

SIGNING THE 35-DAY LETTER WITH ONESPAN

- 1) Click on New Transaction
- 2) Enter Name as contract ID 35-Day Letter (70014-200107 35-Day Letter)
- 3) **DO NOT SELECT A TEMPLATE**
- 4) Click on CREATE
- 5) Add the 35-Day Letter to OneSpan
- 6) a. If **you** will be signing the document, click on the silhouette under Recipients and choose "Myself." Your name and e-mail address will automatically populate. Continue with step 7.

b. If you are preparing the document for **someone else to sign**, skip to step 19.

- 7) Click on Next
- 8) Click on your name in the upper left under Recipients
- 9) Click on Signature to place a Click-to-Sign field
- 10) Click on Checkbox twice to place two Checkbox fields. Drag the checkboxes into the existing boxes.

The screenshot shows the OneSpan document signing interface. At the top, the document title is "< 70014-200107 35-Day L..." and it is marked as a "Draft". The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- RECIPIENTS:** Heather L. Stinson (selected with a yellow highlight and a right arrow).
- Accept Only:** A checkbox that is currently unchecked.
- FIELDS:** A list of fields to be added to the document:
 - Signature:** Highlighted with a yellow box.
 - HS Signer Initials:** Represented by the initials "HS".
 - Signing Date:** Represented by a calendar icon.
 - Signer Name:** Represented by a person icon.
 - Signer Title:** Represented by a document icon.
 - Signer Company:** Represented by a building icon.
 - Text Field:** Represented by a text box icon.
 - Text Area:** Represented by a text area icon.
 - Checkbox:** Highlighted with a yellow box.
 - Radio:** Represented by a radio button icon.

Main Content Area:

- penalty in accordance with Section 102.14.
- Please indicate your decision by selecting the appropriate box below and applying an authorized digital signature using the MDOT signature appliance. This decision will take effect only if MDOT is unable to award the contract on or before 4/1/21.
- Once signed, drop this document into the **Awards folder** in ProjectWise under **70014-200107** and change the state to "Next." If you use Outlook, changing the state will auto-generate an e-mail addressed to MDOT-Awards. If you use anything other than Outlook for e-mail, create and send an email to MDOT-Awards@Michigan.gov indicating this letter has been signed and is in the Awards folder in ProjectWise. **Be sure to include the Contract ID / Item Number in the subject of the e-mail.** Failure to do so will result in delay of award.
- Sincerely,
- 
- Lawrence F. Strzalka, P.E. Manager**
Construction Contracts Section
Contract Services Division
- Two checkboxes for decision making:
 - ☐ agrees to extend the terms and conditions of the bid proposal until contract award and waives any claims for additional compensation due to late award of project **70014-200107**
 - ☐ declines to extend the terms and conditions of the bid proposal for project **70014-200107** beyond 4/1/21. ****I understand that by checking this box and signing below, if award is not made on or before 4/1/21, MDOT will consider this bid proposal to be withdrawn in accordance with Section 102.14.****
- Digital Signature: 

- 11) Click on Send to Sign
- 12) Click on Send
- 13) Confirm you want to start signing by clicking on Yes
- 14) Required actions by OneSpan will be only one (signature) but you must check one of the boxes to either agree or decline.

- 15) Confirm to complete signing
- 16) Download the signed letter
- 17) Drop it into the Awards folder in PW under the job number and change the state to "Next."
- 18) If you use Outlook, changing the state will auto-generate an e-mail addressed to MDOT-Awards@michigan.gov. If you use anything other than Outlook for e-mail, create and send an e-mail to MDOT-Awards@michigan.gov indicating this letter has been signed and is in the Awards folder in ProjectWise. Be sure to include the Contract ID / Item Number in the subject of the e-mail. Failure to do so will result in delay of award.
- 19) If you are preparing the document for someone else to sign, click on the silhouette under Recipients and choose "Recipient." Fill in the first and last names and the e-mail address of the person that will be signing the letter.
- 20) Click on Next
- 21) Click on the signer's name in the upper left under Recipients
- 22) Click on Signature to place a Click-to-Sign field
- 23) Click on Checkbox twice to place two Checkbox fields. Drag the checkboxes into the existing boxes.

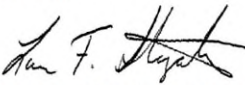
< 70014-200107 35-Day L... Draft

penalty in accordance with Section 102.14.

Please indicate your decision by selecting the appropriate box below and applying an authorized digital signature using the MDOT signature appliance. This decision will take effect only if MDOT is unable to award the contract on or before 4/1/21.

Once signed, drop this document into the **Awards folder** in ProjectWise under **70014-200107** and change the state to "Next." If you use Outlook, changing the state will auto-generate an e-mail addressed to MDOT-Awards. If you use anything other than Outlook for e-mail, create and send an email to MDOT-Awards@michigan.gov indicating this letter has been signed and is in the **Awards folder** in ProjectWise. **Be sure to include the Contract ID / Item Number in the subject of the e-mail.** Failure to do so will result in delay of award.

Sincerely,



Lawrence F. Strzalka, P.E. Manager
Construction Contracts Section
Contract Services Division

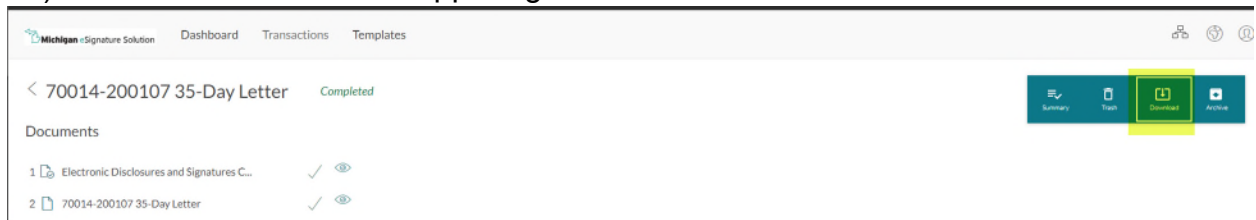
☐ agrees to extend the terms and conditions of the bid proposal until contract award and waives any claims for additional compensation due to late award of project 70014-200107

☐ declines to extend the terms and conditions of the bid proposal for project 70014-200107 beyond 4/1/21. ****I understand that by checking this box and signing below, if award is not made on or before 4/1/21, MDOT will consider this bid proposal to be withdrawn in accordance with Section 102.14.****

Digital Signature: 

- 24) Click on Send to Sign
- 25) Click on Send
- 26) Required actions by OneSpan will be only one (signature) but the signer must check one of the boxes to either agree or decline.
- 27) Once the signer has signed the letter, you will receive an e-mail with a link to "View Completed Documents."

- 28) Click on that link
- 29) Click on the completed transaction
- 30) Click on Download in the upper right corner



- 31) Select just "Documents" and click on Download
- 32) Open and save just the 35-Day Letter
- 33) Drop it into the Awards folder in PW under the job number and change the state to "Next."
- 34) If you use Outlook, changing the state will auto-generate an e-mail addressed to MDOT-Awards@michigan.gov. If you use anything other than Outlook for e-mail, create and send an e-mail to MDOT-Awards@michigan.gov indicating this letter has been signed and is in the Awards folder in ProjectWise. Be sure to include the Contract ID / Item Number in the subject of the e-mail. Failure to do so will result in delay of award.