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Good morning,

The Ohio Facilities Construction Commission would like to share some exciting news. We are now in the process of implementing DocuSign for electronic signature in our OAKS CI business processes which require signature. This will mean that instead of printing and signing the documents that you receive in OAKS CI, you will now provide electronic signature directly from your email account. This will significantly reduce the amount of time it takes to sign and approve records. The record that you receive electronically will have all associated backup attached, and neither the document nor the backup can be modified. Once the document has been fully approved, you will then receive the fully executed Contract/Change Order via email. Only electronic signatures *initiated* by OFCC and through OFCC's electronic signature will be accepted.

Effective January 22nd, two OAKS CI change order work flows will begin utilizing the electronic signature process for OFCC Administered state agency and higher education projects: **Request for Change Order** and the **Proposal Request**. We will continue to expand the business processes in OAKS CI that utilize DocuSign and will keep you informed of those upcoming changes. In the job aid below, we have outlined instruction on how to provide your electronic signature.

>>[Download the DocuSign Job Aid \[PDF\]](#)

All DocuSign documents will come to you via email.

If you have any questions or concerns, please contact us at 614.644.2211 or [oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov).

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