



# DocuSign Guide

Noviembre 6, 2020

Todos los Proveedores de Cuidado Infantil de Emergencia deben firmar un acuerdo de subvención con la División de Aprendizaje Temprano para recibir el pago. La información de esta guía explica cómo usar **DocuSign** para firmar su acuerdo de subvención.

## Que es DocuSign?

DocuSign es una herramienta que permite al beneficiario firmar su acuerdo de subvención por medio de un correo electrónico.

## ¿Cómo funciona el proceso de firma?

Usted recibirá un correo electrónico con su acuerdo de subvención. La herramienta DocuSign le guiará a través de los pasos necesarios para firmar el acuerdo.

## ¿Qué debo hacer antes de iniciar el proceso de firma?

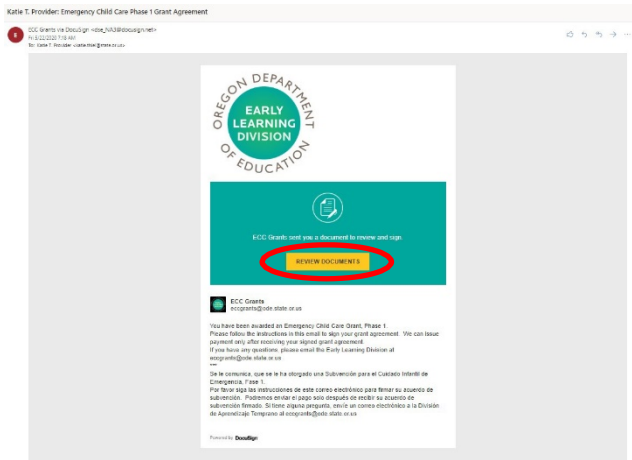
- Lea el acuerdo de subvención como se muestra en el ejemplo aquí: <https://oregonearlylearning.com/COVID-19-Resources/Grants>. Desplácese abajo para ver el "Ejemplo del Acuerdo."
- Asegúrese de haber solicitado y recibido un número DUNS. Vea las instrucciones aquí: <https://oregonearlylearning.com/COVID-19-Resources/Grants>. Desplácese abajo para ver la guía "DUNS Number Guide – Updated."
- Tenga a la mano su Número de Identificación de Contribuyente, Número de Seguro Social o Número de Identificación del Empleador.

## ¿Cuándo recibiré mi cheque?

La División de Aprendizaje temprano tiene como objetivo enviar cheques de subvención dentro de los 10 días hábiles siguientes a un acuerdo de subvención completamente ejecutado.

# Firma del acuerdo de Subvención Instrucciones en línea, paso a paso

**Paso 1: Usted recibirá un correo electrónico de "Subvenciones ECC a través de DocuSign." Abra el correo electrónico y haga click en "Revisar documentos."** Como se muestra abajo en el círculo rojo.



Continue...

## Paso 2: Haga click en "CONTINUE."

Como muestra abajo, en el círculo rojo.



## Paso 3: El acuerdo de subvención incluirá el nombre de su negocio de cuidado infantil que nos proporcionó en su solicitud de subvención. La cantidad de subvención también aparecerá en esta página. Haga click en "Iniciar." Si encuentra algún error, vaya al paso 12.



Continue...

**Paso 4: Haga click en firmar "Sign" como aparece abajo en el circulo rojo.**

JUSTICE #10220857-v1-Emergency\_Childcare\_Grant\_Letter.docx 3 of 5

DocuSign Envelope ID: 39E3F62D-04E4-484B-8129-670D0FF7200A

**ELD GRANT # FCC--COVID19 Childcare Grants**  
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: \_\_\_\_\_ Date \_\_\_\_\_  
Name, Title  
Tessie... LLC

**By:** \_\_\_\_\_ Date 5/22/2020  
Authorized Signature  
Katie T. Provider  
Printed Name  
Data Universal Number System (DUNS) Number

**Approved for Legal Sufficiency in accordance with ORS 291.047**

By: Cynthia Byrnes, Senior Assistant Attorney General 5/22/2020 by email Date

**SIGN**

**Paso 5: Confirme que su nombre esta correcto. Si no es así, escriba su nombre. Haga click en "ADOPTAR Y FIRMAR." Como se muestra abajo.**

Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

Name: Katie T. Provider Initials: KTP

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

*Katie T. Provider* *KTP*

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

Printed Name

Continue...

**Paso 6: Introduzca los 9 dígitos de su número DUNS haga click en "NEXT". Si no tiene un número DUNS, vaya al sitio web <https://oregonearlylearning.com/COVID-19-Resources/Grants> Desplácese hacia abajo para ver el ejemplo, "DUNS Number Guide – ACTUALIZADO."**

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**ELD GRANT # ECC--00000081E5T --COVID19 Childcare Grants**  
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: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, Title Test Child Care Business LTD

By: Katie T. Provider 5/22/2020  
Authorized Signature Date  
Katie T. Provider

(Required) 123456789  
Data Universal Number System (DUNS) Number

**NEXT**

**Paso 7: Complete todos los cuadros rojos en el formulario W-9. Debe ingresar su Número de Identificación del Contribuyente/Número de Seguro Social o Número de Identificación del Empleador. Elija el círculo junto al número que va a introducir y, registre el número. Haga click en "NEXT". Como muestra el ejemplo abajo.**

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**W-9** Request for Taxpayer Identification Number and Certification  
Form 1041-CSS-0118  
Department of the Treasury  
Rev. 01-20-2018

**Give Form to the requester. Do not send to the IRS.**

**Required** **Power of your spouse or other person is required on this line. Do not sign this line for:**

1. Business owner (disregarded entity, partner, or limited liability company)

2. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

3. Check the appropriate box for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4. Exemption codes apply only to partnerships and individuals; see instructions on page 10.

5. Exemption from FATCA reporting (code if any)

6. Exemption to account number under the U.S.S.

7. List account numbers (see instructions)

**Part I Taxpayer Identification Number (TIN) Click dot next to SSN or EIN and then enter the number**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

**Social security number**

**Employer identification number**

**NEXT**

Continue...

## Paso 8: Haga Click en "Sign." Como se muestra en el circulo rojo.

**Part III Certification**  
Before penalties of penalty, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA codes entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:** You must check item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part III, later.

**Sign Here** **Signature of U.S. person** **Date** 5/22/2020

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments:** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/om/irs99](http://www.irs.gov/om/irs99).

**Purpose of Form**  
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

Cat. No. 10231A Form **W-9** (Rev. 10-2018)

## Paso 9: Haga click en el boton "FINISH." Como se muestra abajo.

Don't Select Finish to send the completed document.

**Part III Certification**  
Before penalties of penalty, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA codes entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions:** You must check item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part III, later.

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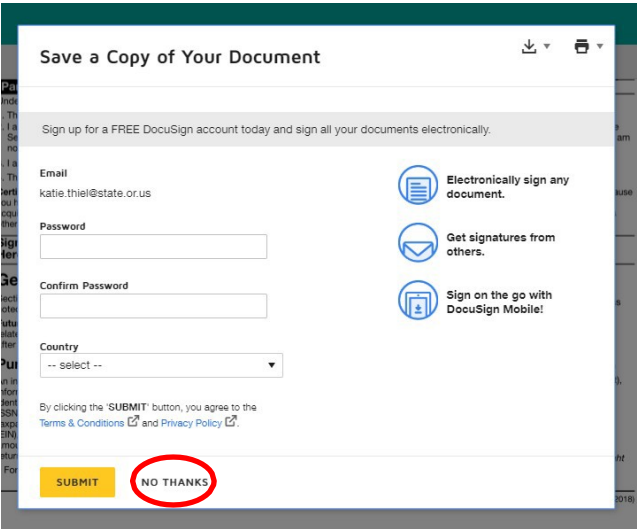
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Cat. No. 10231A Form **W-9** (Rev. 10-2018)

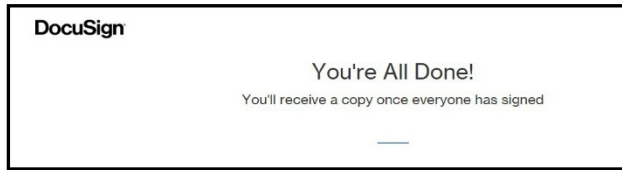
Continue...

**Paso 10:** Haga click en la frase "NO THANKS." Como se muestra abajo en el circulo rojo.



Continue...

## Paso 11: Usted ha terminado! Y debera recibir este mensaje.



Usted recibirá una copia del acuerdo de subvención totalmente ejecutado por correo electrónico, "Subvenciones ECC a través de DocuSign" después de que un representante de la División de Aprendizaje Temprano firme.

Usted debe esperar recibir un cheque para la otorgacion de subvención completo dentro de aproximadamente 10 días hábiles después de recibir su acuerdo de subvención totalmente ejecutado.

**Paso 12: Si encuentra algun error en su acuerdo de subvención, haga click en "OTHER ACTIONS." despues haga click en "DECLINE TO SIGN."** Observe el ejemplo abajo.



Continue...



**Paso 13: Díganos por qué está negándose a firmar y a continuación, haga click en "DECLINE TO SIGN."** Como muestra abajo el ejemplo en el círculo rojo.

**Decline to Sign**

Click to provide a reason for declining

Name & Reason for declining

488 characters remaining

**DECLINE TO SIGN** CANCEL

The State of Oregon, acting by and through its Early Learning Division of the Department of Education ("Agency") has determined to award xxxx child care business to xxxx grant funds for Emergency Child Care Operating Costs.

xxxx child care business xxxx ("Grantee") agrees to accept the funds indicated above (the "Grant Funds") and use them for the purposes, and subject to the terms and conditions, described in the following Grant Agreement (the "Agreement"). Grantee represents that it has never been in violation of any federal criminal law involving fraud, bribery or gratuity violations that could potentially affect the grant award.

**AGREEMENT**

**Paso 14: Haga click en "CONTINUE."** Como muestra abajo el ejemplo en el círculo rojo.

**Caution**

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

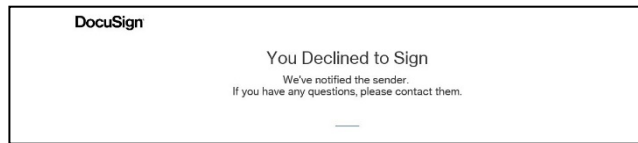
To request changes to this document, please select **CANCEL** and contact the sender directly with your request.

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

**CONTINUE** CANCEL

**Continue...**

**Paso 15: Usted debera ver el siguiente mensaje. Un miembro del personal de la División de Aprendizaje Temprano se pondrá en contacto con usted.**



## **¿Preguntas Adicionales?**

Por favor envíenos un correo electrónico a la División de Aprendizaje Temprano a: [eccgrants@state.or.us](mailto:eccgrants@state.or.us).

**-Conclusion-**