

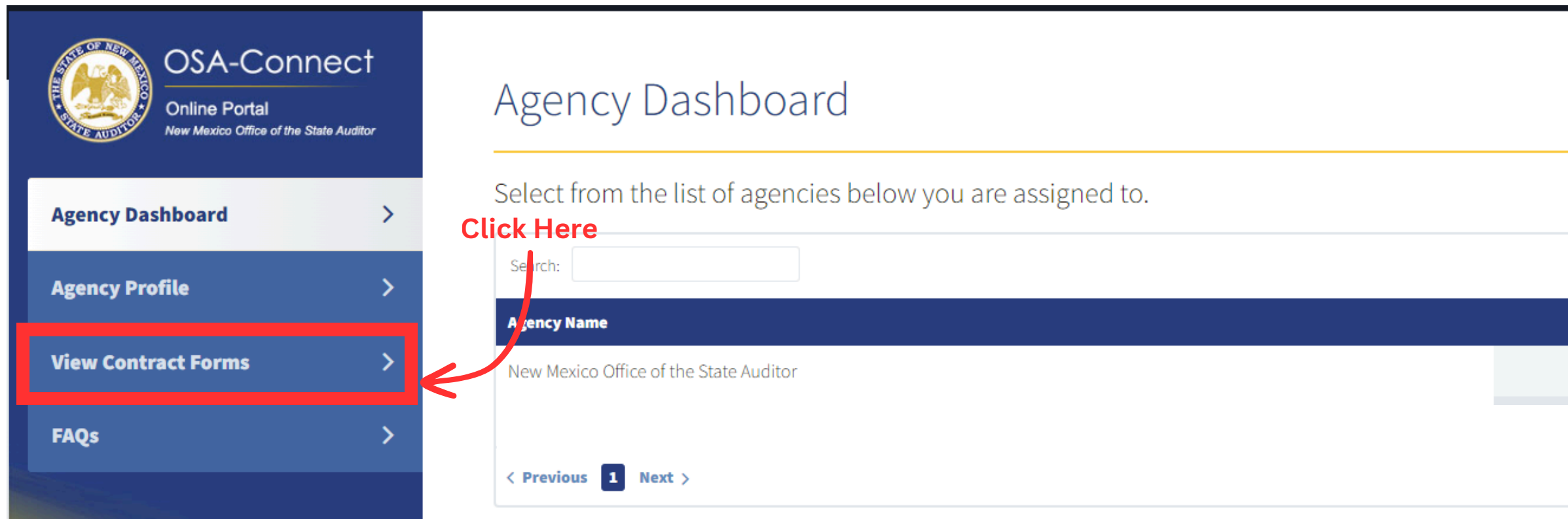


How To:

Check eSignature Status

For State Agencies requiring GSD/CRB Approval

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 'Awaiting Signature' status. Under the action column, click the 'eSign' 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:

[Click Here](#) ▼ entries

Last Updated ^	Fiscal Year ^	Last Updated By ▼	Status ▼	Audit Report Letter ▼	Action
06/24/2026	2027	Colton McCabe	Submitted		View
06/03/2026	2026	Colton McCabe	Awaiting Signature		View View signature status
06/12/2026	2025	Colton McCabe	Amendment Approved		View eSign Approval Letter
05/15/2026	2025	Colton McCabe	Executed		Contract Approval Letter Amend
06/12/2026	2024	Colton McCabe	Amendment Submitted		View
06/11/2026	2024	Colton McCabe	Executed		Contract Approval Letter Amend

< Previous **1** Next >

Showing 1 to 6 of 6 entries

The next screen shows the full signing workflow, including signer order, status, and configuration details.

The screenshot displays the 'Signature Status - FY2027' interface. At the top, there is a 'Refresh' button and a 'Last refreshed: 16:25' indicator. Below this is a search bar and a 'Show 0 entries' dropdown. The main content is a table with the following columns: Name, Email, Title Designation, Status, Email Sent Date, and Signed Date. The table lists several signers, including Alex Morgan (Signed), Riley Bennett (Signed), Jordan Taylor (Pending Signature), Casey Reed (Not Yet Invited), Quinn Parker (Not Yet Invited), and Avery Collins (Not Yet Invited). A red box highlights the first row of the table. A legend at the bottom right explains the numbered callouts: 1. Signer Order, 2. Signer details, 3. Current Status, 4. Signature Email Sent Date, and 5. Signed Date. A 'Close' button is located at the bottom left of the interface.

Time the table was refreshed with the latest data

Signature Status — FY2027

Last refreshed: 16:25

Refresh

Search: Show 0 entries

Name	Email	Title Designation	Status	Email Sent Date	Signed Date
Alex Morgan	alex.morganr@demo.nm.gov	Tax	Signed	06/24/2026	06/24/2026
Riley Bennett	riley.bennett@demo.nm.gov	IPA	Signed	06/24/2026	06/24/2026
Jordan Taylor	jordan.taylor@demo.nm.gov	CFO	Pending Signature	06/24/2026	—
Casey Reed	casey.reed@demo.nm.gov	General Counsel	Not Yet Invited	—	—
Quinn Parker	quinn.parker@demo.nm.gov	Agency Contact	Not Yet Invited	—	—
Avery Collins	avery.collins@demo.nm.gov	GSD	Not Yet Invited	—	—

Use this screen to track who has signed and identify any pending signatures.

< Previous Next > Showing 0 to 0 of 0 entries

Close

1. Signer Order – Displays the sequence in which signatures are requested
2. Signer details – Lists the configured signer including name, title, and email.
3. Current Status – Shows whether the signature is pending, completed, or not yet invited.
4. Signature Email Sent Date – Date the signing request was emailed.
5. Signed Date – Date the signer completed their signature.

Use this screen to track who has signed and identify any pending signatures.





Take Action on Signature Status


Users can view status and take the following actions:

- Pending Signatures → Follow up directly with the signer
- Completed → No action needed
- Incorrect Signer Information → Contact the Help Desk helpdesk@osa.nm.gov to request updates

Automatic Reminders

To help keep the process moving, OSA Connect automatically sends email reminders to signers who have not completed their signature every:

-  3 days
-  7 days
-  14 days
-  30 days

 **TIP:** Regularly monitor signature status to ensure timely contract completion and avoid delays.