

DocuSign Enabled Record

- ▶ The Contract record now utilizes DocuSign, which enables electronic signature of Contracts.
- ▶ Users who are sent a Contract for signature via DocuSign do not need a separate account to sign the document. However, it is recommended. You can sign up for a free DocuSign account at docusign.net
- ▶ For more information about how to use DocuSign, please refer to the DocuSign Job Aid available on the OFCC Website or via this link: <http://ofcc.ohio.gov/Resources/OAKSCI/K-12Training.aspx>

OAKS CI Contract Process

Step 1

Contract Initiation

- Contract Initiated in OAKS CI by **Project Coordinator**
- Submit to **Vendor for Review**
- Only one line should be added to lower form- *SOV Pending*

Step 2

Vendor

- Vendor reviews the contract
- Submit to **Project Manager** for Review

Step 3

PM Review

- PM reviews the contract documents
- Submit to: **PC for DocuSign**

Step 4

PC **DocuSign** Initiation

- Project Coordinator creates DocuSign document and distributes the contract
- Submit for Signature **via DocuSign**

Step 5

Project Coordinator

- **Finish Record in OAKS CI**
- **Verification of SOV Approval**
- Submit to: END**