Navigating Firm Contracts Page

Use the Firm Contracts page to manage your contracts with agencies: sign assigned audit contracts, download executed copies, and track their signature status.

1. Navigate to the Contracts Page

To access the Audit Report page, from the **Quick Updates** page, click the **Contracts** tab located in the left-hand navigation menu.

2. Understanding the Contracts Table

Agency Contracts

Agency No. ⌄	Agency Name ⌄	Fiscal Year ⌄	Status ⌄	Firm Contact ⌃	Action
01223344	Kateri Tier 4 Agency	2026	Ready for Signature	Taylor Dosey	View eSign
308	Office of the State Auditor	2025	Executed	Rodger Sterling	Contract
308	Office of the State Auditor	2026	Executed	Riley Bennett	Contract
01223344	Kateri Tier 4 Agency	2024	Executed	Monica Geller	Contract
216	New Mexico Supreme Court	2022	Executed	Merle Haggard	Contract
308	Office of the State Auditor	2024	Awaiting for Signature	Lorelai Gilmore	View
0202	Office of the State Kateri	2024	Executed	Kateri-CPA	Contract
0202	Office of the State Kateri	2021	Executed	Kateri CPA	Contract
0202	Office of the State Kateri	2022	Executed	Kateri CPA	Contract
0202	Office of the State Kateri	2023	Executed	Kateri	Contract

Show 10 entries

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1. **Column Sorting**
   a. Click any column header (Agency Number, Agency Name, Fiscal Year, Status, or Firm Contact) to sort the table and group similar entries.
2. **Search Bar**
   a. You can use the search bar to quickly find a specific contract or agency by typing keywords.
3. **Contract Status Indicators**
   a. See which contracts are waiting for your signature, waiting for others to sign, or are executed
4. **Action Buttons**
   a. View draft contracts, eSign, or download executed contracts.
5. **Entries Dropdown**
   a. Use the dropdown menu to change how many rows are displayed at once.

3. Understanding Contract Statuses

A contract can be in one of the following statuses:

- **Action Needed: Sign Contract** – **Action is needed.** This contract is ready for your signature.
- **Awaiting All Signatures** – This contract is awaiting signature from the agency or from multiple signers.
- **Executed** – The contract has been signed by all parties.

Agency Contracts

Search: [   ]   Show [10 ▾] entries

Agency No. ⌄	Agency Name ⌄	Fiscal Year ⌄	Status ⌄	Firm Contact ⌄	Action
216	New Mexico Supreme Court	2025	Action Needed: Sign Contract	Judy Jetson	View eSign
216	New Mexico Supreme Court	2024	Action Needed: Sign Contract	bilbo	View eSign
01223344	Kateri Tier 4 Agency	2026	Action Needed: Sign Contract	Taylor Dosey	View eSign
216	New Mexico Supreme Court	2021	Awaiting All Signatures	Jarjar Binks	View
216	New Mexico Supreme Court	2027	Awaiting All Signatures	Animal	View
308	Office of the State Auditor	2024	Awaiting All Signatures	Lorelai Gilmore	View
0202	Office of the State Kateri	2027	Executed	Anna Wintour	Contract
0202	Office of the State Kateri	2023	Executed	Kateri	Contract
0202	Office of the State Kateri	2019	Executed	Big Bird	Contract
0202	Office of the State Kateri	2021	Executed	Kateri CPA	Contract

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4. Understanding Actions in the Firm Contracts Table

Each contract row includes an Action column with one or more of the following options, depending on the contract's status:

- **Contract**
  - Click to download the fully executed audit contract.
  - Available when the contract status is Executed.
- **View**
  - 👁 Click to view the draft version of the contract.
  - Available when the contract status is Awaiting All Signatures or Action Needed: Sign Contract.
- **eSign**
  - ✍️ Click to electronically sign the contract.
  - Available when the contract status is Action Needed: Sign Contract.

Agency Contracts

Search: [   ]   Show 10 entries

Agency No. ⌄	Agency Name ⌄	Fiscal Year ⌄	Status ⌄	Firm Contact ⌄	Action
216	New Mexico Supreme Court	2025	Action Needed: Sign Contract	Judy Jetson	View eSign
216	New Mexico Supreme Court	2024	Action Needed: Sign Contract	bilbo	View eSign
01223344	Kateri Tier 4 Agency	2026	Action Needed: Sign Contract	Taylor Dosey	View eSign
216	New Mexico Supreme Court	2021	Awaiting All Signatures	Jarjar Binks	View
216	New Mexico Supreme Court	2027	Awaiting All Signatures	Animal	View
308	Office of the State Auditor	2024	Awaiting All Signatures	Lorelai Gilmore	View
0202	Office of the State Kateri	2027	Executed	Anna Wintour	Contract
0202	Office of the State Kateri	2023	Executed	Kateri	Contract
0202	Office of the State Kateri	2019	Executed	Big Bird	Contract
0202	Office of the State Kateri	2021	Executed	Kateri CPA	Contract

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