

## How to sign document electronically in e-Builder using DocuSign

1. Actor select an action from the drop-down in the process page. Click Take Action.

-- Please select an action --

2. Click on the link "Click here to review and sign the document(s)"

### Document Signature Process (DSR) - 1

**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.

3. Click **CONTINUE** to get remove the grey cover

DocuSign

Please Review & Act on These Documents

Please review the documents below.

CONTINUE
OTHER ACTIONS

DocuSign Envelope ID: F1012436-B599-422C-BF75-424CCF2B652B

DRAFT

Appropriation Year(s):	Cost Center:	Object Codes:	Amounts: \$	Vendor Number:	P.O. Numbers:

A101 PROJECT ATTACHMENT

to

Minnesota State Colleges and Universities AIA Document A101-2017  
Standard Form of Agreement Between Owner and Contractor, as currently amended by the Owner (hereinafter AIA Document A101-2017)

**AGREEMENT** effective date and end date:  
This contract is effective on January 29, 2020 or upon the date the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until June 15, 2020 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by Minnesota State's authorized representative.

**Between the Owner:**  
The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and

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4. Scroll down the document to the signature area.
5. Drag and drop the Signature, Title, and Date Signed from the FIELDS panel on the left to the correct fields on the page.

Done! Select Finish to send the completed document. FINISH

APPROVED:
7B2C4FD017524F0...

**1. ARCHITECT: [Insert name of A/E]**  
Architect certifies that the appropriate person(s) have executed the contract on behalf of Architect as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)	Mator Mova
Title	AE
Date	12/2/2019   10:29:18 AM CST

**2. VERIFIED AS TO ENCUMBRANCE:**  
**[Insert name of College / University]:**  
Employee certifies that funds have been encumbered as required by Minnesota Statute §16A.15.

By (authorized signature and printed name)
Title
Date

**3. MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**[Insert name of College / University]:**

By (authorized signature and printed name)
Title
Date

**FIELDS**

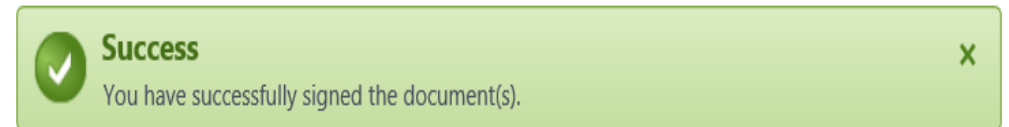
- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

6. Click Finish to move out of the page



7. Click Continue to move it to the next step.

### Document Signature Process (DSR) - 1



**Sign Document(s)**

Click the 'Continue' button to move the process to the next step.

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

