



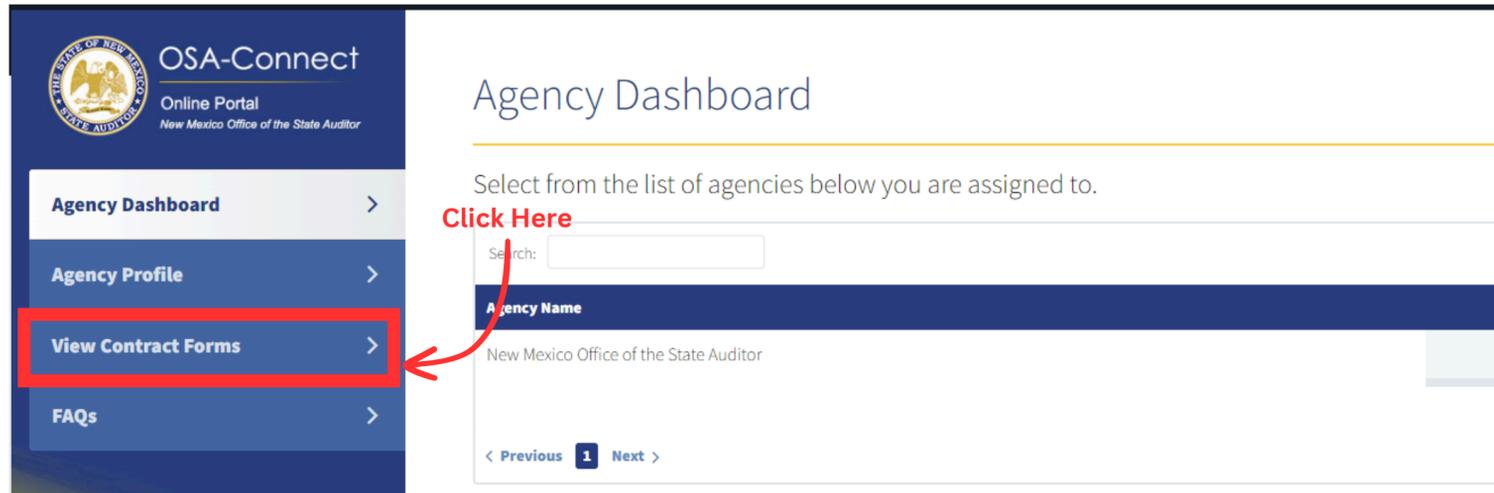
How To:

Electronically Sign Your Contract

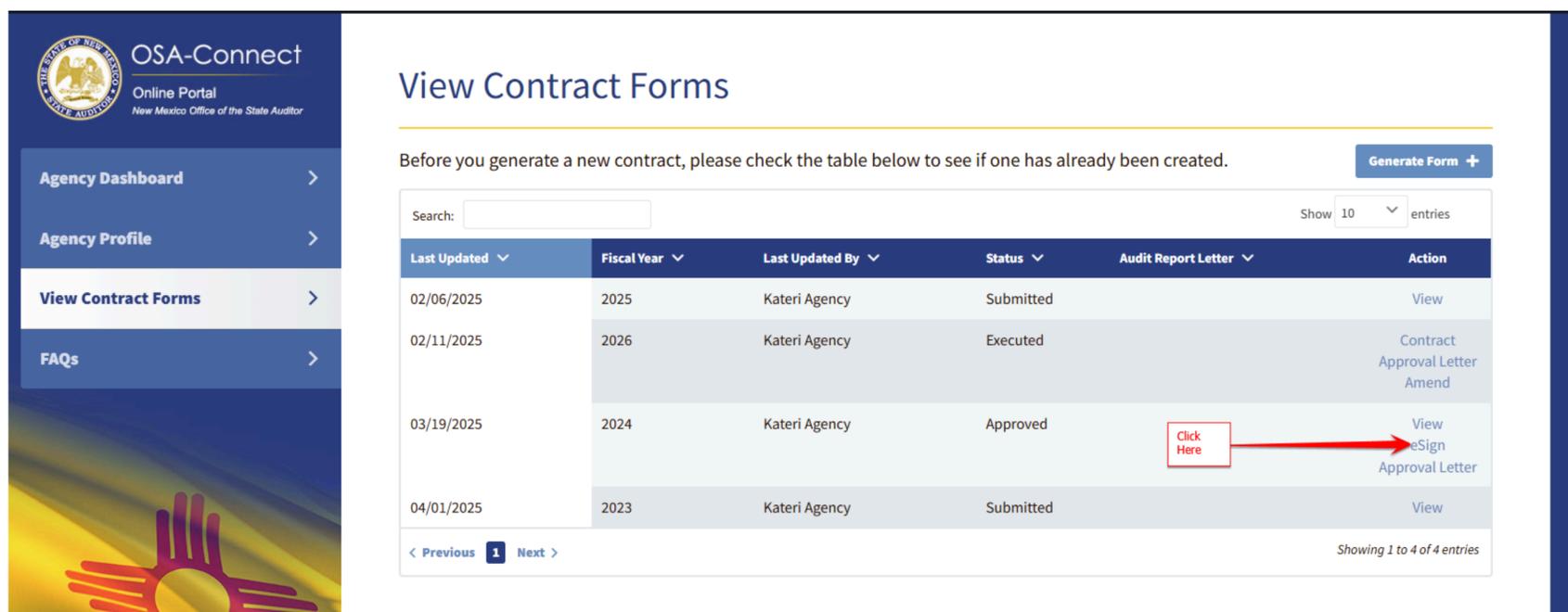
For State Agencies requiring GSD/CRB Approval

Signing Your Contract

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



On the agency profile page, your Contract will have an 'Approved' status. Under the action column click the 'eSign' link.



In the pop up window click the eSignature button to start the eSign process.

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](#).



When you click the eSignature button, the Signature Configuration window will appear. Enter each signer's name and email address next to their designated title. All six titles must be completed before submitting the form.

insert signer's name here

Signature Configuration

insert signer's email here

Please enter the name and email of each signer according to their corresponding title. Emails will be sent out automatically in order required by GSD and TRD.

Signatures Section

Signer Name Signer Email

Signer Title

Once all signer details are filled in, click 'Send'.
Emails will be sent to each signer in the order required by GSD.

After you 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. 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

Each signer will receive an email from OSA Messaging Services, mailservices@rtssaas.com, with a link for them to sign the contract in the order designated by GSD.

NM State Auditor eSignature

 NM OSA Messaging Services <mailservices@rtssaas.com>
To:  NMOSA IT Helpdesk;

Dear Quinn Parker,

A NM State Auditor Contract has been created.

Contract Number:

Fiscal Year: 2026

Agency: Office of the State Auditor

Firm: Kateri CPAs LLC

Firm Contact: Riley Bennett

Firm Email: Riley.bennett@osa.nm.gov

- Please click the following link to sign the contract:

<https://uatosaconnect.rtsclients.com/esignature-st.html?email=quinn.parker@osa.nm.gov&to-ken=gSkeHP5SA466CLF50hGDX7VG6SMBX8dXsbeES0GAtEM5dfGUv4i1tvDlCB05eIG52wdrQ8bxCVvL6tkxg2rZwKEOxDn6cGQ3EaDk>

Thu 5/29/2025 2:02 PM

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 ↓

Each signer will be able to see who has signed before them.

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

Office of the State Auditor
hereinafter referred to as the "Agency," and

Kateri CPAs LLC
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.

This contract has already been signed by:

- Alex Morgan (Tax Examiner Supervisor)
- Riley Bennett (CPA)
- Jordan Taylor (CFO)
- Casey Reed (General Counsel)

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.

Type your complete name

Type your title

After submitting a signature the a green confirmation message will appear

The screenshot shows the OSA-Connect Online Portal interface. At the top, a green notification bubble states "Your signature has been received." Below this, the main content area displays the "STATE OF NEW MEXICO AUDIT CONTRACT" for Contract No. 0321. The contract is between the New Mexico Office of the State Auditor and Real Time Solutions Test Firm. A section titled "1. SCOPE OF WORK" is visible. Below the contract text, there is a "Signature" section with a checkbox for electronic signature agreement, input fields for "Type your complete name" (Alex Morgan) and "Type your title" (Agency Contact), and a "Sign And Approve" button.

Once all signers have signed, you will receive a signature completion email with a link to view, print, or download the signed contract

The screenshot shows an email notification titled "NM State Auditor eSignature COMPLETED - Office of the State Auditor". The sender is "NM OSA Messaging Services <mailservices@rtssaas.com>". The email body contains the following information: "Dear Quinn Parker, The NM State Auditor Contract has completed all the signatures. Contract Number: Agency:Office of the State Auditor Fiscal Year: 2026 Firm:Kateri CPAs LLC Firm Contact:Riley Bennett Firm Email:Riley.bennett@osa.nm.gov". It also provides contact information for the Help Desk: "If you have any questions, please contact Help Desk at (505) 476-3800 or helpdesk@osa.nm.gov." The email concludes with "Thank you, New Mexico State Auditor's Office". At the bottom left, there is a blue link "Contract Attachment" with a red arrow pointing to it.

Agencies can also view the signed contract by navigating to the 'View Contract Forms' page and clicking 'Contract' in the action column.

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 entries

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
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4/24/2024 3:27:40 PM	2024	Test User	Executed	Audit Report Letter	Contract Approval Letter

[Click Here](#) →

< 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.

SIGNATURE PAGE

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

AGENCY

Office of the State Auditor

PRINTED NAME: Quinn Parker
TITLE: Director
Electronically Signed on 2025-05-29 14:05:22

CONTRACTOR

Kateri CPAs LLC

PRINTED NAME: Riley Bennett
TITLE: CPA
Electronically Signed on 2025-05-29 13:51:42

STATE AGENCY

BY: Casey Reed
TITLE: GENERAL COUNSEL
DATE: Electronically Signed on 2025-05-29 14:02:22
Morgan Lee
GSD Contact

AGENCY CFO

BY: Jordan Taylor
TITLE: CHIEF FINANCIAL OFFICER
DATE: Electronically Signed on 2025-05-29 13:56:20

This Contract has been approved by:

GENERAL SERVICES DEPARTMENT
CONTRACTS REVIEW BUREAU

BY: Avery Collins
TITLE: CRB Contracts Analyst
DATE: Electronically Signed on 2025-05-29 14:07:15
Contract not effective until: 07/01/2026

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. 03-058967-00-9
BY: Alex Morgan
TITLE: Tax Examiner Supervisor
DATE: Electronically Signed on 2025-05-29 14:00:58

