Instructions for Submitting a Digitally Signed Document on the GOI-MOD E-commerce website:

To ensure that your document is accepted, you must comply with the following requirements and procedures:

Requirements:

- The document must be completed and signed digitally using DocuSign's "Sign a Document" feature.
- Manual signatures and scanned copies of signed documents will not be accepted.
- Do not add, modify, or scan the document after signing it — this will invalidate the signature.

How to Fill Out and Sign a Document with DocuSign:

Watch a quick tutorial here:
▶ How to Sign a Document Using DocuSign (Video Tutorial)

1. **Open DocuSign**
   Go to www.docusign.com and log in to your account.
2. **Select "Sign a Document"**
   From the **Home** or **Agreements** page, click **"Sign a Document."**
   This option is perfect when you're the only one who needs to sign, such as for:
     o Surveys
     o Forms
     o Internal reports
     o Doctor's office documents
3. **Upload Your File**
   Choose the document you want to fill out and sign.
4. **Add Fields**
   In the **Fields panel**, drag and drop elements like signature, name, date, text box (for filling in information)

     i Make sure to fill out all necessary fields within DocuSign before signing.

5. **Sign and Finish**
   After completing all required fields, click **"Finish"** to complete the process.
6. **Download Your Signed Copy**
   Save the signed version directly from DocuSign as a PDF.
7. **Submit**
   Upload the signed document using the submission form below.

Where to Upload the Signed Document

You can upload the Contractor's Certification and Agreement (CCA) in the **Purchase Order (PO)** section or the RFP section.

- Navigate to the **'My RFP Responses'** section and click the **'Upload CCA'** button:

OR

- Go to the **'My Orders'** section, find your Purchase Order, and select **'Upload CCA'**:

A designated section is provided for uploading the CCA document:

After uploading, the status will show **'processing'**. This may take several minutes—please be patient. A **'success'** status indicates that your file was received:

📌 **Reminder:**

- ✅ Complete all fields within DocuSign.
- ✖ Do not print, sign by hand, scan, or modify the document after signing.
- ✅ Your signature **must be** digital**.**