



## Signing a Hennepin County Contract

### Overview

Hennepin County uses electronic signature functionality on contracts. Contractors do not need any special software to sign county contracts electronically - you can even sign on a mobile device.

This guide covers the following topics:

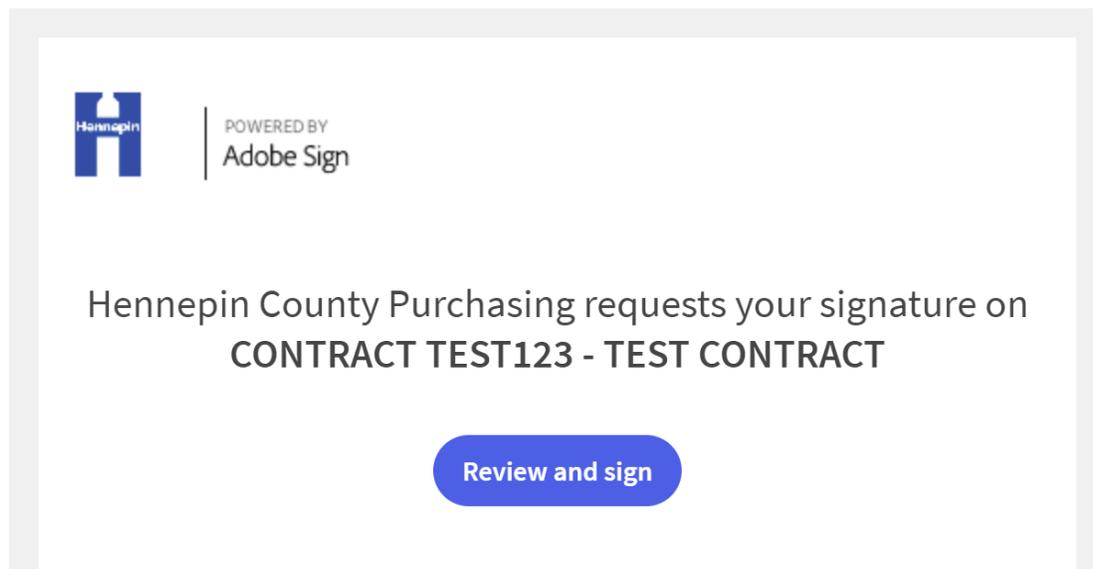
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### Signing a Contract

1. You will receive an email that appears to be from Hennepin County Purchasing with the subject line: Signature requested on <Contract ID - description>. **Note:** the email is sent from the address 'adobesign@adobesign.com'.

**If you are not the authorized signer for your organization, please refer to the delegation instructions on page 5.**

2. Click the **Review and Sign** button in the email to start the signing process





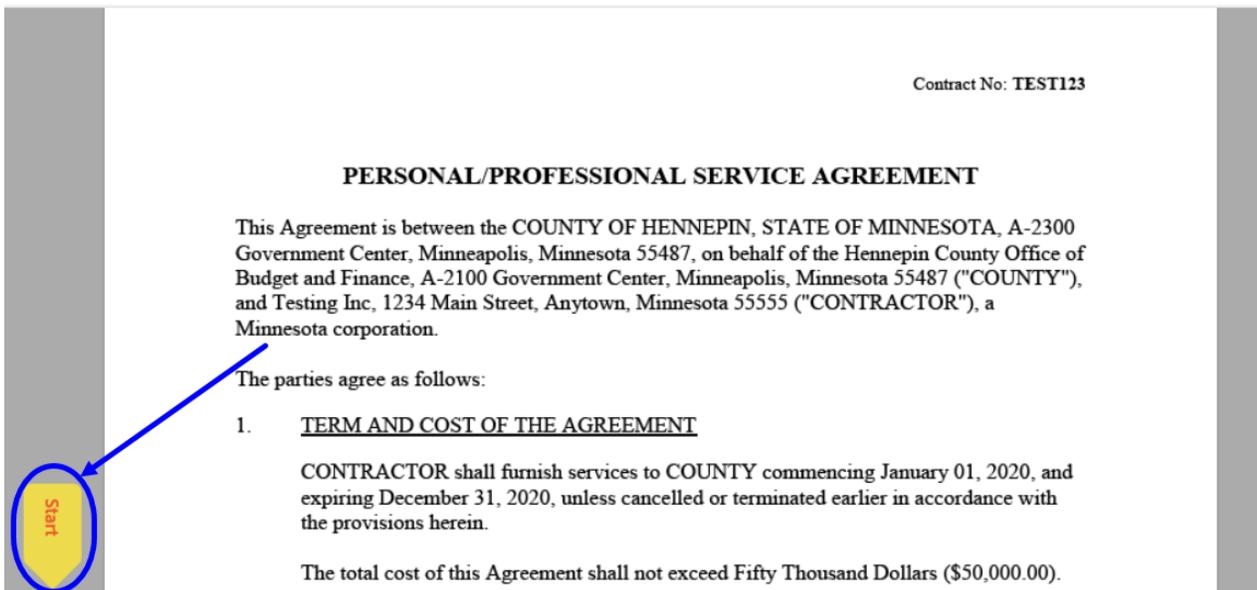
# Signing a Contract (vendors)

3. The contract will open in a web browser. Scroll to review the contract.
4. Click the **Continue** button to accept the Adobe Terms of Use.



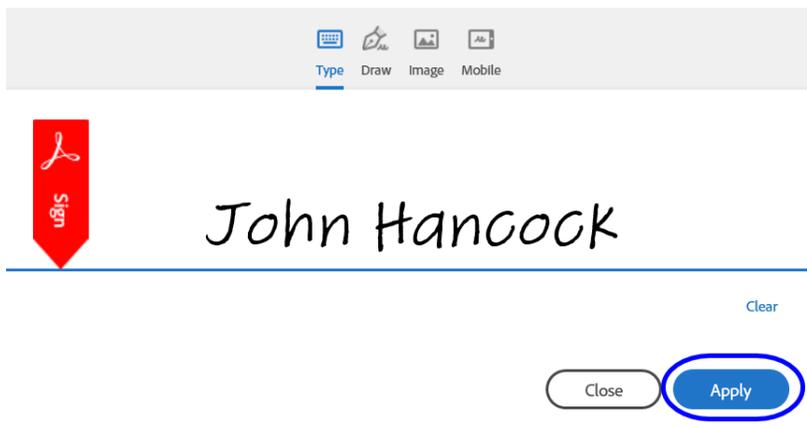
5. Click the **Start** button to go directly to your signature block.

Note: contract exhibits/attachments will be placed after the signature pages



6. Click in the signature box to sign

If you are on a desktop computer: your signature option defaults to **Type**. Type your name and click **Apply** (Adobe Sign will dynamically select a font for your signature).

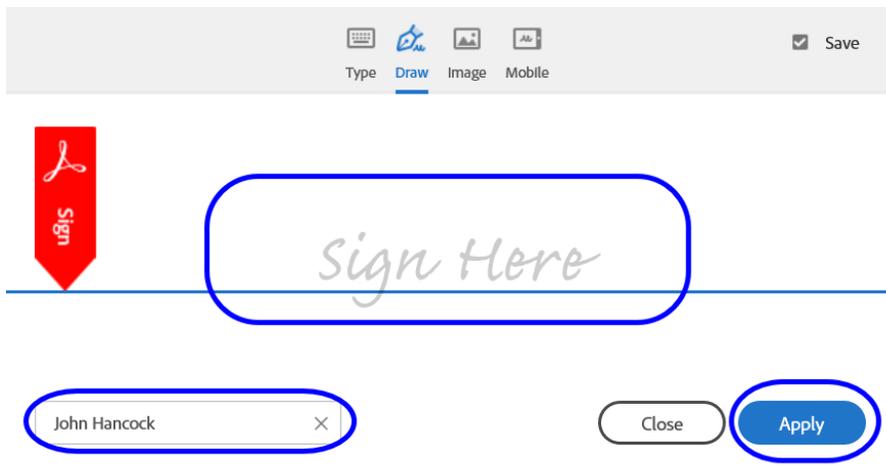




## Signing a Contract (vendors)

- Note: if you would rather draw your signature, select either the **Draw** or **Mobile** icon (mobile will allow you to draw on a mobile device). To upload a previously saved image of your signature, select the **Image** icon.

If you are on a mobile device: your signature option defaults to **Draw**. Draw your signature, then type your name in the text box and click **Apply**.



- Note: if you would rather type your signature or upload an image of your signature, select either the **Type** or **Image** icon.

7. Next, enter your **Title**

By:

*John Hancock*

President

8. Click the **Click to Sign** button (on a mobile device, click the **Finish** button, then **Tap to sign**)

By:

*John Hancock*

President

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Click to Sign



## Signing a Contract (vendors)

9. You will see a message that you have successfully signed the document

### You're all set

You finished signing "TEST CONTRACT".

Next, test\_signer@mailinator.com will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

10. When all signers have signed the contract, you will receive an email from Adobe Sign with the subject line: Completed: <Contract ID - description>. The email will include a copy of the signed contract.



# Signing a Contract (vendors)

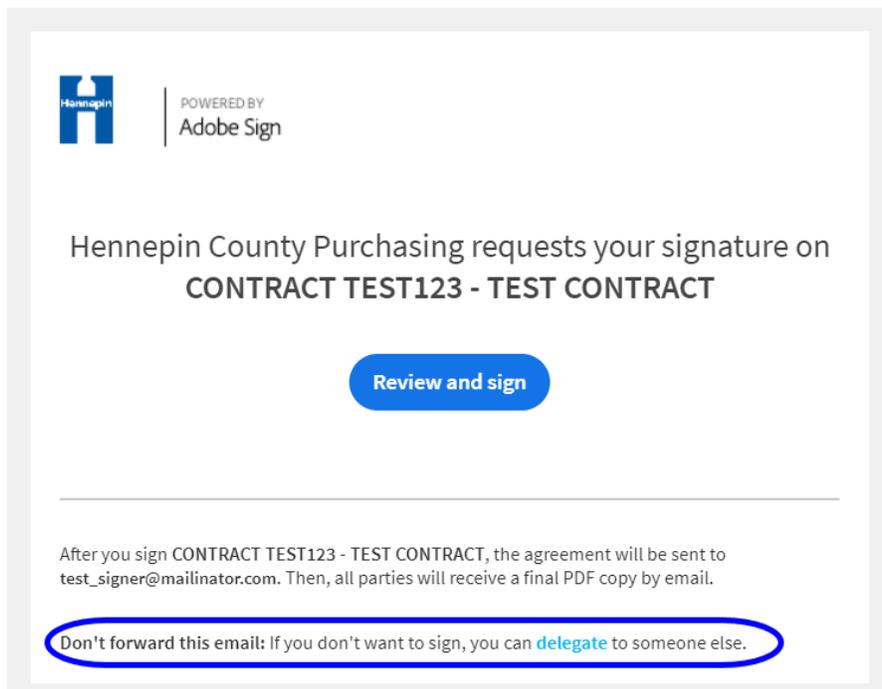
## Delegating your Signature

If your signature has been requested on a contract, you can delegate your signature to another person. This means that the person you delegate to will sign the contract instead of you. **The person you delegate to must have the authority to sign contracts for your organization.**

1. You will receive an email that appears to be from Hennepin County Purchasing with the subject line: Signature requested on <Contract ID - description>.

**Note:** the email is sent from the address 'adobesign@adobesign.com'.

2. Click the delegate in the last sentence of the email



3. Enter your delegate's **Email** and a **Message**, then click the **Delegate** button. Your delegate will receive an email notification that you have forwarded the contract to them to sign.



## Signing a Contract (vendors)

### Delegate this document

To send this document to another individual in your organization for signature, enter their email address and a message below.

A screenshot of a web form for delegating a document. The form is set against a light gray background. It contains three main elements: an email input field, a message text area, and a 'Delegate' button. The email field is at the top, with the label 'Email:' and the text 'test@test.com' inside. Below it is a larger text area for a message, with the label 'Message:' and the text 'Please sign this Hennepin County contract.' The 'Hennepin' word is underlined in red. At the bottom right of the form is a blue button with the text 'Delegate' in white. All three elements (email field, message area, and button) are highlighted with a blue rounded rectangular border.

4. When your delegate has signed the contract, you will receive an email notification. When all parties have signed the contract, you and your delegate will receive a confirmation and a PDF copy of the signed contract.