



## How To:

# Electronically Sign Your Contract

For State Agencies requiring GSD Approval

## 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

Search:

Agency Name
New Mexico Office of the State Auditor

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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 +](#)

Search:  Show 10 entries

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

A pop up window will appear prompting you to select your contract signature method

Choose Your Signature Option:

**eSignature:** Click this option to sign your contract electronically.

**Upload:** Click this option if you prefer to physically sign your contract, then scan and upload the signed document.

Click Here

The screenshot shows a modal window titled "eSignature / Upload Contract". Below the title is a horizontal line, followed by the text: "Please select how you are going to sign your Contract select eSignature to sign it with the application or Upload to sign it manually." At the bottom of the modal are three buttons: "eSignature", "Upload", and "Cancel". A red arrow originates from the text "Click Here" and points directly to the "eSignature" button. The modal is set against a blurred background of a software interface.

When eSignature is clicked, the Signature Configuration window will appear.

The screenshot displays the "Signature Configuration" window. It features a horizontal line at the top, followed by the title "Signature Configuration". Below the title is the word "Optional" in purple, and then "Signatures Section". There are three input fields: "Signer Name", "Signer email", and "Signer Title" (which is a dropdown menu currently showing "Agency Contact"). To the right of the "Signer Title" dropdown is a red "Delete" button. Below these fields is a blue "New Signer" button. At the bottom of the window, there is a horizontal line, followed by three buttons: "New Group of Signers", "Send" (with a right arrow), and "Cancel".

1. **Add Signers:** Provide the name and email of each signer.
2. **Select Title:** From the drop-down menu, select the appropriate signer title. This title will designate where their signature appears on the contract.
3. **Set Signing Order:** If signers need to sign in a specific sequence, create signer groups to control and organize the signing process step-by-step. If you add additional signer groups, they will receive emails to sign only after the previous groups have completed their signatures.
4. **Send for Signature:** When all contacts have been added and order of signature has been determined click '**Send**' to send the contract out for signature.

The screenshot shows the 'Signature Configuration' interface. It includes a section for adding individual signers with fields for 'Signer Name', 'Signer email', and 'Signer Title' (a dropdown menu currently showing 'Agency Contact'). A 'Delete' button is next to the title dropdown. Below these fields is a 'New Signer' button. At the bottom, there are three buttons: 'New Group of Signers', 'Send >', and 'Cancel'. Red arrows and text annotations explain the function of each element:

- Enter name here:** Points to the 'Signer Name' input field.
- Email address of signer goes here:** Points to the 'Signer email' input field.
- Deletes signer:** Points to the 'Delete' button.
- Choose signer's title from drop down. The title will correspond with the appropriate location on the contract:** Points to the 'Signer Title' dropdown menu.
- Adds another signer:** Points to the 'New Signer' button.
- Creates another group of signers to sign after the first group has signed:** Points to the 'New Group of Signers' button.
- Sends contract out for signature:** Points to the 'Send >' button.

Optional

Signatures Section

Signer Name

Alex Morgan

Signer email

agency@agency.com

Signer Title

Agency Contact

▼

Delete

Signer Name

Jordan Blake

Signer email

ipa@ipa.com

Signer Title

IPA

▼

Delete

New Signer

Signatures Section

Signer Name

Taylor Reed

Signer email

cfo@agency.com

Signer Title

CFO

▼

Delete

Signer Name

Casey Harper

Signer email

gc@agency.com

Signer Title

General Counsel

▼

Delete

New Signer

Signatures Section

Signer Name

Riley Quinn

Signer email

contact@trd.com

Signer Title

Tax & Rev

▼

Delete

Signer Name

Morgan Lee

Signer email

contact@gsd.com

Signer Title

Agency Contact

▼

Delete

New Signer

New Group of Signers

Send >

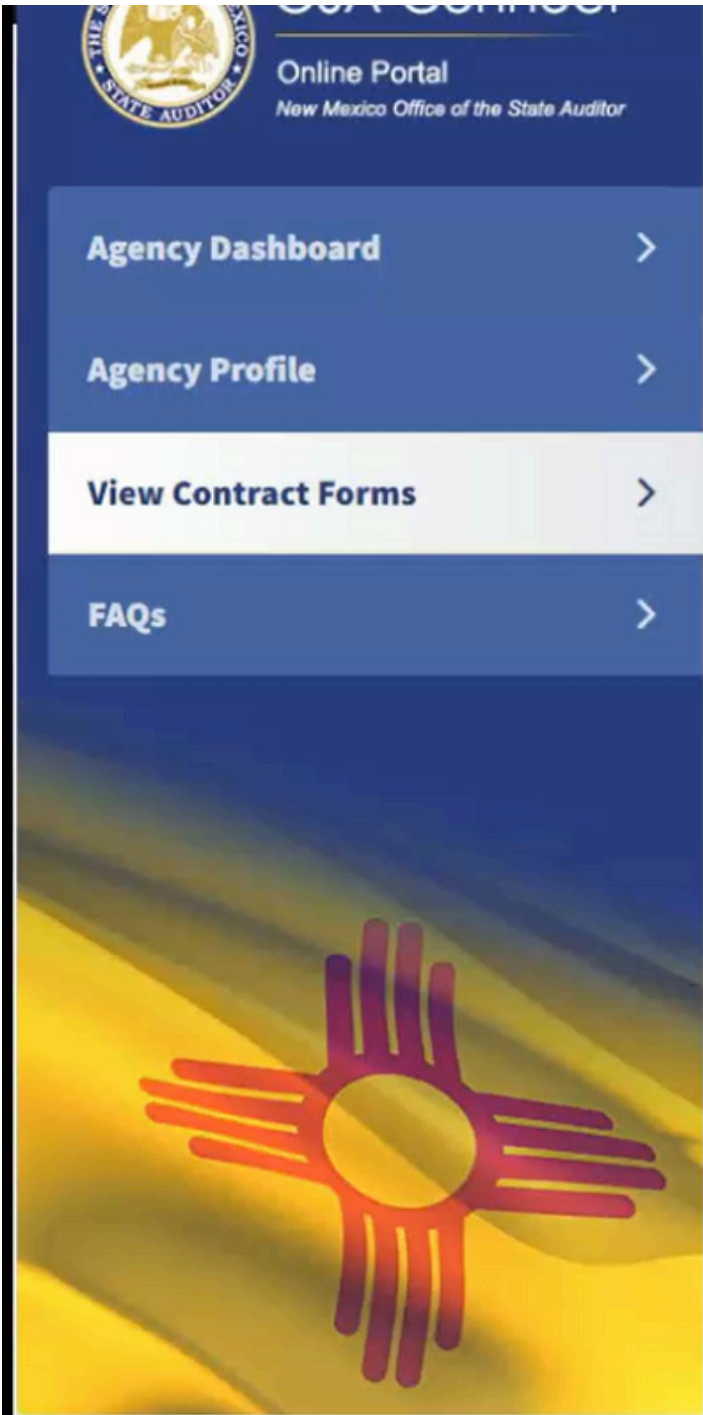
Cancel



Example of  
completed form



After your have clicked ‘**Send**’ your contract will have a submitted status.



### View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

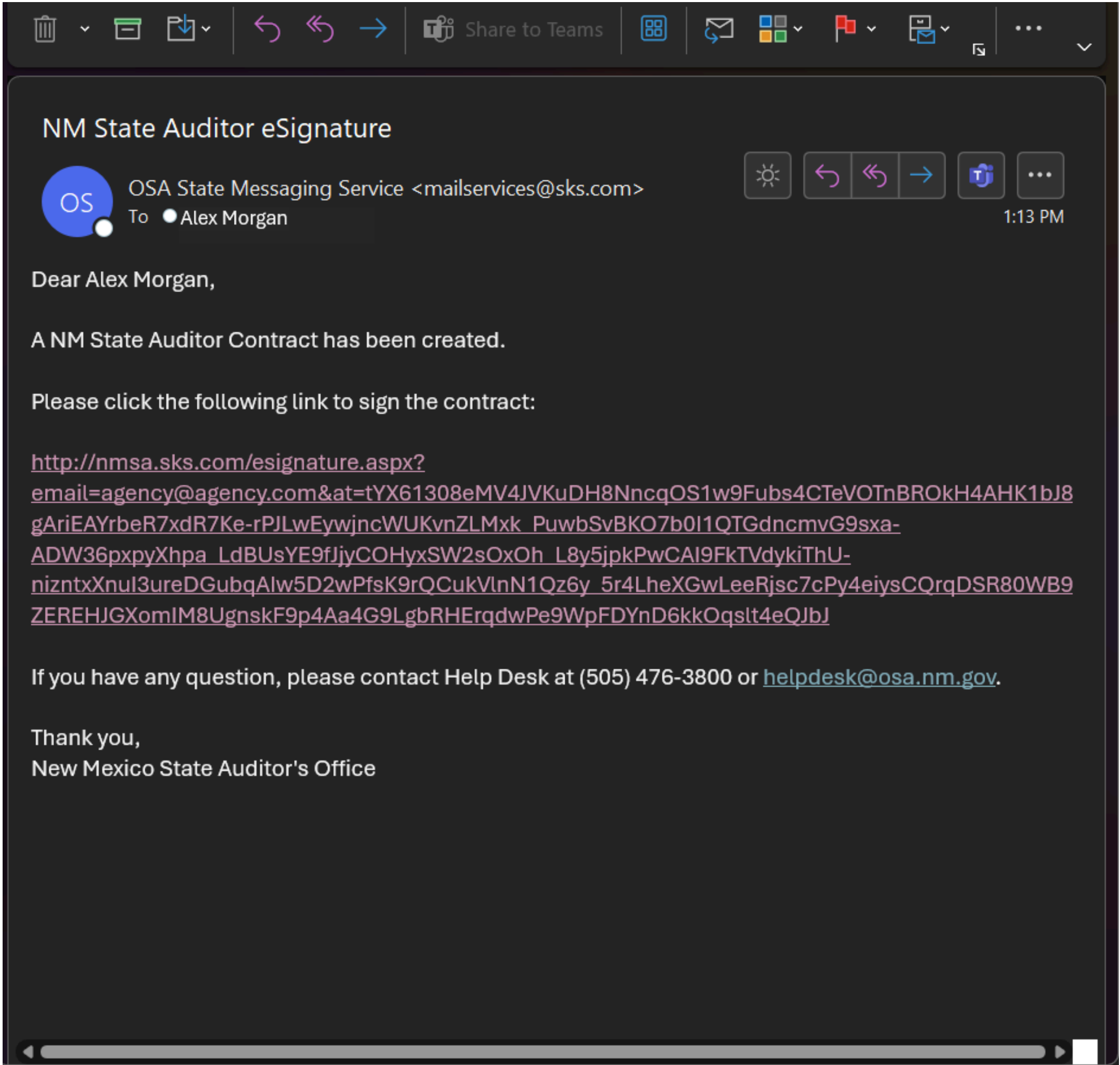
Show 10 entries

Last Updated ^	Fiscal Year ^	Last Updated By ^	Status ^	Audit Report Letter ^	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


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Showing 1 to 5 of 5 entries

Signers will receive an email with a link to view and sign the contract



The link will direct to OSA-Connect where the contract can be reviewed and signed



OSA-Connect  
Online Portal  
New Mexico Office of the State Auditor

Contract No. 0321

STATE OF NEW MEXICO  
AUDIT CONTRACT  
(State Agencies with GSD/CRB Approval)

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 of any restriction placed on Contractor by the Office of the State Auditor pursuant to Section 2.2.2.8 NMAC, and whether the Contractor is eligible to enter into this Contract despite the restriction.

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


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

Sign And Approve 

After submitting a signature the a green confirmation message will appear



OSA-Connect  
Online Portal  
New Mexico Office of the State Auditor

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


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

Sign And Approve 



Once all contacts have signed you will receive an signature completion email.

## NM State Auditor eSignature COMPLETED - New Mexico Office of the State Auditor



OSA State Messaging Service <mailservices@sks.com>

To ● Jordan Blake

Dear Test User,

The NM State Auditor Contract has completed all the signatures.

Contract Number: 0321

Agency: New Mexico Office of the State Auditor

Fiscal Year: 2027

Firm: Real Time Solutions Test Firm

Firm Contact: Jordan Blake

Firm Email: [jordan@cpa.com](mailto:jordan@cpa.com)

If you have any question, please contact Help Desk at (505) 476-3800 or [helpdesk@osa.nm.gov](mailto:helpdesk@osa.nm.gov).

Thank you,

New Mexico State Auditor's Office

You can view your signed contract by clicking Contract.

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Click Here →



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

SIGNATURE PAGE

This Contract is made effective as of the date of the signature of the General Services Department/Contracts Review Bureau.

AGENCY

New Mexico Office of the State Auditor

PRINTED NAME: Alex Morgan  
TITLE: Agency Contact  
Electronically Signed on 9/12/2024  
PRINTED NAME: Morgan Lee  
TITLE: GSD  
Electronically Signed on : 9/13/2024

CONTRACTOR

Real Time Solutions Test Firm

PRINTED NAME: Jordan Blake  
TITLE: IPA  
Electronically Signed on 9/12/2024

STATE AGENCY

BY: Casey Harper  
TITLE: GENERAL COUNSEL  
DATE: Electronically Signed on 9/13/2024

AGENCY CFO

BY: Taylor Reed  
TITLE: CHIEF FINANCIAL OFFICER  
DATE: Electronically Signed on 9/13/2024

This Contract has been approved by:

GENERAL SERVICES DEPARTMENT  
CONTRACTS REVIEW BUREAU

BY: Morgan Lee  
TITLE: GSD Contact  
DATE: Electronically Signed on 9/13/2024

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID No. 012345  
BY: Riley Quinn  
TITLE: TRD  
DATE: Electronically Signed on 9/13/2024

