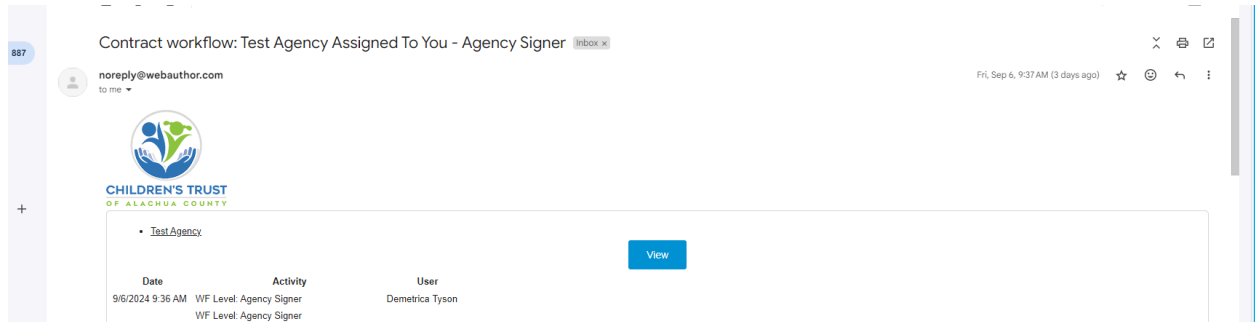


# Steps to sign contract for providers

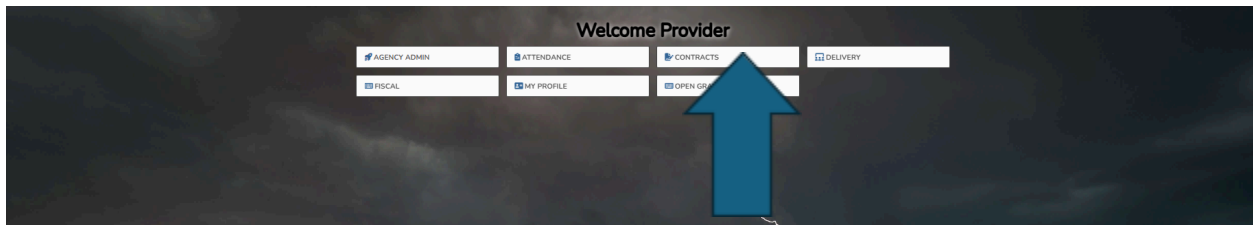
## 1. You will receive an email



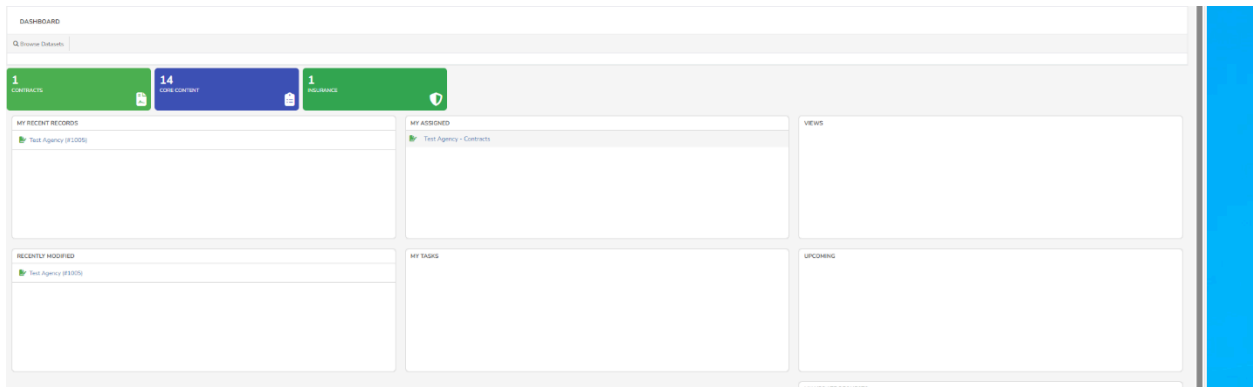
## 2. You can click on view the screen will change for you to sign in.

The login page features the "CHILDREN'S TRUST OF ALACHUA COUNTY" logo at the top. Below the logo, the text "Login to get started" is displayed. There are two input fields: "Email Address/Login ID" and "Password". Below the "Email Address/Login ID" field, there is a checkbox labeled "Remember Me" and a link labeled "Forgot your password?". A large blue "Sign In" button is positioned below the input fields. At the bottom of the page, there is a link labeled "Having trouble? Contact Support".

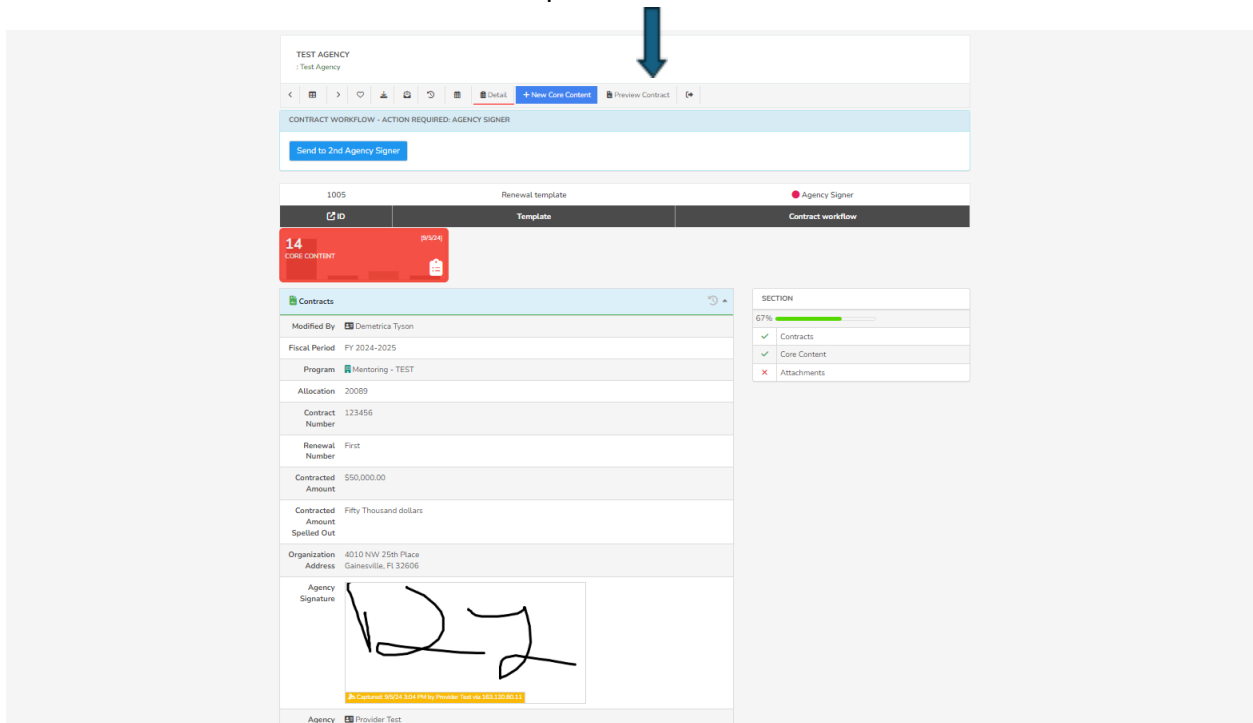
### 3. Click on Contracts

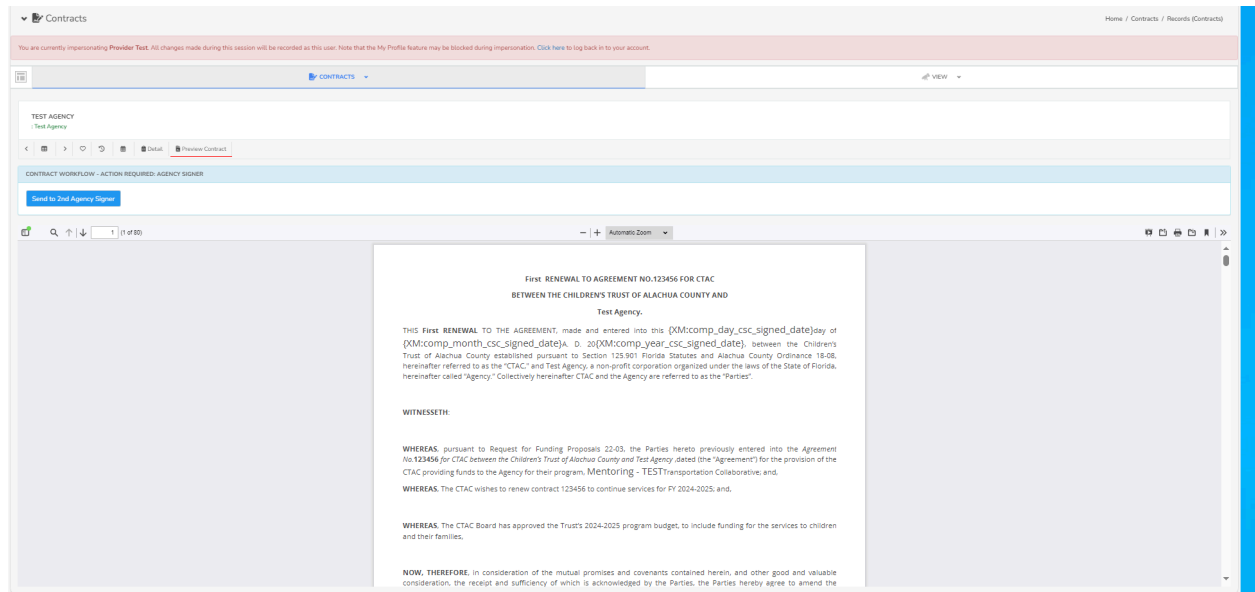


### 4. Select your program from your que

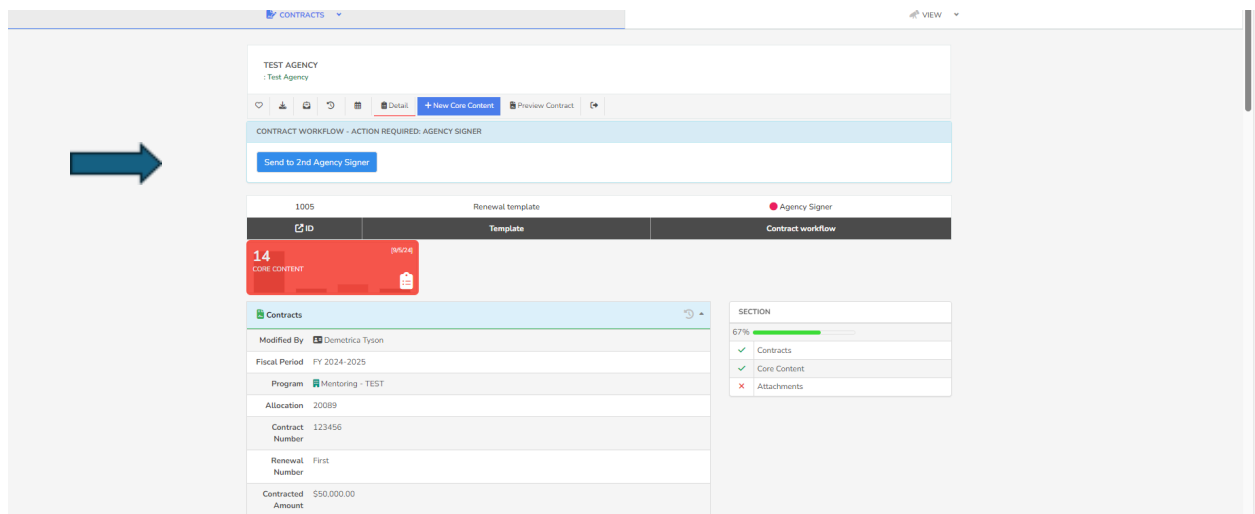


### 5. The next screen will be like this click on preview contract





6. After you have viewed, your contract click send to **2<sup>nd</sup> Agency Signer**. If there is one agency signer, you will click on send to **CSC attorney**.



See below for what the signing screen looks like for the first agency signer. Sign then click Send to 2<sup>nd</sup> Agency signer

The screenshot shows a web interface for a contract signing process. At the top, it says "TEST AGENCY". Below that, there's a "Contract Details" section with a table showing "1005" and "Renewal template". The table has columns for "ID" and "Template". Below the table, there's a "Contracts" section with a "Agency Signature" field and a "Fiscal Guidelines Signature" field. The "Agency Signature" field has a signature box and a "Send to 2nd Agency Signer" button. The "Fiscal Guidelines Signature" field has a signature box and a "Save for Later" button. Two blue arrows point to the signature boxes. At the bottom right, there's a "Send to 2nd Agency Signer" button and a "Save for Later" button.

This screenshot shows the same signing screen as the previous one, but with handwritten signatures in blue ink. The "Agency Signature" field has a signature, and the "Fiscal Guidelines Signature" field has a signature. The "Send to 2nd Agency Signer" button is still visible at the bottom. The interface also shows a "Comments" section at the bottom with a text input field. The top navigation bar includes "Home / Contracts / Records (Contracts)".

7. After signing click on send to 2<sup>nd</sup> Agency signer.

The second agency signer will follow the same steps except they will **click on send to CSC Attorney** to sign.

## Sign

The screenshot displays a web-based contract signing interface. At the top, a header bar contains the number '1027' on the left and 'Renewal template' on the right. Below this is a dark navigation bar with 'id' and 'Template' links. The main content area is divided into two sections. The first section, titled 'Contracts', contains a large rectangular box labeled 'Agency Signature 2'. Below this box is a toolbar with four icons: a document, a pencil, a trash can, and a refresh/circular arrow icon. The second section, titled 'Workflow Comments', features a text input field labeled 'Comments' with an information icon to its right. At the bottom of the interface, there are two buttons: 'Send to CSC Attorney' in blue and 'Save for Later' in grey.

Then **click on send to CSC Attorney signer after signing.**

If you have questions don't hesitate to contact your contract manager.

The workflow is:

Agency Signer

2<sup>nd</sup> Agency Signer (if applicable)

CSC Attorney Signer

CSC Executive director