



Not the one signing the contract?

No problem! If you're creating a contract for someone else to sign, you'll need to set them up with their own login. Here's how to do it in just a few steps.

Add a New Contact to your Agency Profile

From the agency dashboard page click the agency profile tab on the left hand side of the screen or click view to also be directed to the agency profile tab.

The screenshot shows the Agency Dashboard interface. On the left is a navigation menu with options: Agency Dashboard, Agency Profile (highlighted with a red box and a red arrow pointing to it with the text "Click Here"), View Contract Forms, and FAQs. The main content area is titled "Agency Dashboard" and contains a search bar, a "Show 10 entries" dropdown, and a table of agencies. The table has columns for "Agency Name" and "View Agency". One entry is visible: "New Mexico Office of the State Auditor" with a "View" button next to it. A red arrow points to the "View" button with the text "or here".

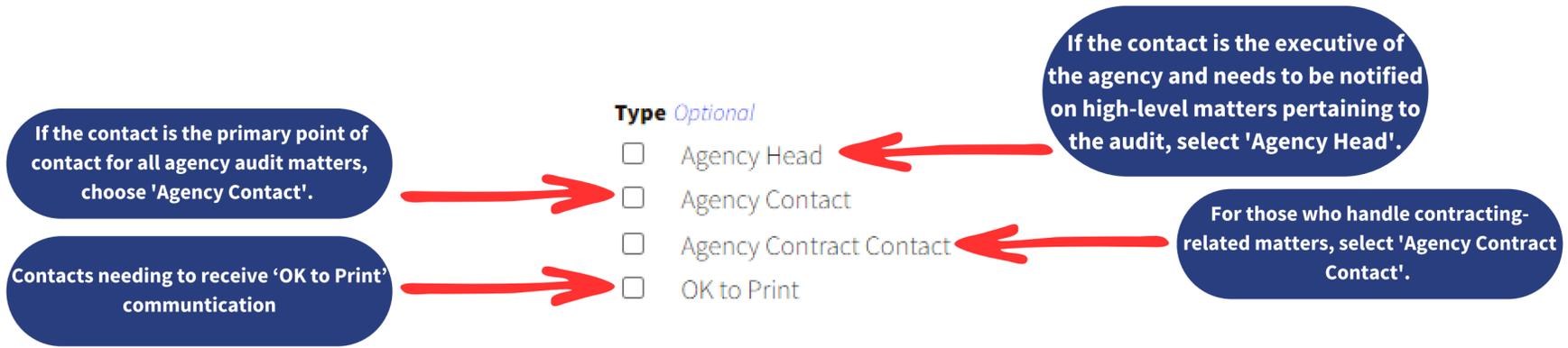
On the agency profile page you will see an add contact button on the top right of the screen. Click on it to add a new contact.

The screenshot shows the Agency Profile page. The left navigation menu is the same as in the previous screenshot, but "Agency Profile" is now selected. The main content area is titled "Agency Profile" and "Manage Agency Contacts". At the top right, there is a blue button labeled "Add Contact +" with a plus sign. A red arrow points to this button with the text "Click Here". Below the button is a search bar and a "Show 10 entries" dropdown. A table lists existing contacts with columns: "First Name", "Last Name", "Type", "View / Edit", and "Remove". One contact is listed: "Test User" with type "Agency Head / Agency Contact".

Fill in the required fields such as name, email, title, and phone number. You can also add additional information like job title and company.

The screenshot shows the "Add New Contact" form. The left navigation menu is the same, with "Agency Profile" selected. The main content area is titled "Add New Contact" and "Agency Contact Details". The form contains several input fields: "First Name", "Last Name", "Salutation" (a dropdown menu with "Select One" selected), "Title", "Email Address", "Confirm Email Address", and "Phone Number". To the right of the "Phone Number" field, there is a section for "Type" with the label "Optional" and four radio button options: "Agency Head", "Agency Contact", "Agency Contract Contact", and "OK to Print". At the bottom left of the form, there is a red button labeled "Add Contact" with a right-pointing arrow.

Additionally, OSA-Connect offers a unique feature allowing you to designate the type of agency contact your new contact will be. This selection determines how the Office of the State Auditor will communicate with this contact. You may choose one or all designations, tailoring it to best suit your agency's needs.



Select one Designation

or.....

Many Designations

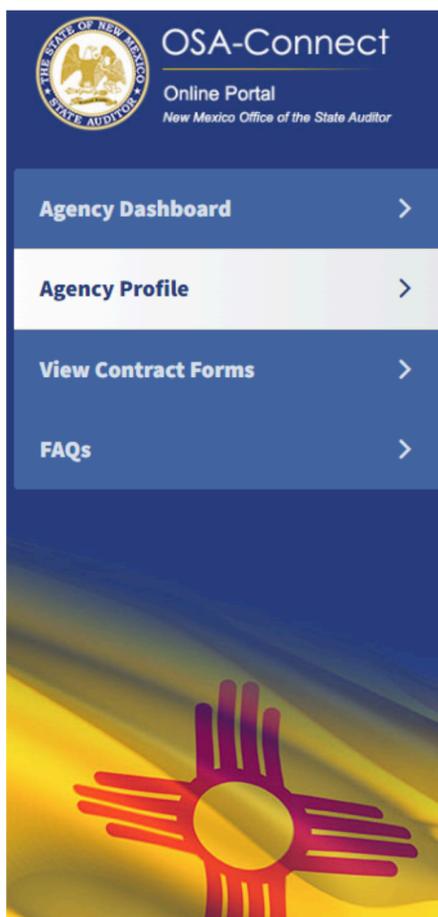
Type *Optional*

- Agency Head
- Agency Contact
- Agency Contract Contact
- OK to Print

Type *Optional*

- Agency Head
- Agency Contact
- Agency Contract Contact
- OK to Print

Once you've entered all the necessary information, hit 'Add Contact'. Your new contact is now added to your profile



Add New Contact

Agency Contact Details

First Name

Last Name

Salutation

Title

Email Address

Confirm Email Address

Phone Number

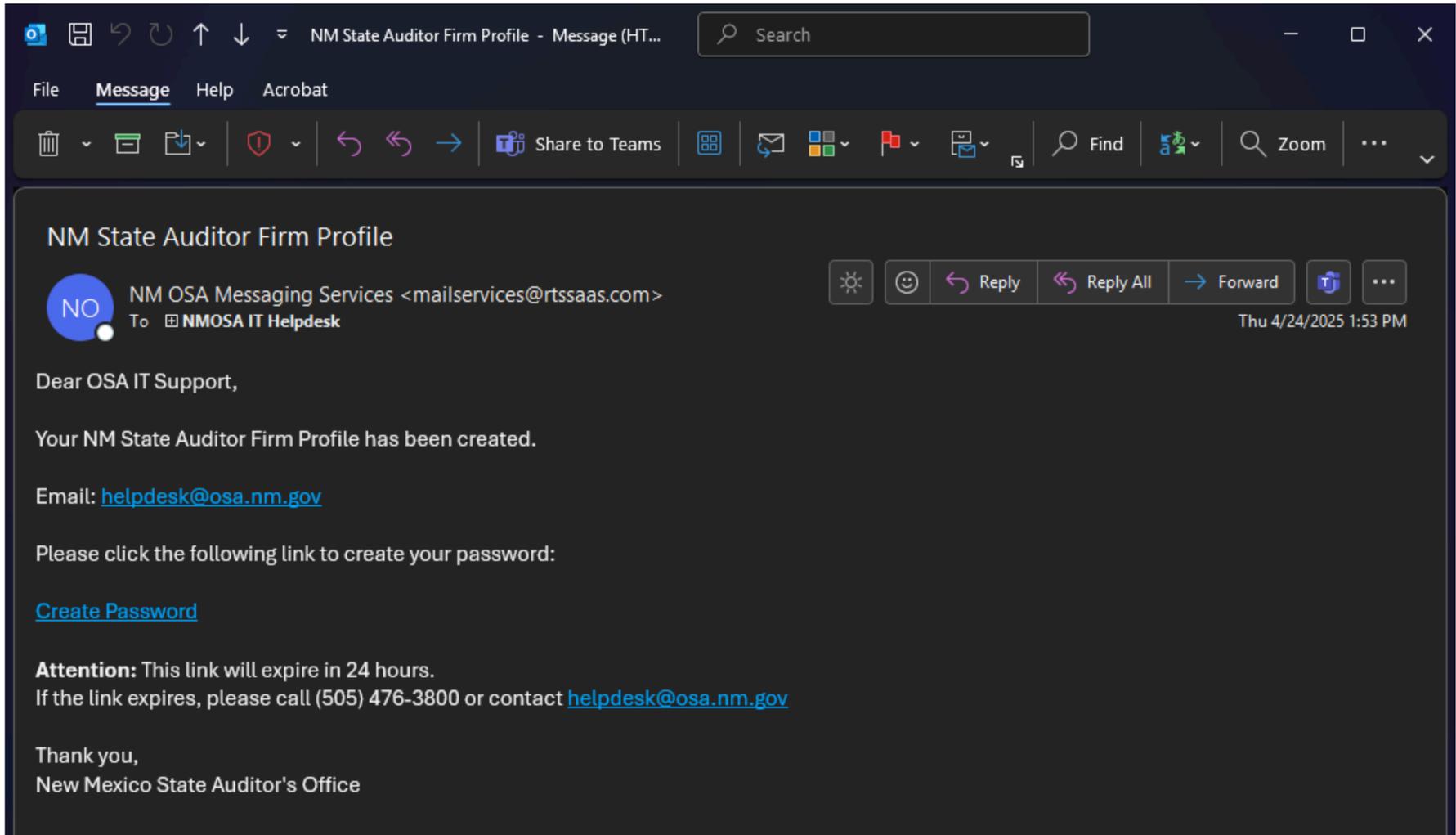
Type *Optional*

- Agency Head
- Agency Contact
- Agency Contract Contact
- OK to Print

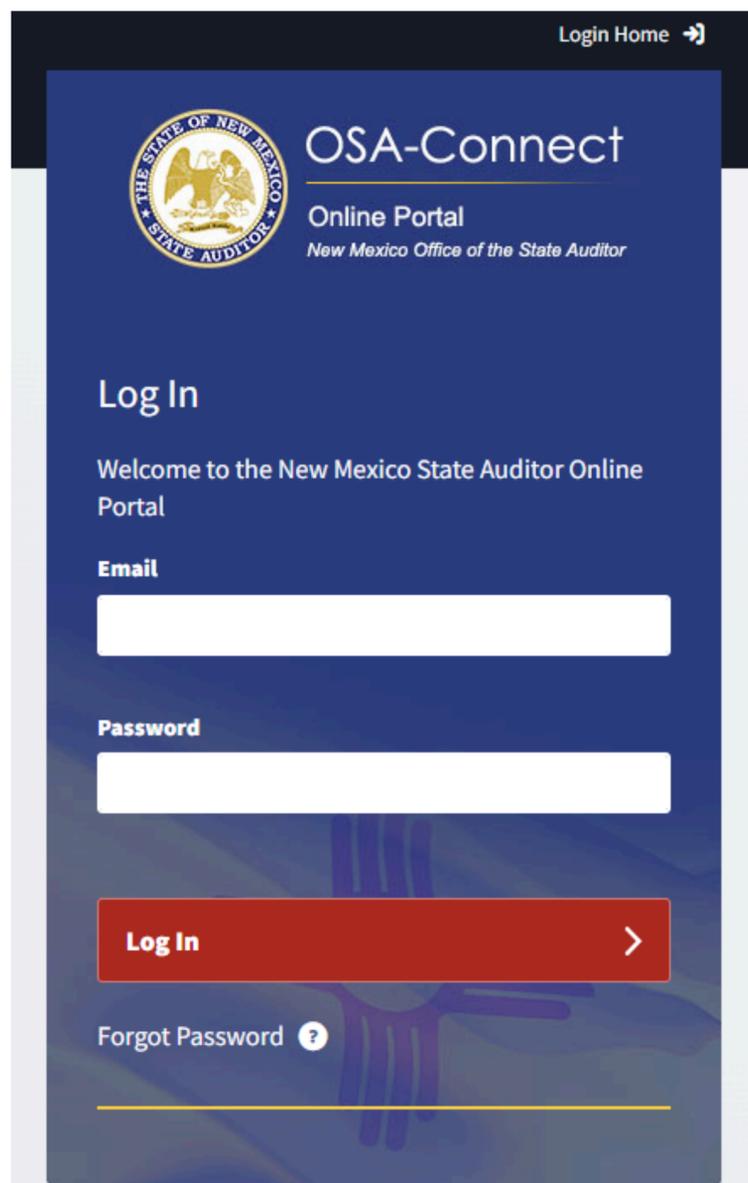
Add Contact >

← Click Here

The user you added will receive an email from NM OSA Messaging Services <mailservices@rtssaas.com>. They will need to create their password from the link in that email. They must do so within 24 hours or the link will expire.



Once they have created their password they will then be able to log in to OSA Connect and sign the contract.



Once the new user has logged in they can sign the contract by following these steps

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

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

Agency Dashboard >
Agency Profile >
View Contract Forms >
FAQs >

Agency Dashboard

Click Here

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

Search: Show 10 entries

Agency Name	View Agency
New Mexico Office of the State Auditor	View
Real Time Solution - Test Agency	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 'Esign' link.

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

Agency Dashboard >
Agency Profile >
View Contract Forms >
FAQs >

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
02/06/2025	2025	Kateri Agency	Submitted		View
02/11/2025	2026	Kateri Agency	Executed		Contract Approval Letter Amend
03/19/2025	2024	Kateri Agency	Approved		View eSign Approval Letter
04/01/2025	2023	Kateri Agency	Submitted		View

< Previous 1 Next > Showing 1 to 4 of 4 entries

A pop up to select your contract signature message will appear. To electronically sign your contract click the E-Signature button

eSign Contract

Please choose your signing method for the contract:

Select 'eSignature' to sign it electronically within the application. Need Help? Check out our OSA Connect tutorials [here](#).



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

A screenshot of the 'eSignature' pop-up window. The window title is 'eSignature'. It contains a preview of a contract document titled 'STATE OF NEW MEXICO AUDIT CONTRACT'. The document text includes: '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'. Below the document preview is a 'Signature' section with a checkbox: '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.' Below this is an 'Optional' section with two input fields: 'Type your complete name' and 'Type your title'. At the bottom are 'Sign >' and 'Cancel' buttons. Annotations include: 'Scroll to review' with a red arrow pointing to the document preview; 'Click Here To consent to sign electronically' with a red arrow pointing to the checkbox; 'Sign by filling the box with your full name here....' with a red arrow pointing to the 'Type your complete name' field; and '..... and your title here' with a red arrow pointing to the 'Type your title' field. The background shows the OSA-Connect Online Portal interface.

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

eSignature

**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

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

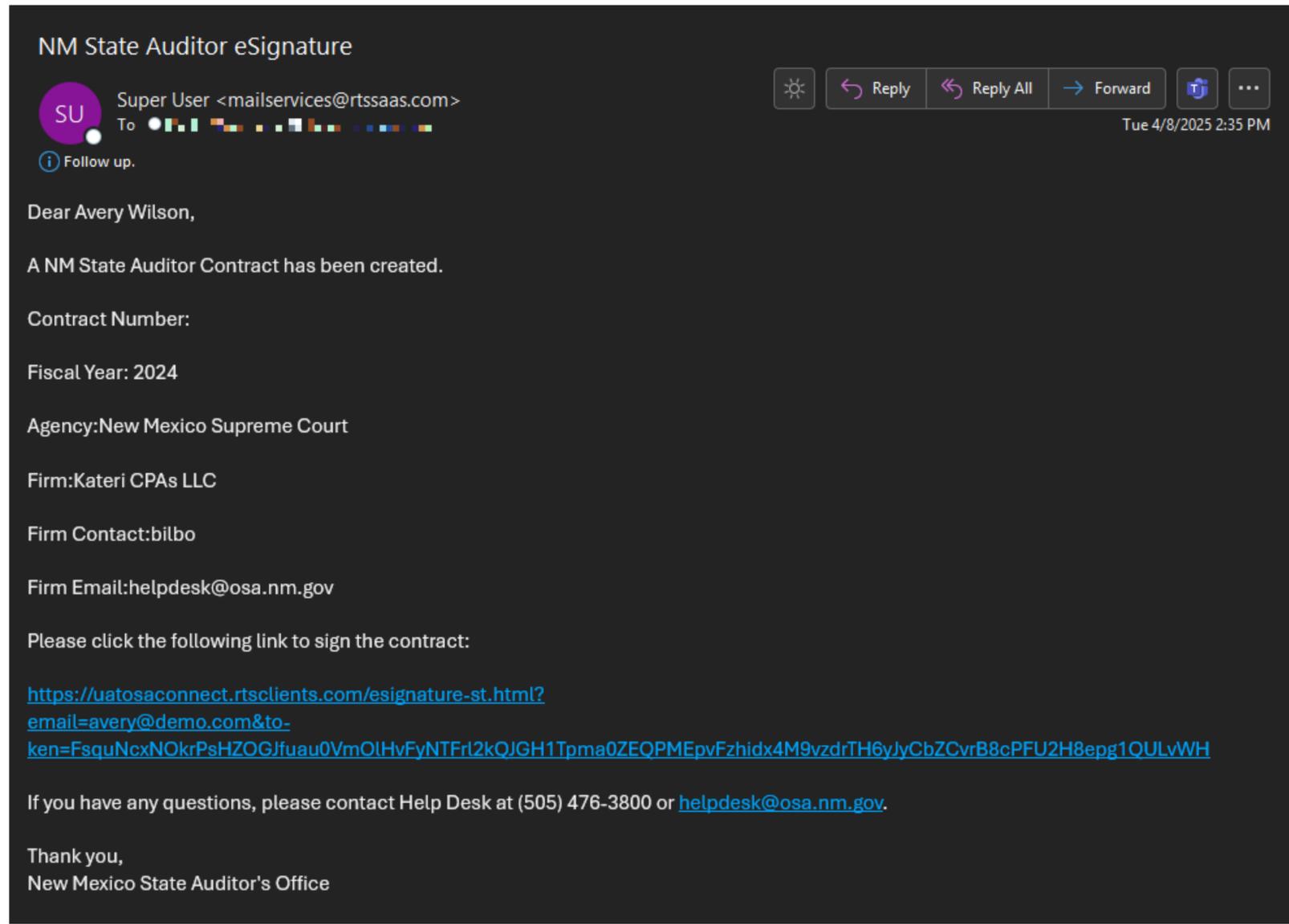
Click Here 



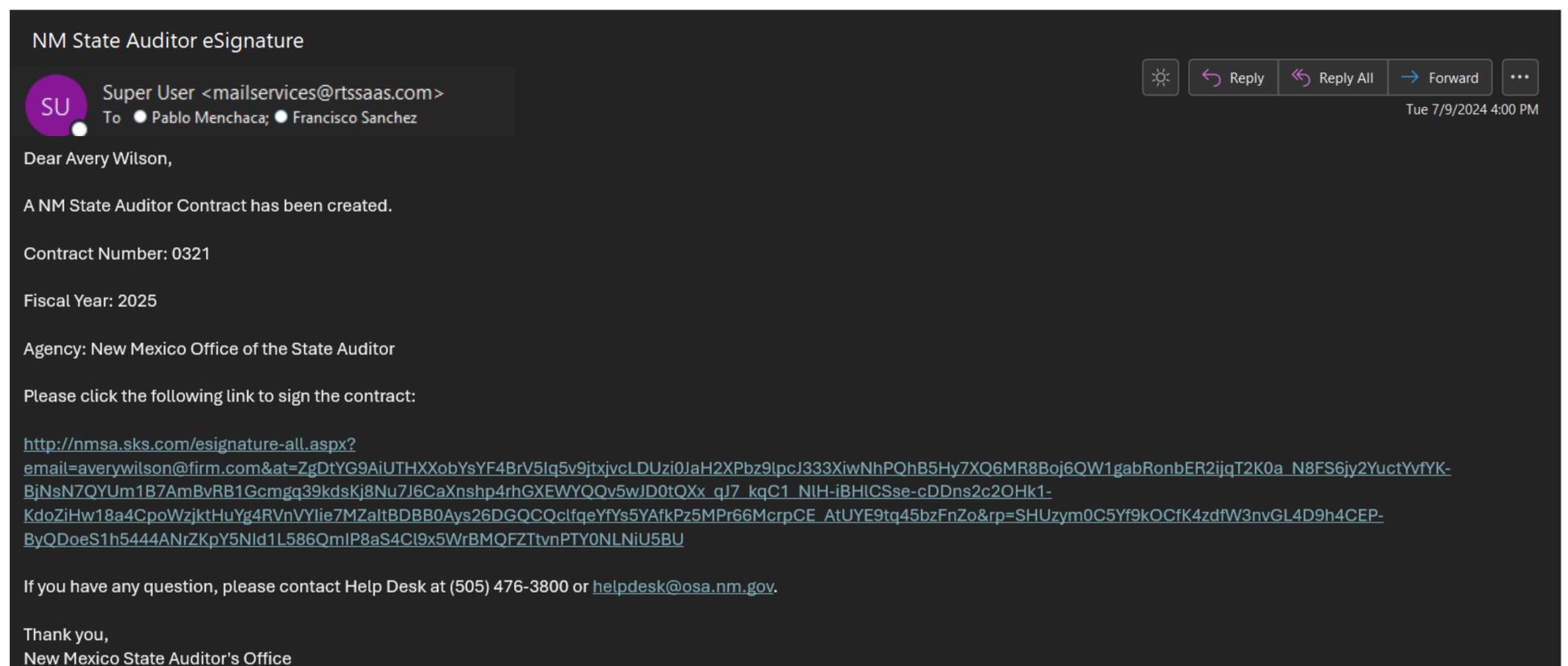
After clicking sign. Your contract has been electronically signed

What To Expect Next

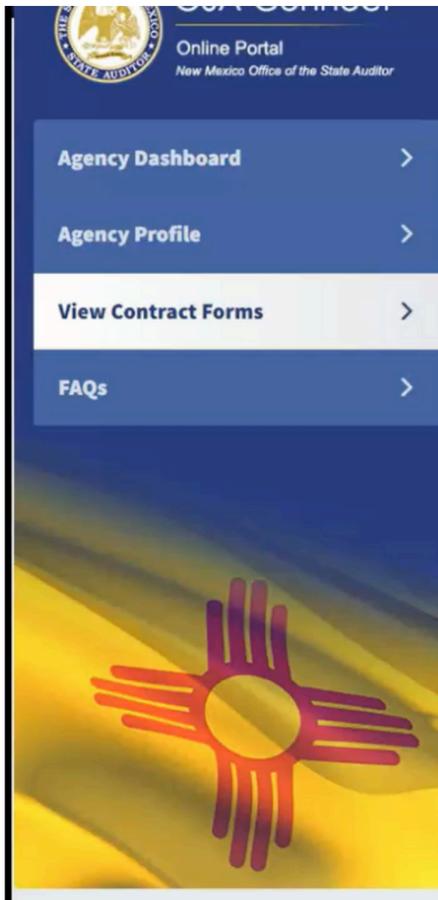
After you have signed your contract you will receive an email from OSA notifying you that your contract has been sent to your designated IPA.



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

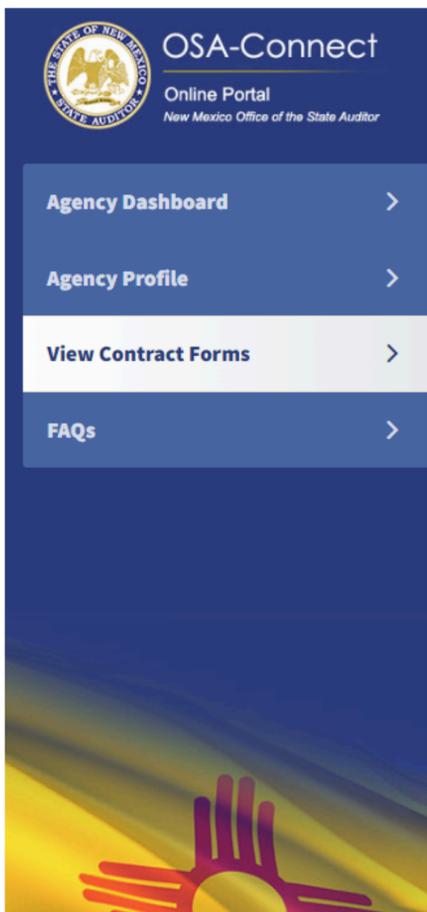
Before you generate a new contract, please check the table below to see if one has already been created.

Generate Form +

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/10/2024 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

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
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 6 of 6 entries

You can view your signed contract by clicking Contract.

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		Click Here → 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
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 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

