement. Alterations or modifications to the agreement are not allowed. Upon receipt of all necessary documents, the City will sign the agreement and return a

3. Review the CPA or SA cover letter to ensure the proper signatures are obtained when signing the document.

The administrator clicks 'Other Actions' and selects 'Assign to Someone Else.'

The screenshot shows a DocuSign document viewer interface. At the top, there is a blue header with the text "and add your signature." on the left, and two buttons: "FINISH" and "OTHER ACTIONS". The "OTHER ACTIONS" button is selected, and a dropdown menu is open. The menu items are: "Finish Later", "Print & Sign", "Assign to Someone Else" (circled in red with a red arrow pointing to it), "Decline to Sign", "Help & Support", "About DocuSign", "View History", "View Certificate (PDF)", "View Electronic Record and Signature Disclosure", and "Session Information".

The document content includes a "START" button on the left, a DocuSign Envelope ID, and a "DEMONSTRATION DOCUMENT ONLY" warning. The main text is a "Contract Purchase Agreement 300841" with several numbered paragraphs (16, 17, 18) detailing terms and conditions. A large red "SAMPLE" watermark is overlaid on the document text.

- The administrator enters the email address for the first corporate officer, the officer's name, and provides a reason for changing the signing responsibility. This message will be visible to both the City of Roseville and the corporate officer signing the agreement.

Click 'Assign to Someone Else.'

Assign to Someone Else

* Required

Email Address for the New Signer *

Chrissmith@xxx.com

New Signer's Name *

Chris Smith

Please provide a reason for changing signing responsibility

Corporate office signature is required

212 characters remaining

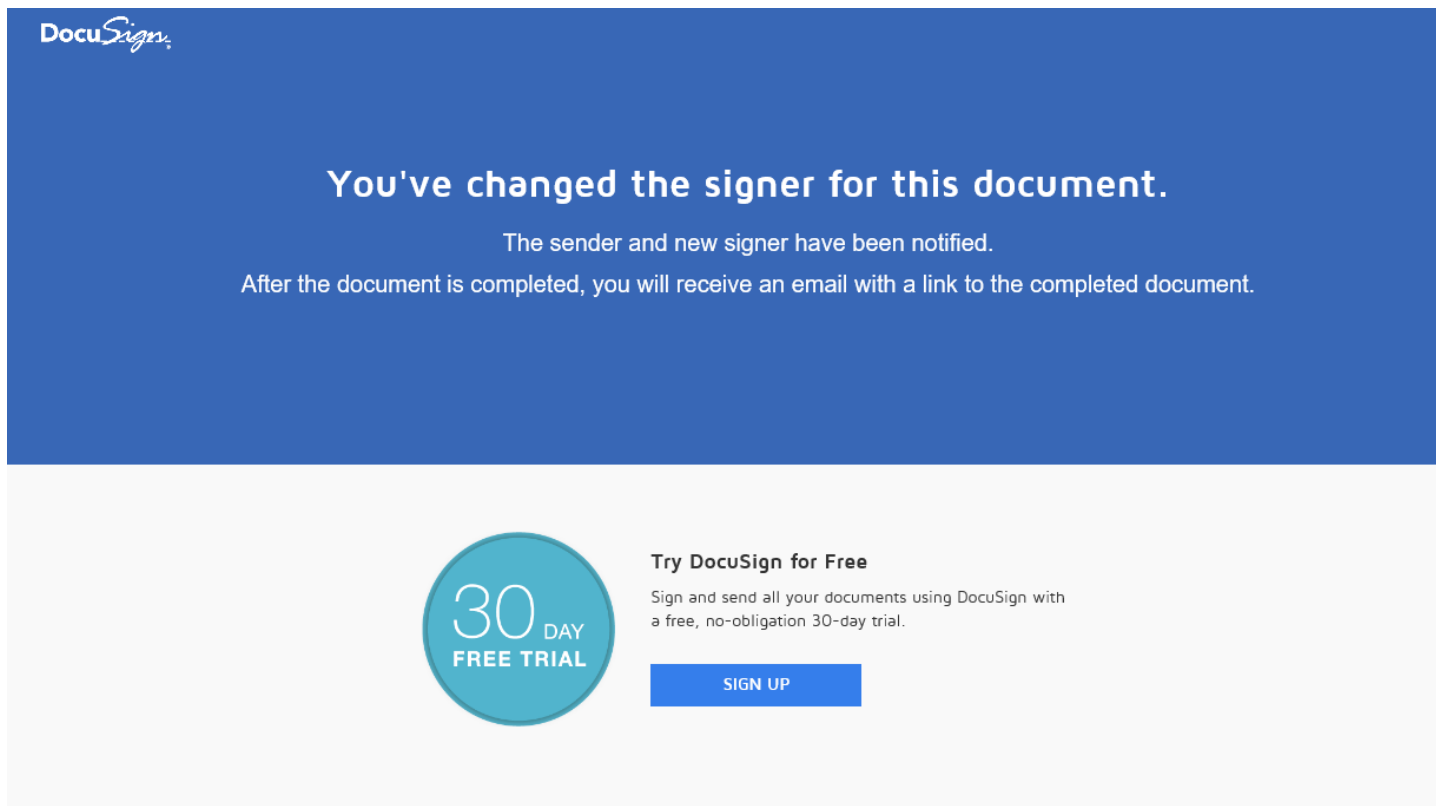
Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

City reserves the right to withhold any payments to Supplier in the event of noncompliance with insurance requirements or if required by law.

5. The administrator will receive the below message.

(Please note: After completing an interaction with DocuSign you will receive the option to sign up for DocuSign. You may exit out of this window. You do not need to sign up in order to use the DocuSign software for the purposes of signing City contracts.)



The screenshot shows a DocuSign notification interface. At the top left is the DocuSign logo. The main message is centered in a blue box: "You've changed the signer for this document." Below this, it states "The sender and new signer have been notified." and "After the document is completed, you will receive an email with a link to the completed document." At the bottom, there is a promotional section for a "30 DAY FREE TRIAL" with a "SIGN UP" button.

6. The corporate signer will receive the below message in their email.

The notification email contains the name and email address of the City of Roseville contract originator. To contact the City originator, please use the email address included in the notification.

To open the document, click 'Review Document.'

If you are receiving via your company administrator, you will see the additional message bracketed in red.

If you are receiving directly, you will **NOT** see this additional message.

CITY OF ROSEVILLE
CALIFORNIA

John Doe has requested that you review and sign.

REVIEW DOCUMENTS

Sally Buyer
xxxxxxx@roseville.ca.us

John Doe received documents to electronically sign from Sally Buyer but determined that you should sign in their place.

PRIVATE MESSAGE

Corporate office signature is required

Please review and sign this agreement. Enter all applicable information. If any item is not applicable, then enter "N/A" in the space provided.

Powered by *DocuSign*.

7. The corporate signer clicks the box next to the statement 'I agree to use electronic records and signatures' and clicks 'Continue.'

The Electronic Record and Signature Disclosure can be viewed by clicking the link prior to checking the box.

Please Review & Act on These Documents

City of Roseville

Powered by DocuSign

PRIVATE MESSAGE: Corporate office signature is required

View More

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: A939FA89-B731-42D6-A2E1-842B20E8F721

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www.docuSign.com

CITY OF ROSEVILLE CALIFORNIA

Contract Purchase Agreement 300841

Supplier Details:

Company Contact Address

Submit your response to:

Company Contact Address City of Roseville
2005 Hilltop Circle
Roseville, CA 95747

Phone (916) 774-5720
Fax (916) 774-5736
E-mail

This Contract Purchase Agreement is sent for your review and acceptance. Notify the Buyer via email of any needed changes to the company name, address, and contact information. The Buyer will update the agreement prior to you signing the document.

Return signed copies of the agreement to the Buyer noted on the agreement. Alterations or modifications to the agreement are not allowed. Upon receipt of all necessary documents, the City will sign the agreement and return a

8. Review the document by scrolling to move between pages. If you click the 'Start' button, DocuSign will take you directly to the required fields and signature block. You must fill in all required fields to finish the signing process.

Once you have filled in the required fields, click the 'Sign' button.

(Please note: If a particular required field is not applicable, you will need to enter N/A.)

Contract Purchase Agreement 300841 www.docuSign.com

16. If any of the provisions contained in this Agreement are for any reason held invalid or unenforceable, such holding shall not affect the remaining provisions or the validity and enforceability of the Agreement as a whole.

17. If the project referenced on this service agreement is a Public Works project, the following shall apply: No Supplier or Subcontractor may work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. During the performance of this agreement, Supplier and its Subcontractor shall have a continuing legal obligation to that maintain a current registration with the Department of Industrial Relations. Supplier is hereby notified that its registration shall be maintained in accordance with the Department of Industrial Relations. Supplier is hereby notified that its registration shall be maintained in accordance with the Department of Industrial Relations.

18. If the project referenced on this service agreement is a Public Works project, then the following shall apply: Supplier must submit all claims and related information in accordance with the claim resolution process set forth in Section 9204 of the Public Contract Code. Each claim must be submitted to the City by registered mail or certified mail with return receipt requested and must contain relevant documentation to support the claim. All claims must be received prior to acceptance of the work.


The vendor named herein by the acceptance of this order agrees to the provisions of this document titled "Contract Purchase Agreement" and all accompanying terms, conditions, and attachments.

Roseville Business License No. : 123456
Contractor License No. : N/A
DIR Registration No. : N/A

LLC
 Partnership
 Sole Proprietor
 Corporation

City reserves the right to withhold any payments to Supplier in the event of noncompliance with insurance requirements or if required by law.

10009 COR-SA-Signature Block 1



SIGNATURE: _____
PRINT NAME: Chris Smith
TITLE: Treasurer

VENDOR2: _____
SIGNATURE: _____
TITLE: _____

CITY OF ROSEVILLE, A MUNICIPAL CORPORATION

SIGNATURE: _____
PRINT NAME: _____
TITLE: _____

NEXT

9. If you don't already have a DocuSign account, you will need to confirm your name and initials, then choose the style of your signature from the different options.

The corporate officer clicks 'Adopt and Sign' and the signature is applied as shown in step 10.

Adopt Your Signature

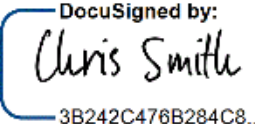
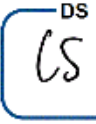
Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW [Change Style](#)

DocuSigned by:   DS
3B242C476B284C8...

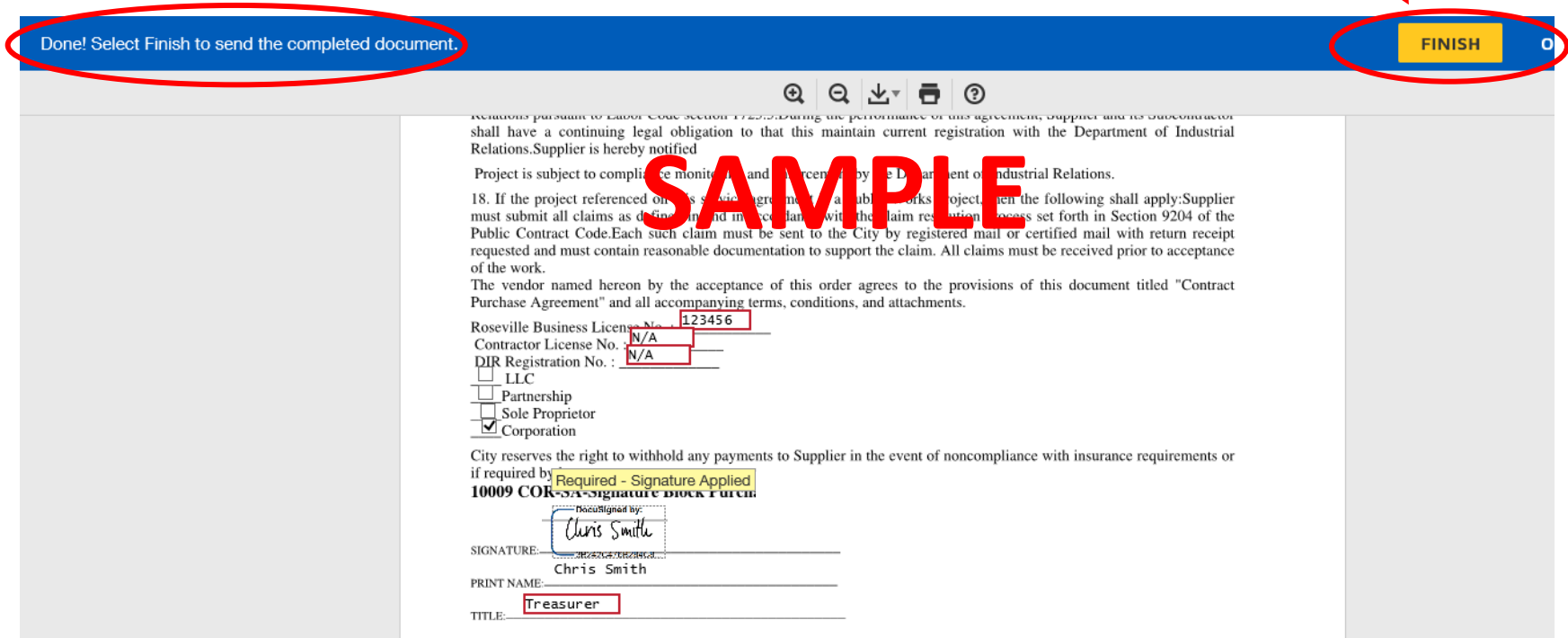
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

SIGNATURE: _____

10. Once you have completed the required fields, a 'Finish' button will appear.

Click 'Finish' to indicate you agree.



Please note: After completing an interaction with DocuSign you will receive the option to sign up for DocuSign (screenshots samples below). You may exit out when you receive these windows. You do not need to sign up in order to use the DocuSign software for the purpose of signing City contracts.

Save a Copy of Your Document

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

Email

Password

Confirm Password

By selecting **SIGN UP**, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

SIGN UP NO THANKS

Treasurer

TITLE: _____

DocuSign

You're done!

Thanks for using DocuSign.
After all recipients finish signing, you will receive an email with a link to the document.

30 DAY FREE TRIAL

Try DocuSign for free
Sign and send all your documents using DocuSign with a free, no-obligation 30-day trial.

SIGN UP

11. If you are the first corporate signer and you received the contract via DocuSign directly from the City of Roseville (versus your company administrator forwarding to you), the DocuSign envelope will now automatically route to the second signer for signature. The second signer follows steps 6 – 10.

If you are the first corporate signer and you received the contract via DocuSign from your company administrator, the DocuSign envelope will route back to the administrator and the administrator will route to the second corporate signer.

If you are the second corporate signer, DocuSign will route the envelope back to the City of Roseville.


If you are the corporate administrator, you will receive an email after the first corporate signer completes the signature. The corporate administrator then repeats steps 1 – 5 to assign the contract to the second signer.

12. After the contract has been signed by all parties, including a countersignature by the City of Roseville, your company will receive a fully executed copy of the agreement via email from DocuSign.

See screenshot below.

Message PA_300000001218071_300841_0.pdf (243 KB) Sample Quote .pdf (272 KB)
Action Items




Your document has been completed
[VIEW COMPLETED DOCUMENTS](#)

Sally Buyer
xxxxxxx@roseville.ca.us

All parties have completed Sign Contract Purchase Agreement 300841. .

Please review and sign this agreement. Enter all applicable information. If any item is not applicable, then enter "N/A" in the space provided.

Powered by 