Last Update:
December 2016

ELECTRONIC SIGNING USER GUIDE FOR CONSTRUCTION CONTRACTS

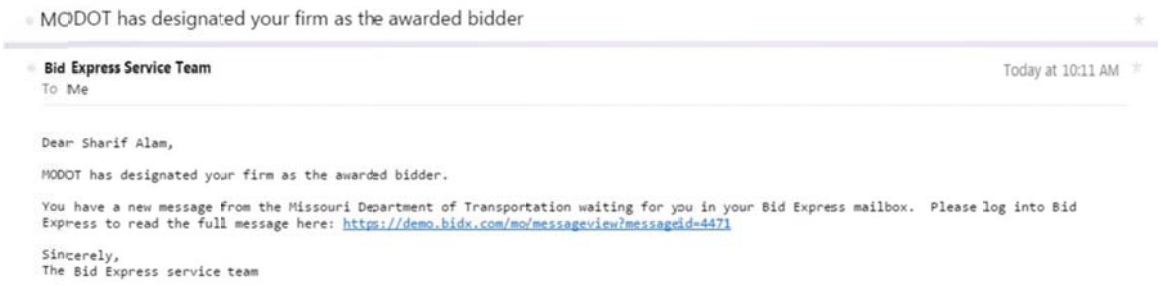
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Retrieving Bond Forms from Bid Express

1. MoDOT awards calls during the following months Commission Meeting. The Letting & Award Calendar can be found on the Bid Opening Info page. Once you receive the email from the Bid Express service stating that your contract documents are available, log in to http://www.bidx.com, and download the contract Document Zip file. It's important to note that sometimes emails from the Bid Express Service Team may end up in the junk or spam folder, so if it's not in your inbox, please check those folders as well.


MODOT has designated your firm as the awarded bidder

Bid Express Service Team Today at 10:11 AM
To Me

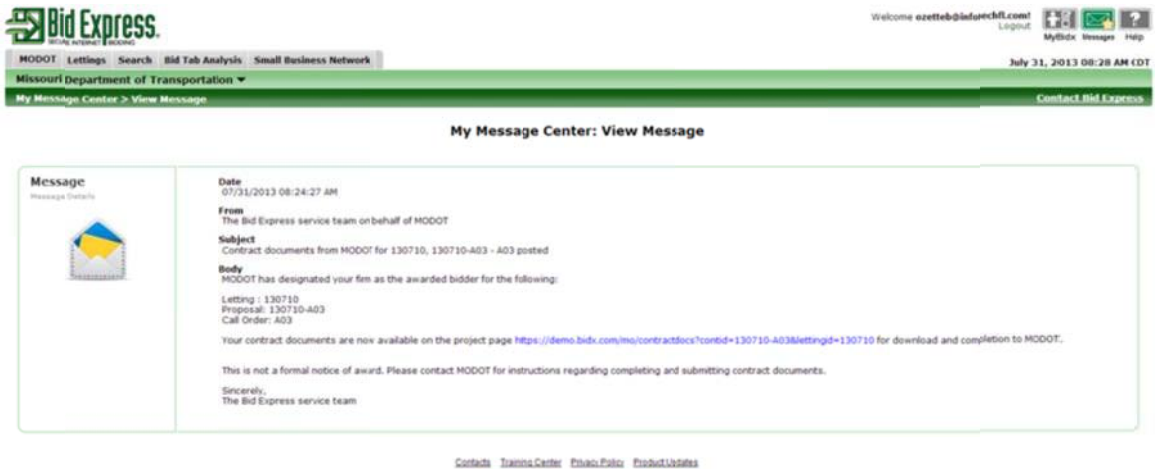
Dear Sharif Alam,

MODOT has designated your firm as the awarded bidder.

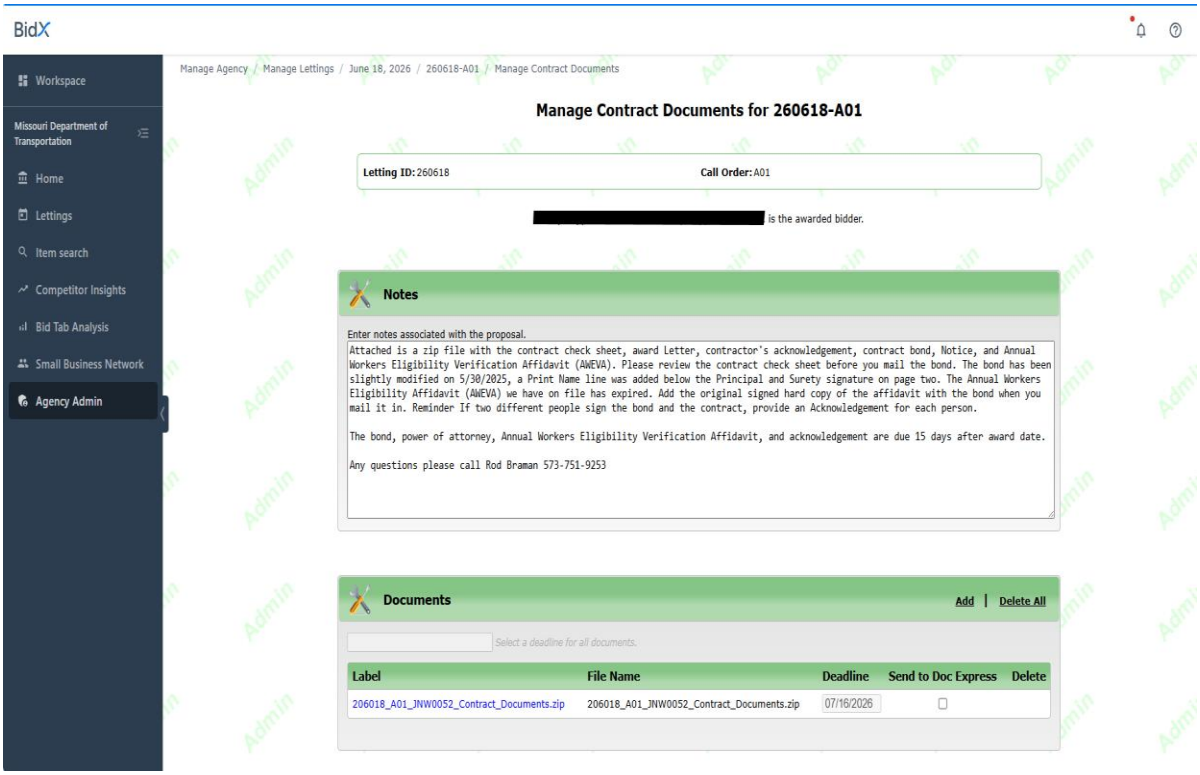
You have a new message from the Missouri Department of Transportation waiting for you in your Bid Express mailbox. Please log into Bid Express to read the full message here: https://demo.bidx.com/mo/messageview?messageid=4471

Sincerely,
The Bid Express service team

2. Click the message link in the email. The link sends you to the message in the Bid Express Message Center.



3. Click the link in the message in the Bid Express service. The Acknowledge Contract Documents page displays.



4. Click on the blue links to the Zip file. Inside the zip files will be the contract bond, Contract Acknowledgement, Award Letter, Notice, Updates, Annual Worker Eligibility Verification information, and instructions on how to complete the paperwork.

1. When MoDOT receives notification that the award documents have been acknowledged, MoDOT will send the contract for signature through DocuSign

2. **Before** the contract can be fully executed, the *Bond, Acknowledgement and other supporting documents* must be printed, filled out and originals submitted to MoDOT via mail to the address below.

   Missouri Department of Transportation
   Design Bidding and Contract Services
   105 West Capitol
   Jefferson City, MO 6510

   Questions call 1-573-751-9253

Missouri Highways and Transportation Commission
DocuSign, Inc. Express Electronic Signature Agreement

The Missouri Highways and Transportation Commission (hereinafter, "Commission"), acting by and through the Missouri Department of Transportation ("MoDOT") is willing to provide to the Authorized Representative of the Contractor/Vendor/Consultant ("Entity") who is duly authorized to act on behalf of said Entity (hereinafter "you" or "I") and accept from you your electronically affixed authorized signature and seal, as required to validate a binding agreement between the Commission and the Entity, on all Commission/MoDOT documents, including but not limited to disclosures, agreements, contracts, notices, purchase orders, change orders, modifications, amendments, supplements, correspondence, and the like, (hereinafter, "Commission Documents") that are processed, generated, and exchanged by and between the Commission and you, acting on behalf of the Entity, electronically through the utilization of the DocuSign, Inc. Express ("DocuSign") eSignature Application. In consideration of mutual covenants, you agree as follows:

1) You are the person duly authorized and designated by the Entity to receive, access and agree to the terms of this agreement on behalf of the Entity by clicking the "Agree" button below.

2) You have the authority to specifically consent and agree that the Commission, in its discretion, provide all disclosures, agreements, contracts, notices, purchase orders, change orders, modifications, amendments, supplements, correspondence, and all other evidence of the transaction between the Commission and the Entity electronically (hereinafter all such documentation is referred to as "electronic record(s)").

3) The email address, User ID and password authorized to access the electronic agreement via DocuSign are your own and are not shared with any other person.

4) All of the required notices and disclosures will be sent to the email address authorized through DocuSign.

5) You are duly authorized to receive electronically through DocuSign, access and act upon all electronic records, to provide all required information and electronically affix your signature and seal, as applicable, on behalf of the Entity named in such Commission Documents via DocuSign,.

6) The system through which you are accessing DocuSign and its eSignature Application meets the minimum requirements to access DocuSign, view, receive, retrieve, download, print, store, send and transmit all electronic records and any and all other communications sent to you from the Commission through the DocuSign web site.

7) All communications in electronic format from the Commission to you through DocuSign are considered "in-writing". You have the ability to download and print any documents processed through DocuSign for 30 calendar days after such documents are first sent, as long as you are an authorized user of the DocuSign system. After such time, you may request copies by contacting the Commission through the Secretary to the Commission at mhtc@modot.mo.gov or by telephone at 573-751-2824. You shall print or download for your records a copy of any communication that is important to you to retain.

8) You have implemented appropriate security measures to ensure that only you have access through DocuSign to receive, access and electronically affix signatures to electronic records, as applicable, Commission/MoDOT sends to you through DocuSign. It is your sole responsibility to ensure your adequate protection, confidentiality and secrecy of the DocuSign Authentication Code, and any other user ID and/or Password combinations that may be required for you to access the DocuSign eSignature services and any disclosure thereof to any other person or communication thereof through unsecure medium, such as traditional electronic mail, shall be entirely at your risk. You shall be liable for any unauthorized usage of your ID/Password combination and the DocuSign Authentication Code.

9) You agree and authorize the Commission to respond to and act upon any and all transactions initiated and transmitted by you electronically through DocuSign. Any transaction initiated and transmitted by you to the Commission through DocuSign and its eSignature application shall be deemed to have been authorized by you, and the Commission is entitled to assume that the said transactions are so authorized by you and the Commission shall be protected upon acting thereon.

10) You shall be fully liable to the Commission for every transaction entered into using a valid DocuSign Authentication Code sent to you through certified mail, telephone call or Short Message Service ("SMS") text, with or without your knowledge. In no event will the Commission be liable to you for any special, direct, indirect, consequential or incidental loss or damages even if you have advised the Commission/MoDOT of such possibility. The Commission shall not be liable for any misuse, if any, of any data placed on the internet by third parties "hacking" or accessing the application and hosting server without authorization.

11) The Entity shall take responsibility for all the transactions with the Commission conducted electronically through DocuSign and will abide by the record of the transactions generated by DocuSign or by the Commission/MoDOT through DocuSign. Further such record of transactions shall be conclusive proof and binding for all purposes and may be used as conclusive evidence in any proceedings. All records of the Commission and DocuSign, whether in electronic form, magnetic medium, documents or any other form, with respect to electronic transactions sent or received through use of DocuSign shall be conclusive evidence of such transactions and shall be binding on the Entity.

12) The Commission/MoDOT shall not be liable for any loss or damage whatsoever caused, arising directly or indirectly, in connection with the services and /or this Agreement, including without limitation any: (A) Loss of data; and (B) Interruption or stoppages to your access to DocuSign and its eSignature application and/or processing of electronic transactions due to any operational or technical difficulties/reason beyond our control for any other reason. The Commission, along with its members, employees, agents, executors, successors and assigns shall not be liable for any damages or claims or injuries arising out of or in connection with the use of DocuSign and its eSignature application or its non-use including non-availability or failure of performance, loss or corruption of data, loss of or damage to property (including profit and goodwill), work stoppage, computer failure or malfunctioning or interruption of business, error, omission, deletion, defect, delay in operation or transmission, communication line failure or for any failure to act upon electronic transaction for any cause.

13) You shall keep confidential all information, in whatever form, produced, prepared, observed or received by you to the extent that such information is confidential by law or otherwise required by the Commission.

14) This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Missouri. It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

15) The terms of this agreement and any amendments thereafter shall remain in full force and effect for as long as DocuSign is active, or by thirty (30) days written notification by either party of their intent to cancel this agreement.

By checking the "I Agree" button, I confirm that:

1. I am the person named in the documents to which I will electronically affix my signature; that I am authorized to sign such documents on behalf of the Entity named in the documents; that I will read and know the contents of such electronically signed documents including all exhibits attached thereto, and that the statements made therein are true, and that I will not omit any information needed to make such documents true; and that I will take appropriate security measures to insure that I have sole access to the documents sent to me by the Commission and MoDOT through the email address provided on DocuSign.

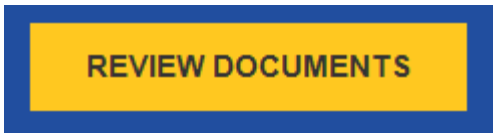
2. I and the Entity shall indemnify and save harmless the Commission, its members, employees, officers, successors, assigns, agents and representatives against any and all claims, losses, damages, costs, liabilities and expense actually incurred, suffered or paid by the Commission, its members, employees, officers, successors, assigns, agents and representatives, directly or indirectly, and also against all demands, actions, suits, proceedings made, filed, instituted against the Commission, its members, employees, officers, successors, agents and representatives in connection with, or arising out of, or relating to the Commission accepting and acting or not accepting and not acting for any reason whatsoever pursuant to, in accordance with or relying upon, data received, through DocuSign and its eSignature application you or any unauthorized use of your ID/Password combination, the DocuSign Authentication Code, or the DocuSign eSignature application.

3. I agree to the DocuSign, Inc. Express (DocuSign) Electronic Signature Agreement terms and conditions outlined above.

Signing Contracts with DocuSign

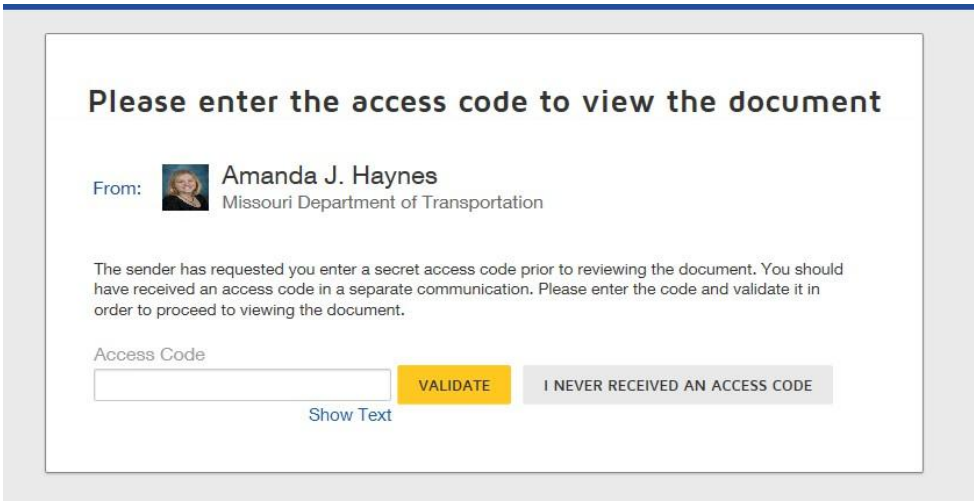
You will receive an email notification from DocSign, generated by MoDOT, containing a link to the contract.

3. Click on the **REVIEW DOCUMENTS** link in the email.



4. On the next screen enter the **access code** sent to you via UPS.

5. Click **VALIDATE**.



6. You will then be asked to select the checkbox "**I agree to use Electronic Records and Signatures**".

7. After reviewing the Disclosure and selecting the checkbox click **CONTINUE**.



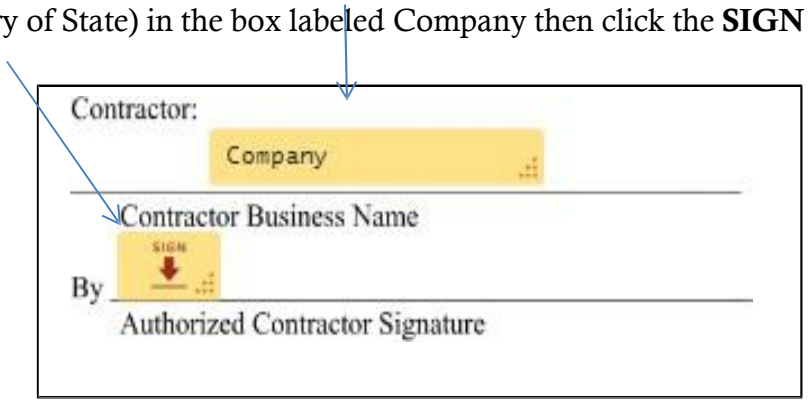
8. Click **CONTINUE** to scroll through and review the contract.



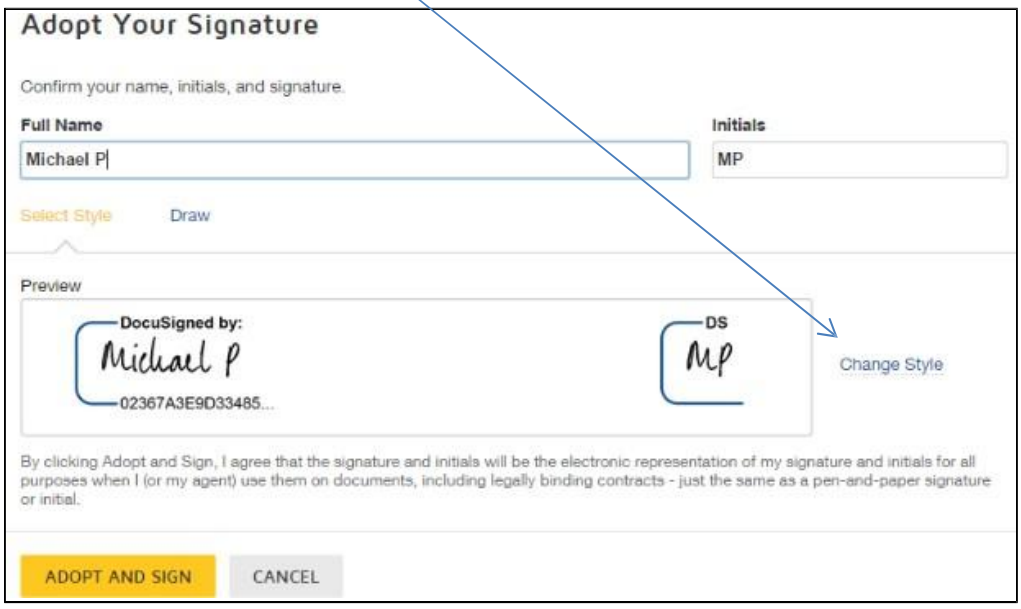
9. When you are ready to sign, click the **START** tag or the **NEXT** tag.



10. You are then directed to the location in the document requiring your signature. Enter your **company name** (as registered with the Missouri Secretary of State) in the box labeled Company then click the **SIGN** box.



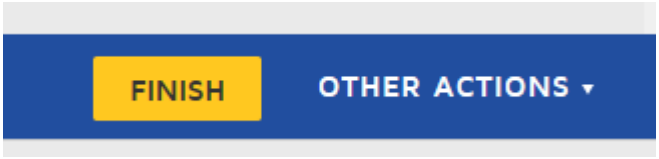
11. You will be asked to Adopt Your Signature. Verify your name is correct and change it if necessary to match your name as it will appear on the bond. Select your signature style before clicking **ADOPT AND SIGN**.



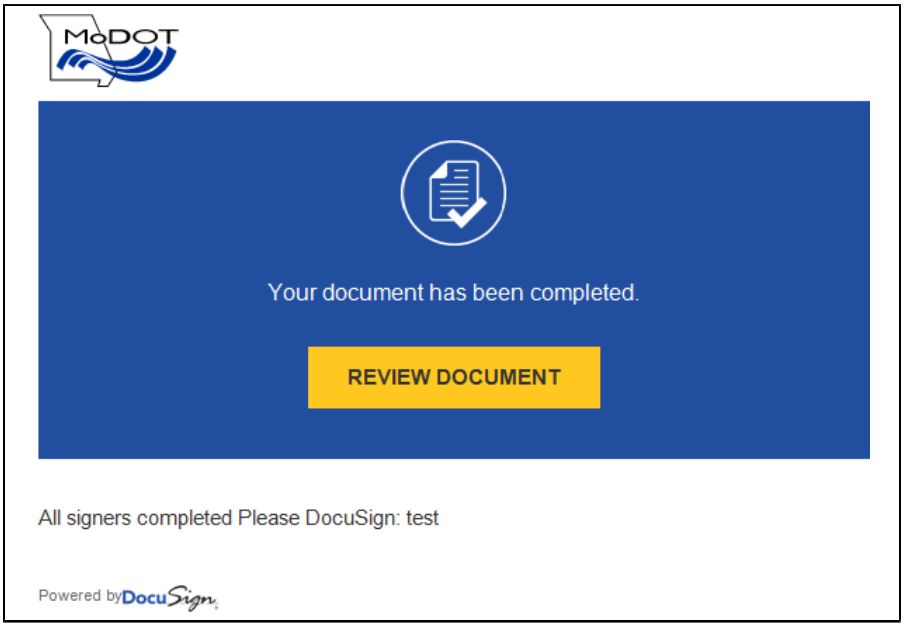
12. After clicking adopt and sign, click the **SIGN** box to apply your signature. Verify your signature and company name are correct.



13. Click **FINISH**.



14. When the contract has been fully executed you will receive a notification email containing a link to the document. Click **REVIEW DOCUMENT** to view, download or print the contract.



15. **Before** the contract can be fully executed the *Bond* and *Acknowledgement* forms must be printed, filled out and originals submitted to MoDOT via mail to the address below. Instructions for obtaining these forms are on the following page.

Missouri Department of Transportation
Attn: Amanda Haynes
105 West Capitol
Jefferson City, MO 65102

System Requirements for Signing[1]

Most modern computers will work just fine with DocuSign. But just to be thorough, this topic provides the minimum system requirements needed to sign with DocuSign.

Browsers:

- Internet Explorer (Windows Only) 8.0 or above – compatibility mode is supported only for 9.0 and above.
- Windows Edge Current Version
- Mozilla Firefox Current Version
- Safari (Mac OS only) 6.2 or above
- Google Chrome Current Version

> **Note:** Pre-release (e.g., beta) versions of operating systems and browsers are not supported.

Mobile Signing:

- Apple iOS 7.0 or above
- Android 4.0 or above

Enabled Security Settings:

- Allow per session cookies

Recommended Screen Resolution:

- 1024 x 768

PDF Reader:

- Acrobat Reader or similar software might be required to view and PDF files.

[1] https://support.docusign.com/en/guides/signer-guide-signing-system-requirements