



## How To:

# Electronically Sign Your Contract

## Signing Your Contract

From the agency dashboard page click the 'View Contract Forms' tab on the left hand side of the screen.

Agency Dashboard

Select from the list of agencies below you are assigned to.

**Click Here**

Agency Name	View Agency
New Mexico Office of the State Auditor	View

< Previous 1 Next > Showing 1 to 2 of 2 entries

On the agency profile page your Contract will have an 'Approved' status. Under the action column click the 'Esignature/Upload' link.

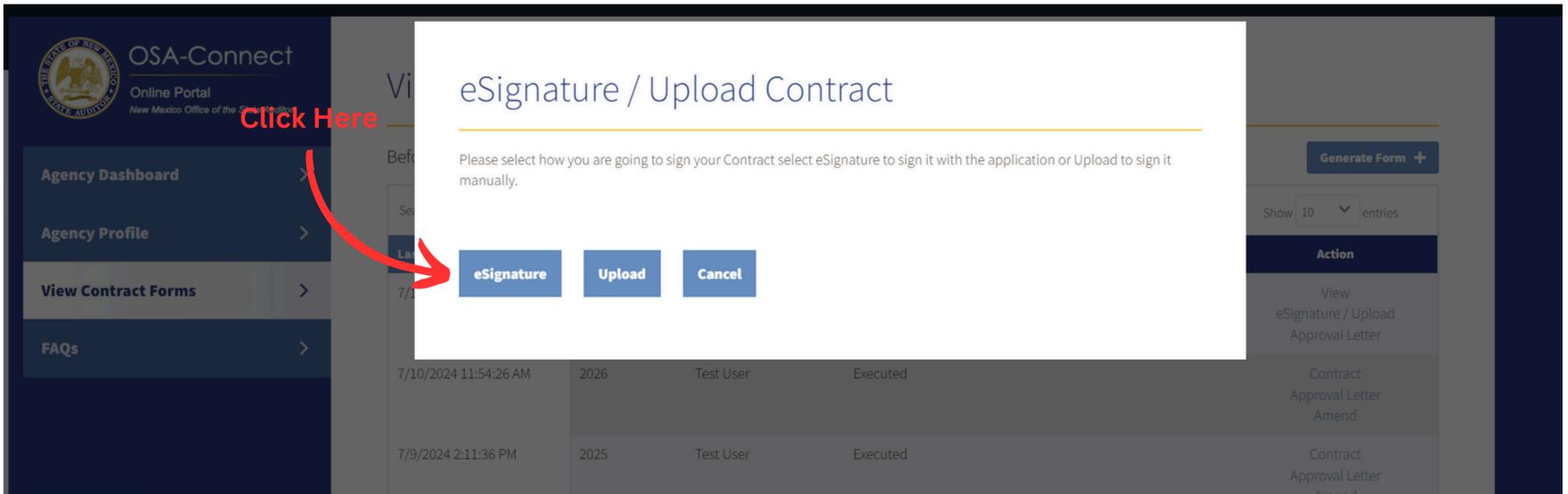
View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created. [Generate Form +](#)

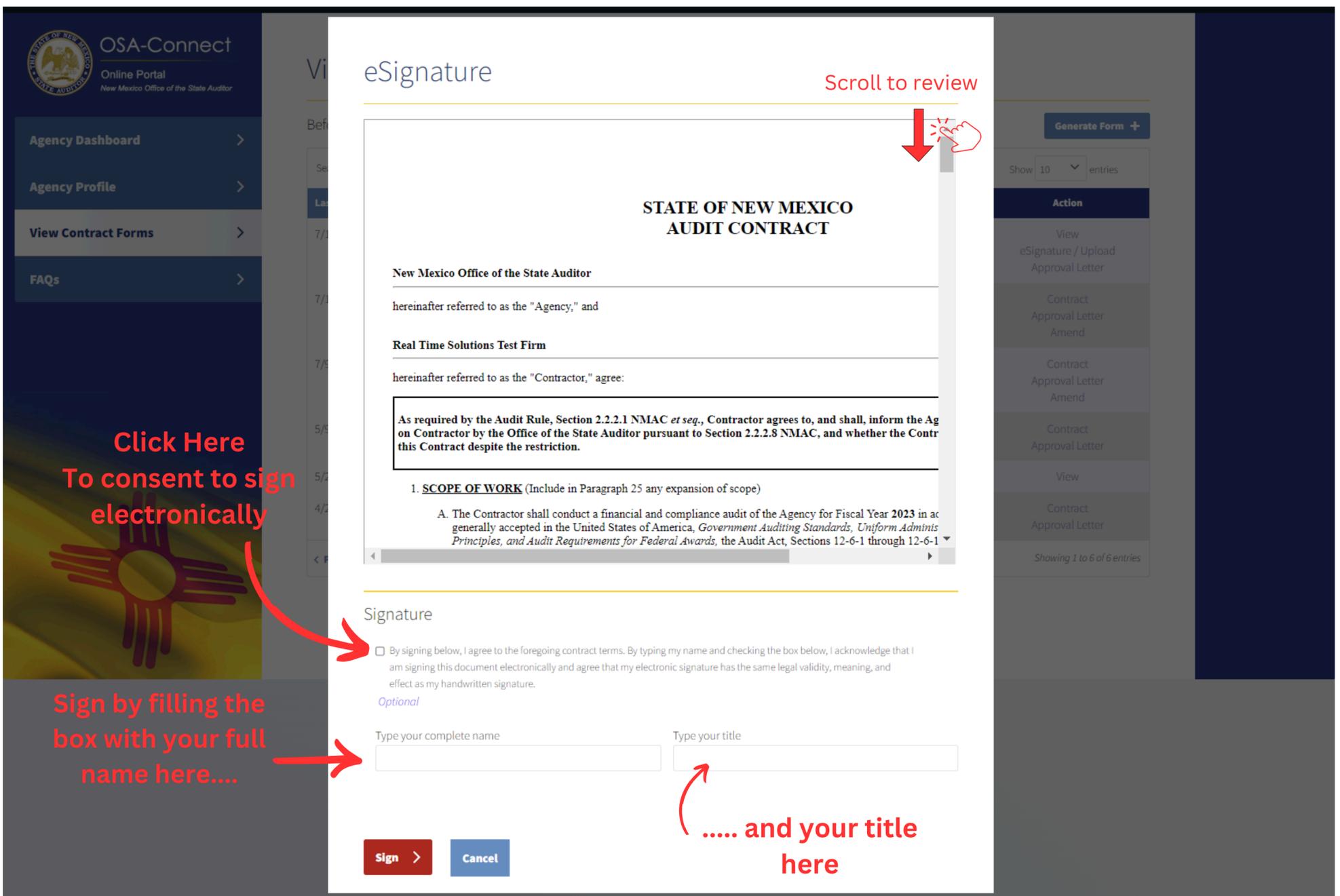
Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/12/2024 10:09:20 AM	2023	Test User	Approved		View eSignature / Upload Approval Letter
7/10/2024 11:54:26 AM	2026	Test User	Executed		Contract Approval Letter Amend
7/9/2024 2:11:36 PM	2025	Test User	Executed		Contract Approval Letter Amend

**Click Here** →

A pop up to select your contract signature message will appear. Your options are: click eSignature to sign your contract electronically or click Upload to physically sign, scan, and upload your signed contract. To electronically sign you contract click the E-Signature



A new pop up will appear that allows you to preview your contract and sign.



Once all of the information has been filled out click the red 'Sign' button to sign you contract.

eSignature

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**STATE OF NEW MEXICO  
AUDIT CONTRACT**

**New Mexico Office of the State Auditor**  
\_\_\_\_\_

hereinafter referred to as the "Agency," and

**Real Time Solutions Test Firm**  
\_\_\_\_\_

hereinafter referred to as the "Contractor," agree:

As required by the Audit Rule, Section 2.2.2.1 NMAC *et seq.*, Contractor agrees to, and shall, inform the Agency on Contractor by the Office of the State Auditor pursuant to Section 2.2.2.8 NMAC, and whether the Contractor this Contract despite the restriction.

1. **SCOPE OF WORK** (Include in Paragraph 25 any expansion of scope)

A. The Contractor shall conduct a financial and compliance audit of the Agency for Fiscal Year 2023 in accordance with generally accepted in the United States of America, *Government Auditing Standards, Uniform Administrative Principles, and Audit Requirements for Federal Awards*, the Audit Act, Sections 12-6-1 through 12-6-1

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Signature

By signing below, I agree to the foregoing contract terms. By typing my name and checking the box below, I acknowledge that I am signing this document electronically and agree that my electronic signature has the same legal validity, meaning, and effect as my handwritten signature.

*Optional*

Type your complete name

Type your title

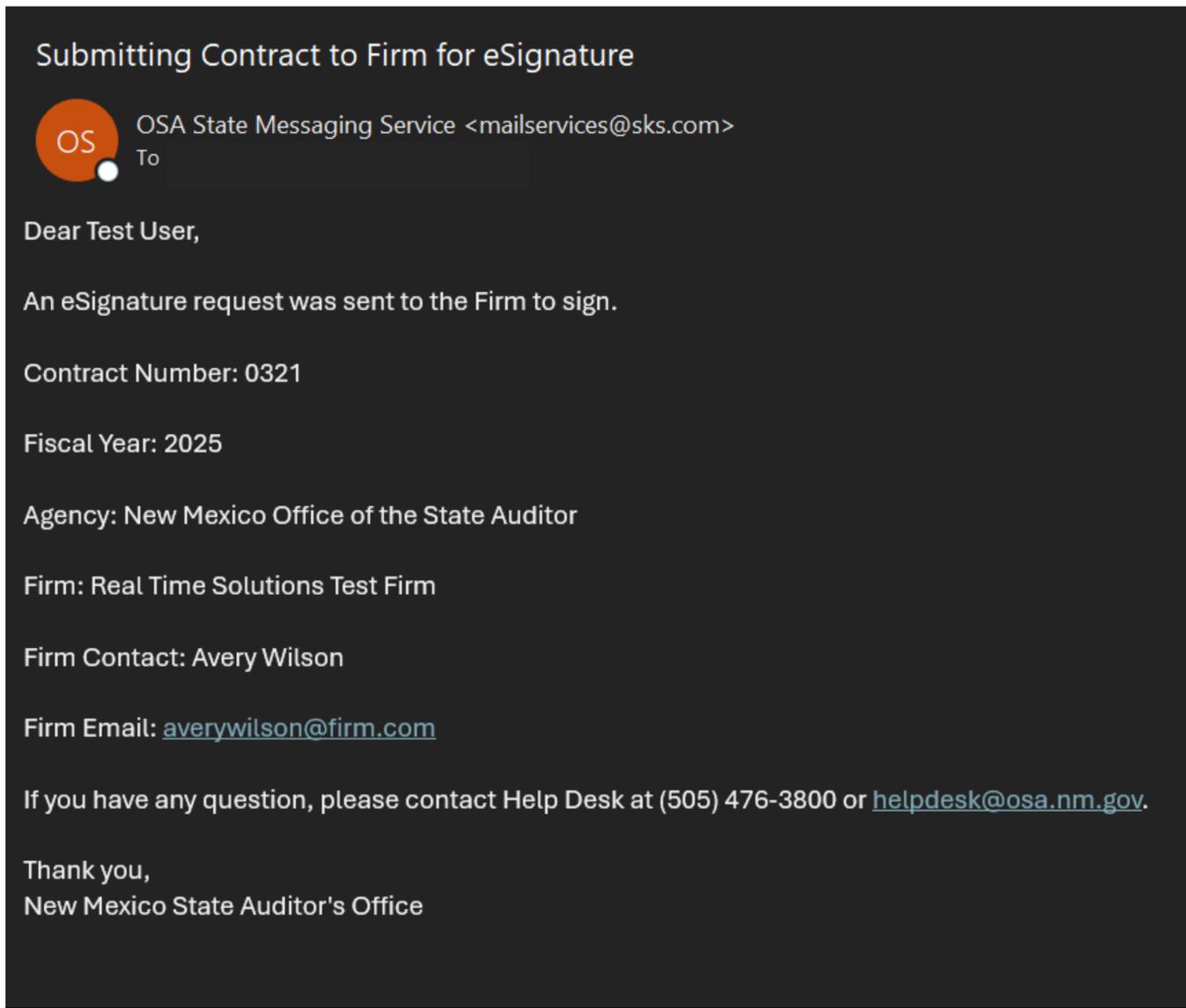
**Click Here** 



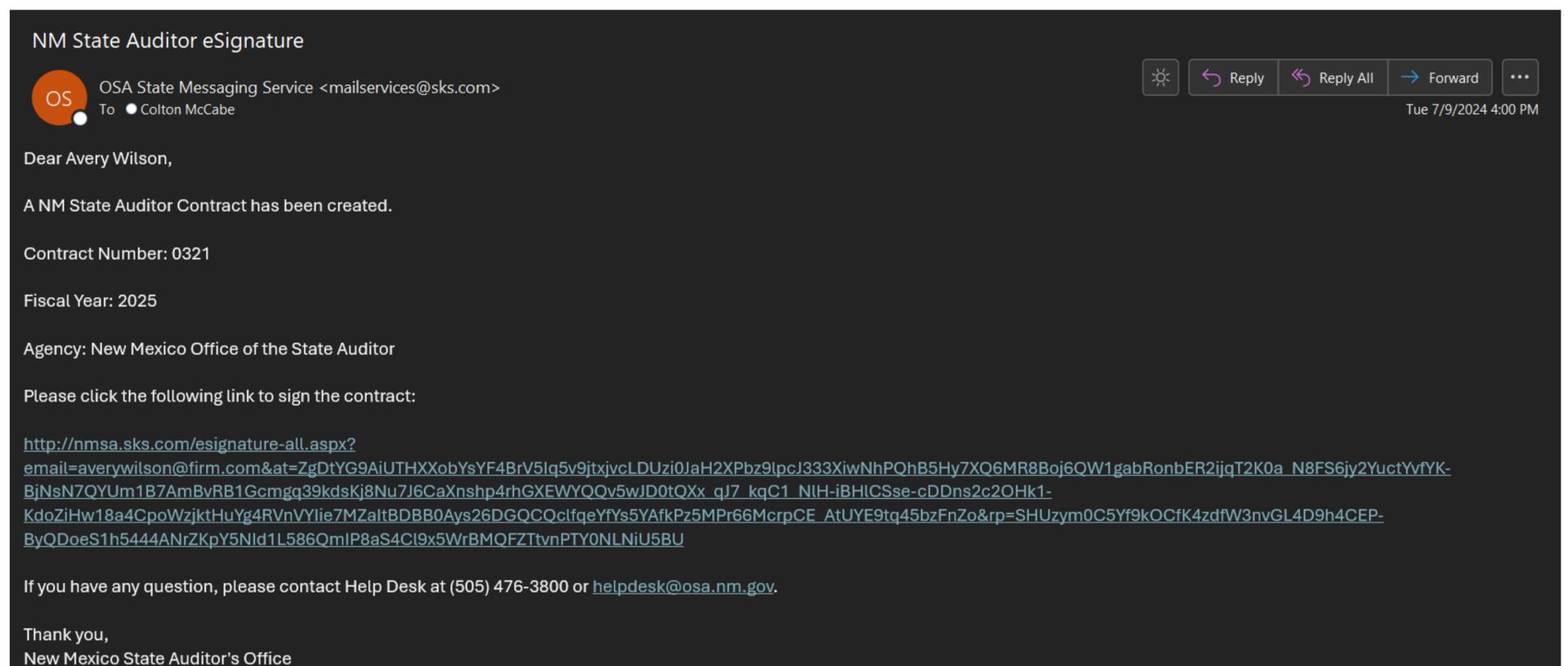
After clicking sign. Your contract has been electronically signed

# What To Expect Next

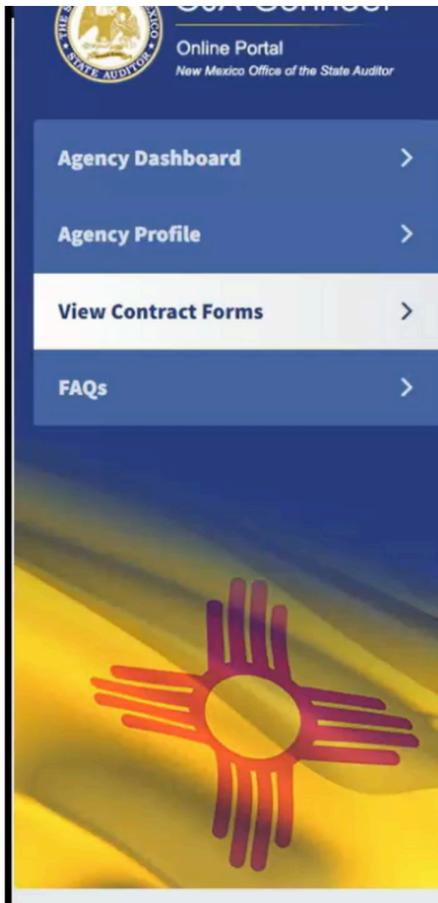
After you have signed your contract you will receive an email from OSA notifying you that your contract has been sent to your designated IPA.



Your IPA will receive an email notification informing them that they have a contract to sign. The email will include essential information about the contract and a link to sign.



After you have signed your contract your contract will change to a submitted status



## View Contract Forms

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[Generate Form +](#)

Search:

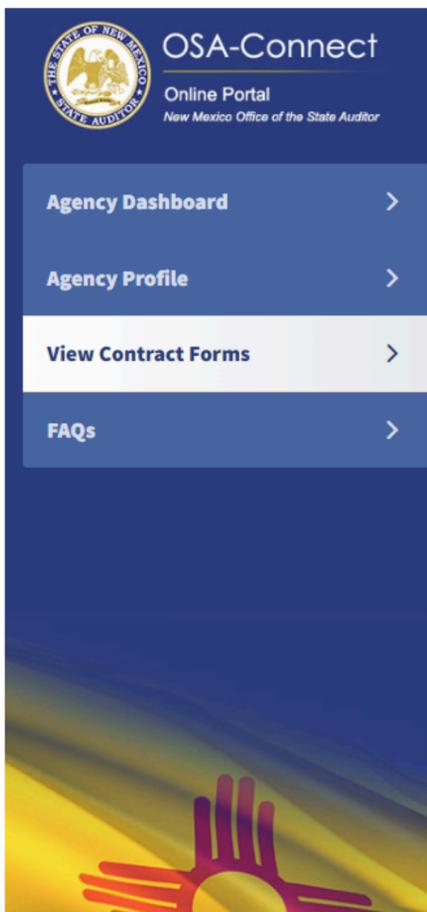
Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/10/2024 11:54:26 AM	2026	Test User	Submitted		View
7/9/2024 2:11:36 PM	2025	Test User	Executed		Contract Approval Letter Amend
5/9/2024 9:25:36 AM	2024	Test User	Executed		Contract Approval Letter
5/2/2024 11:17:41 AM	2024	Test User	Pending Signature Review		View
4/24/2024 3:27:40 PM	2024	Test User	Executed	Audit Report Letter	Contract Approval Letter

< Previous 1 Next >

Showing 1 to 5 of 5 entries

The status will remain in a submitted status until all parties have signed. Once all parties have signed the status will change to a executed status.



## View Contract Forms

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[Generate Form +](#)

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
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< Previous 1 Next >

Showing 1 to 6 of 6 entries

You can view your signed contract by clicking Contract.

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[Generate Form](#) +

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/12/2024 10:09:20 AM	2023	Test User	Approved		View eSignature / Upload Approval Letter
7/10/2024 11:54:26 AM	2026	Test User	Executed		<b>Click Here</b> → Contract Approval Letter Amend
7/9/2024 2:11:36 PM	2025	Test User	Executed		Contract Approval Letter Amend
5/9/2024 9:25:36 AM	2024	Test User	Executed		Contract Approval Letter
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4/24/2024 3:27:40 PM	2024	Test User	Executed	Audit Report Letter	Contract Approval Letter

< Previous **1** Next > Showing 1 to 6 of 6 entries

You will then be able to view the contract with the electronic signatures from all parties.

**23. DESIGNATED ON-SITE STAFF**

The Contractor's on-site individual auditor responsible for supervision of work and completion of the audit is Avery Wilson. The Contractor shall notify the Agency and the State Auditor in writing of any changes in staff a audit.

**24. INVALID TERM OR CONDITION**

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected.

**25. OTHER PROVISIONS**

**SIGNATURE PAGE**

This Contract is made effective as of the date of the latest signature.

**AGENCY**

**New Mexico Office of the State Auditor**

PRINTED NAME: Avery Wilson  
TITLE: Contracts Manager  
Electronically Signed on 7/9/2024

**CONTRACTOR**

**Real Time Solutions Test Firm**

PRINTED NAME: Jamie Lee  
TITLE: CPA  
Electronically Signed on 7/9/2024

