



Early Learning Division

DocuSign Guide

All Early Childhood Equity Fund Grantees must sign a grant agreement with the Early Learning Division in order to officially accept the grant award and receive payment. The information in this guide explains how to use DocuSign to sign your grant agreement.

You will receive a fully executed copy of this grant agreement when all required signatures have been obtained. The fully executed grant agreement is also your official notice to commence the work.

What is DocuSign?

DocuSign is a tool that allows grantees to sign their grant agreement electronically.

How does the signing process work?

You will receive an email with your grant agreement. The DocuSign tool will walk you through the steps needed to sign the agreement.

What do I need to do prior to starting the signing process?

- Read the sample grant agreement found here: <https://oregonearlylearning.com/preschool-promise>

What happens after you sign the agreement?

Once we collect all necessary signatures, you will receive a official notice of the fully executed grant agreement and that will be your official notice to commence the work.

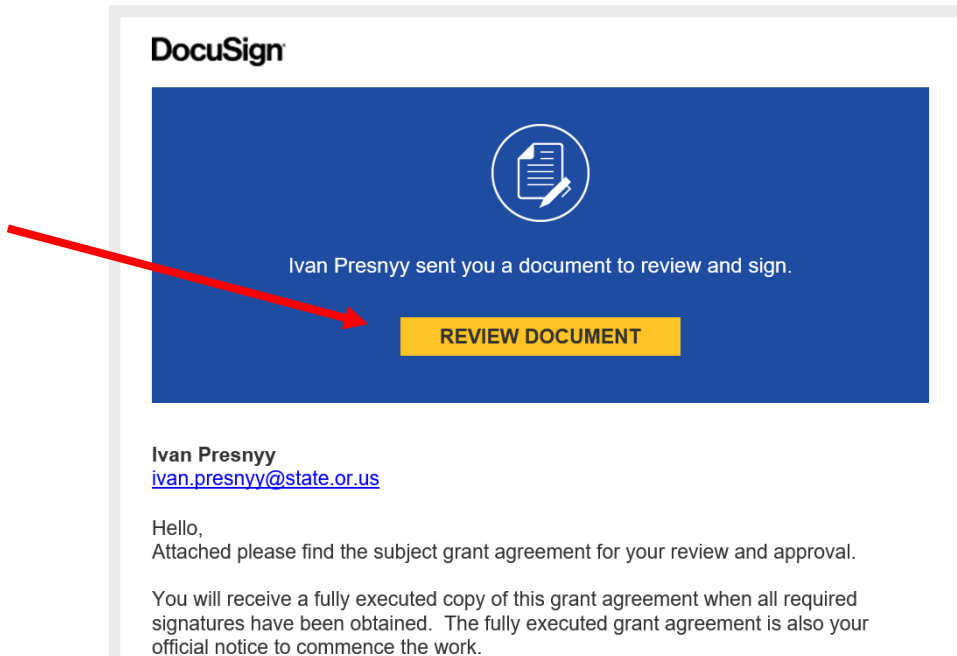
Questions?

Please email the Early Learning Division at: PSP@ode.state.or.us

Signing your Grant Agreement

Step-by-Step Instructions

Step 1: You will receive an email from “ELD Mail via DocuSign”. Open the email and click “REVIEW DOCUMENT”.



Step 2: Click “I agree to use electronic records and signatures” on left side, then click “CONTINUE” on the right side.

DocuSign®

Please Review & Act on These Documents



Main Mailbox
ODE ELD Demo

Hello,
Attached please find the subject grant agreement for your review and approval.

[View More](#)

 Please read the [Electronic Record and Signature Disclosure](#).
☒ I agree to use electronic records and signatures.

[CONTINUE](#) [OTHER ACTIONS ▾](#)



Step 3: The grant agreement will include the name of your organization that you provided us in your grant application. To continue click “Start”. If you find any errors, please go to Step 10.

START

DocuSign Envelope ID: CA5B6F57-80D8-4A43-A10F-EF6AAACE87FCB

ELD GRANT # PSP00005 – Preschool Promise Program

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

STATE OF OREGON
GRANT AGREEMENT

Grant No. PSP00005

This Grant Agreement (“Grant” or “Grant Agreement”) is between the State of Oregon acting by and through its Early Learning Division, Department of Education (“Agency”) and ABC, Inc. (“Grantee”), each a “Party” and, together, the “Parties”.

SECTION 1: AUTHORITY

Pursuant to Oregon Revised Statute 329.172, Agency is authorized to enter into a grant agreement and provide funding for the purposes described in this Grant.

SECTION 2: GRANT DOCUMENTS

This Grant consists of the following documents, which are incorporated by this reference and listed in descending order of precedence:

Step 4: Click “Sign” with the arrow

SIGN

acknowledges that it is their signature, that each intends to execute this Agreement and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

STATE OF OREGON acting by and through its Department of Education

ABC, Inc.

By: _____

Edina Provider

Printed Name, Title

Printed Name, Title

8/7/2020

Date:

By: _____

Sign

↓

Printed Name, Title

Printed Name, Title

8/7/2020

Date:

Step 5: Confirm your name is correct. If it is not, type in your name and click “ADOPT AND SIGN”.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Edina Haislip

Initials*

EH

SELECT STYLE

DRAW

UPLOAD

PREVIEW

Change Style

DocuSigned by:

Edina Haislip

ACEED19380264FB...

DS

EH

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

Step 6: Click on the square and add your printed name and title.

acting by and
of Education

ABC, Inc.

By:

DocuSigned by:

Edina Provider

Edina Provider

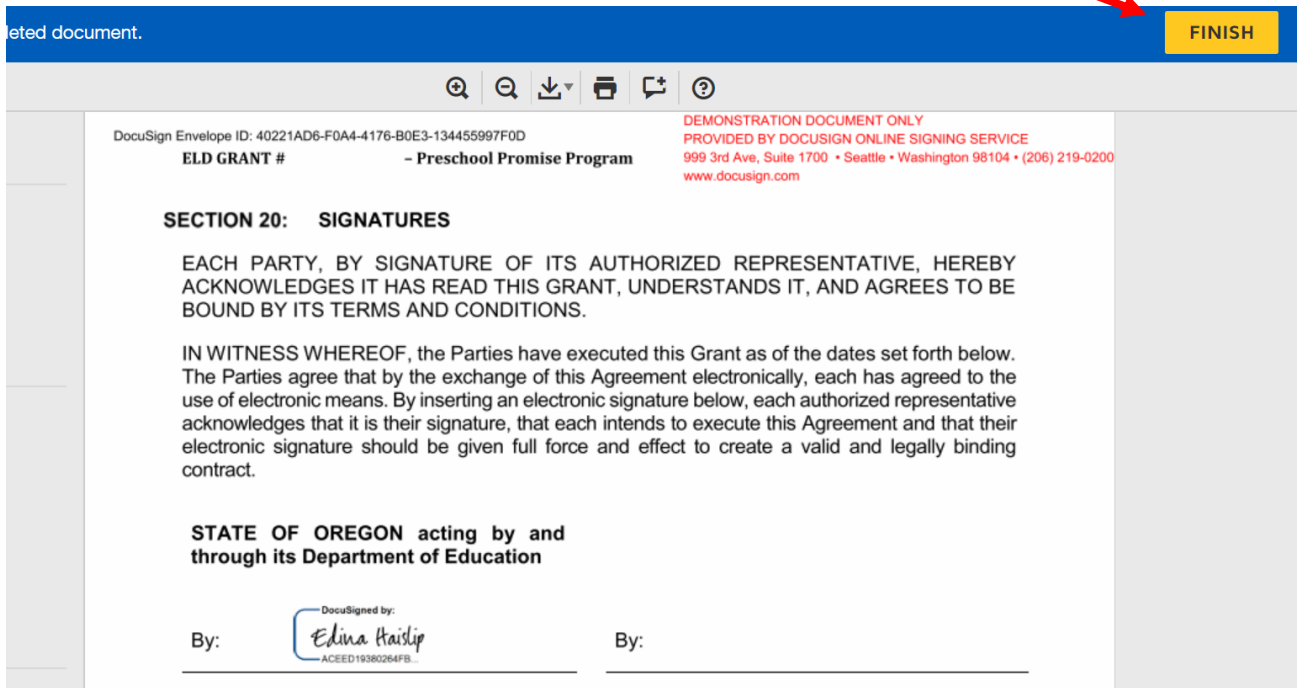
☐

Printed Name, Title

8/7/2020

Date:

Step 7: Click “FINISH”.



eted document.

DocuSign Envelope ID: 40221AD6-F0A4-4176-B0E3-134455997F0D


ELD GRANT # - **Preschool Promise Program**

SECTION 20: SIGNATURES

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS GRANT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the Parties have executed this Grant as of the dates set forth below. The Parties agree that by the exchange of this Agreement electronically, each has agreed to the use of electronic means. By inserting an electronic signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Agreement and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

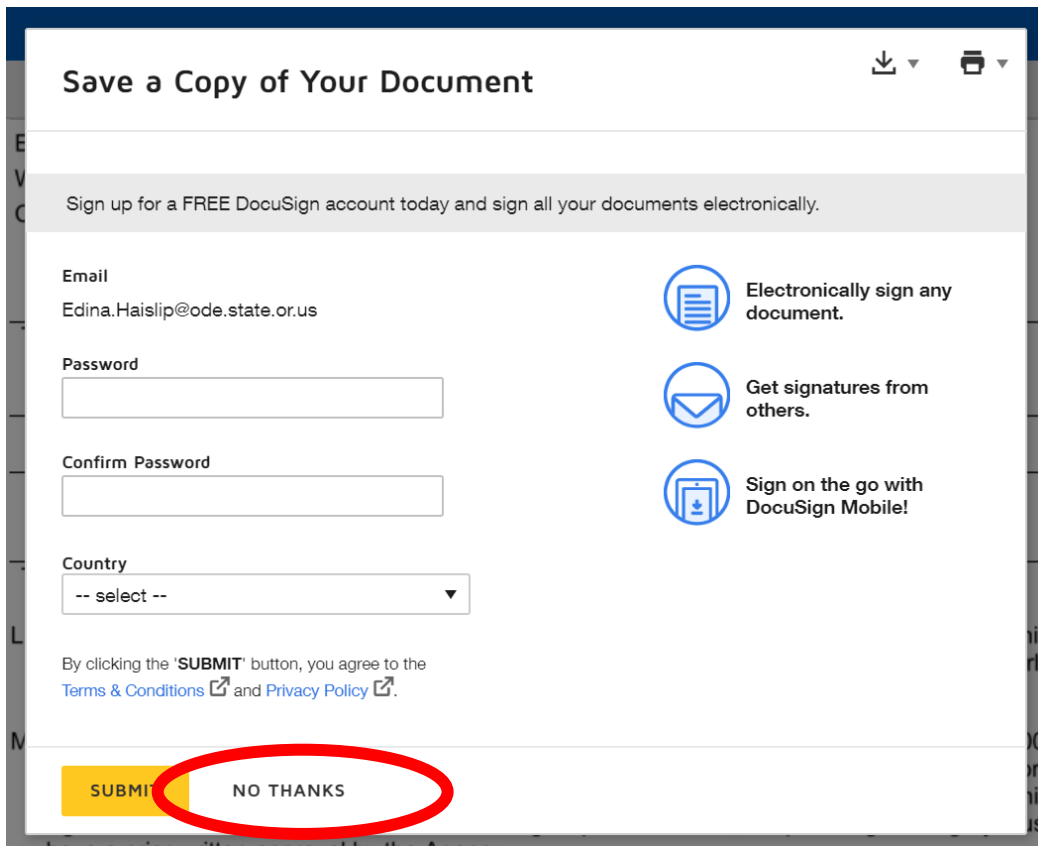
STATE OF OREGON acting by and through its Department of Education

By:  DocuSigned by: Edina Haislip
ACEED19380264FB

By: _____

FINISH

Step 8: Click “NO THANKS”.



Save a Copy of Your Document

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

Email
Edina.Haislip@ode.state.or.us

Password

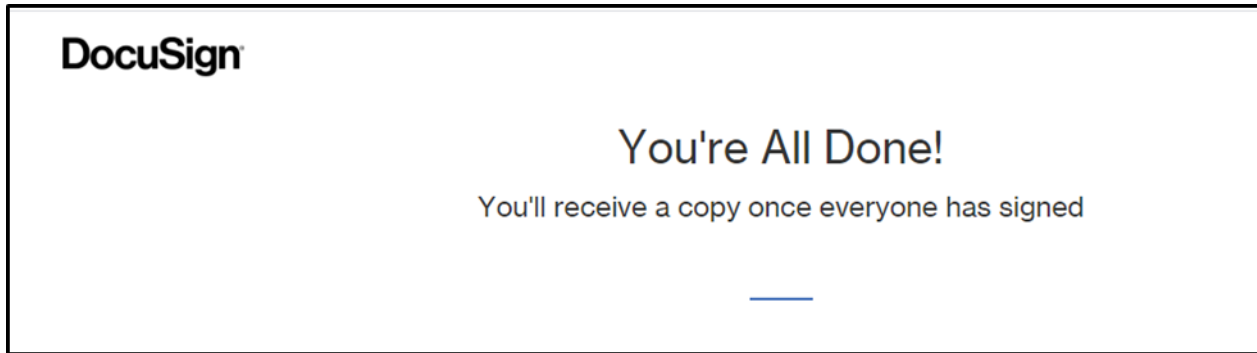
Confirm Password

Country
-- select --

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

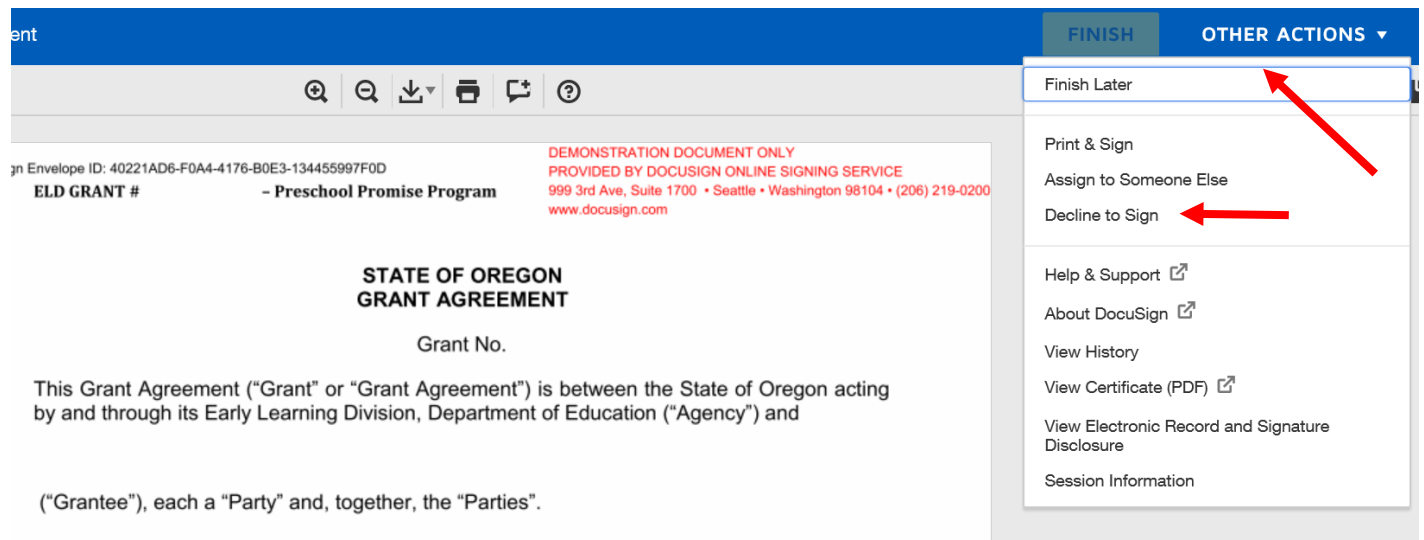
SUBMIT **NO THANKS**

Step 9: Finished! You should see the following message.

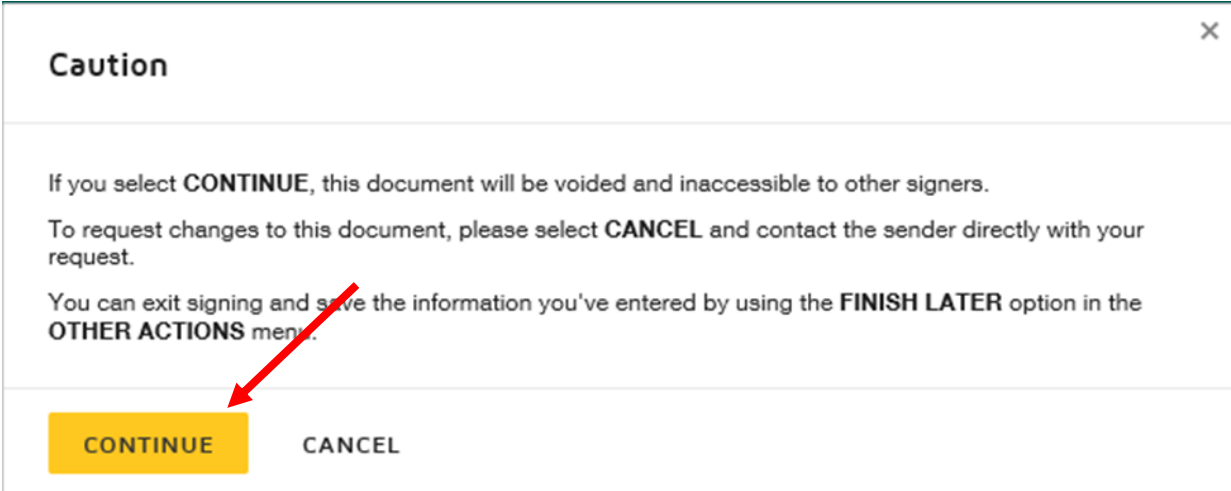


You will receive a copy of the fully executed Grant Agreement by email from [INSERT] via DocuSign after all signatures are collected within Early Learning Division.

Step 10: If you find an error in your Grant Agreement, click “OTHER ACTIONS” then click “DECLINE TO SIGN”



Step 11: Click “CONTINUE”.

A dialog box titled "Caution" with a close button (X) in the top right corner. The text inside reads: "If you select **CONTINUE**, this document will be voided and inaccessible to other signers. To request changes to this document, please select **CANCEL** and contact the sender directly with your request. You can exit signing and save the information you've entered by using the **FINISH LATER** option in the **OTHER ACTIONS** menu." At the bottom, there are two buttons: "CONTINUE" (highlighted in yellow) and "CANCEL". A red arrow points to the "CONTINUE" button.

Caution

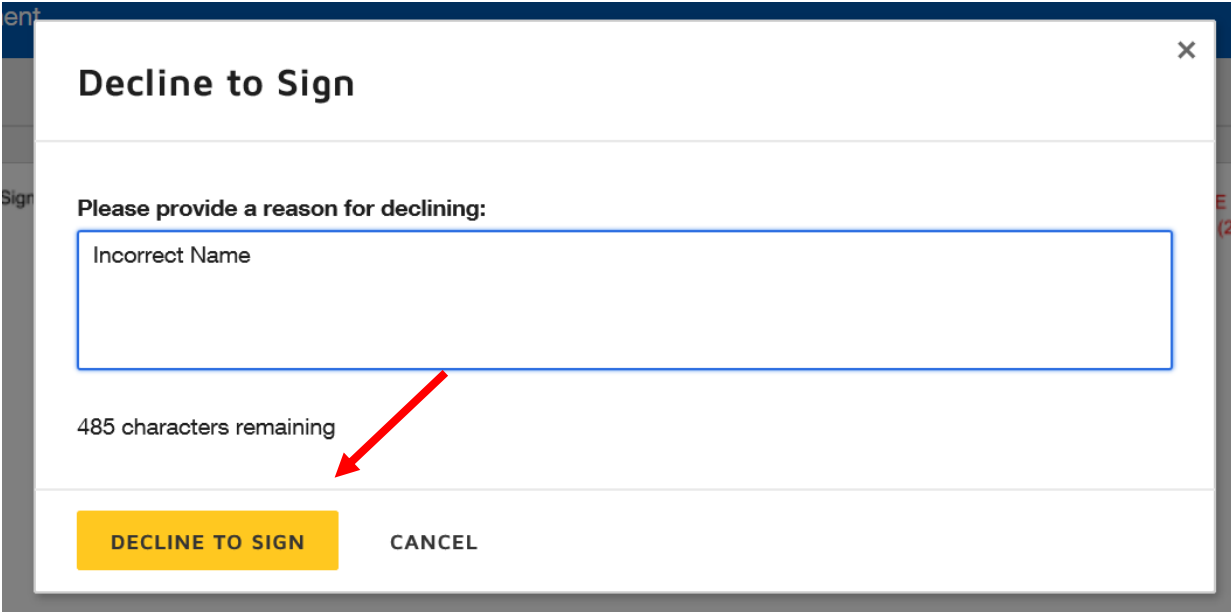
If you select **CONTINUE**, this document will be voided and inaccessible to other signers.

To request changes to this document, please select **CANCEL** and contact the sender directly with your request.

You can exit signing and save the information you've entered by using the **FINISH LATER** option in the **OTHER ACTIONS** menu.

CONTINUE **CANCEL**

Step 12: Tell us why you are declining to sign then click “DECLINE TO SIGN”.

A dialog box titled "Decline to Sign" with a close button (X) in the top right corner. The text inside reads: "Please provide a reason for declining:" followed by a text input field containing "Incorrect Name". Below the input field, it says "485 characters remaining". At the bottom, there are two buttons: "DECLINE TO SIGN" (highlighted in yellow) and "CANCEL". A red arrow points to the "DECLINE TO SIGN" button.

Decline to Sign

Please provide a reason for declining:

Incorrect Name

485 characters remaining

DECLINE TO SIGN **CANCEL**

You will receive a message that you Declined to Sign the agreement and a member of the Early Learning Division staff will contact you.