

## DocuSign Steps for Creating a New Document to Route for Signatures

1. Make sure block below is on all pages of the plan set

### APPROVED FOR CONSTRUCTION

Plan Chk Engr: \_\_\_\_\_

Storm: \_\_\_\_\_

FOR: Director of Public Works

City of Redmond

Utility: \_\_\_\_\_

Fire: \_\_\_\_\_

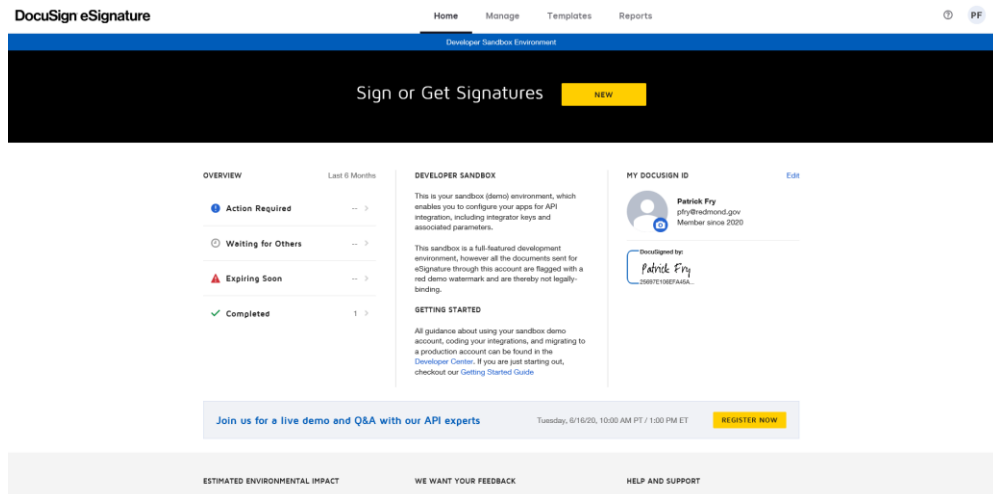
Date: \_\_\_\_\_

Trans / Engr: \_\_\_\_\_

Planning: \_\_\_\_\_

This approval is for the design concept only. These plans appear to be in conformance with the City of Redmond design standards for construction. This approval shall not be construed as authorizing construction not in accordance with applicable City standards. The City reserves the right to require revisions to the approved plans to assure conformance with City of Redmond design standards for construction at any time that it is discovered that the proposed construction does not otherwise meet the applicable construction standards. The owner is required to provide designs and plans in accordance with applicable City standards and assures that construction is accomplished in accordance with those standards. The owner and/or design engineer and/or developer may be required to make necessary approved field revisions to correct any errors or omissions found on the approved plan.

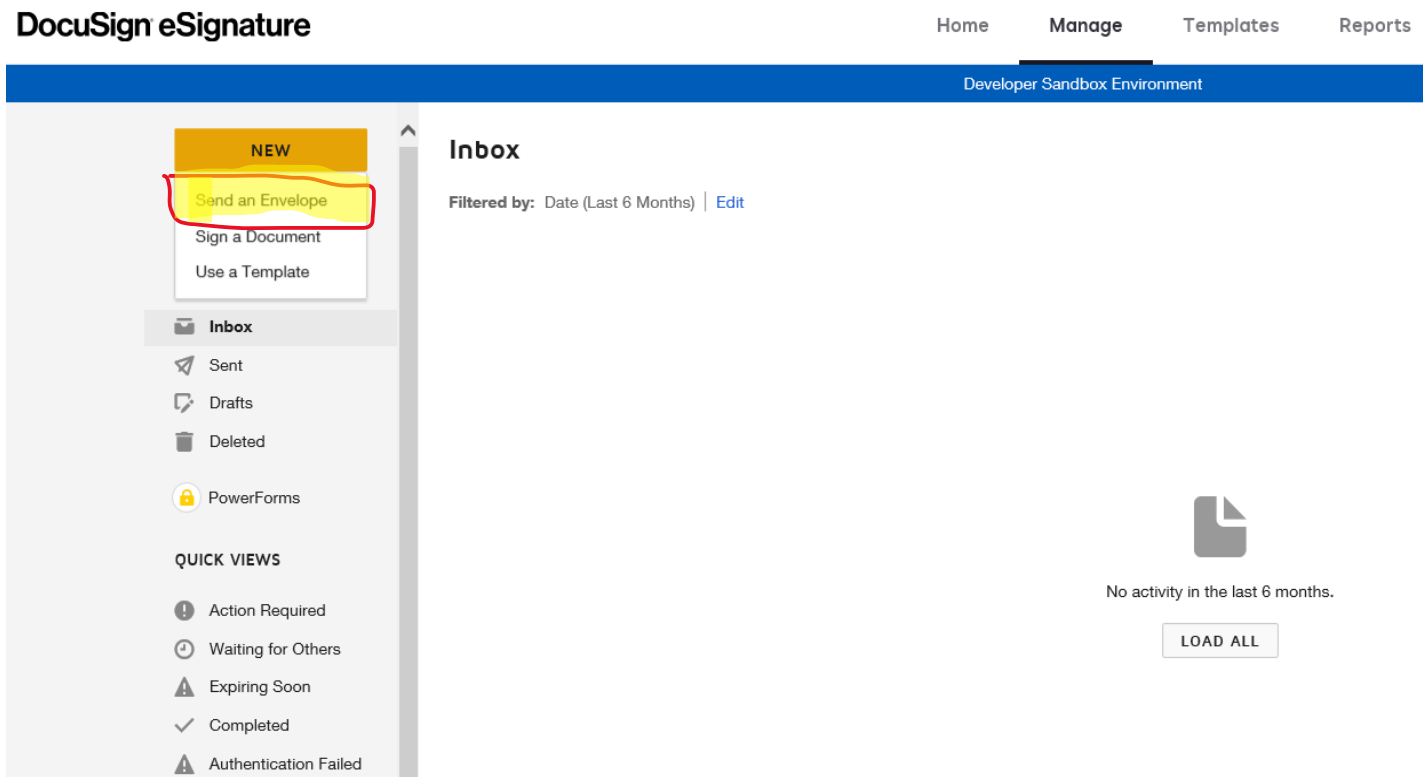
2. Login to [DocuSign](#) using preferred browser, should see below screen:



3. If Creating a new document click on the “manage” tab



4. Under the Manage tab click the “New” button and choose “send an Envelope” from the dropdown menu



5. Upload the document (.pdf format) to docusign by clicking the upload button. Document should upload and let you know the number of pages.
6. Below the document you will see the recipient menu. Here you will enter the “Name” and email of the recipients. Be sure to enter the full name and email. To the right of the “Name” bar is the drop down for choosing the action for the recipient. Feel free to add any additional peoples whom should receive a Copy. Signors & creator will receive a copy by default

## Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

The screenshot displays the 'Add Recipients to the Envelope' interface. It features two recipient cards. The first card contains the name 'Jane Doe' and email 'jdoe@redmond.gov'. The second card contains the name 'John Smith' and email 'jsmith@redmond.gov'. A dropdown menu is open over the first card, showing options: 'Needs to Sign', 'In Person Signer', 'CC Receives a Copy', and 'Allow to Edit'. At the bottom, there are buttons for 'ADD RECIPIENT' and 'ADD CONDITIONAL RECIPIENT'.











The signors will have to be the project review staff of the City of Redmond being:

- a. Plan Check Engineer: Patrick Fry; [pfry@redmond.gov](mailto:pfry@redmond.gov)
  - i. If there are shoring plan than the only signer should be “Golder” or other 3<sup>rd</sup> party consultant, and should be signed in the Plan Check Engineer Line
- b. Storm: **Variable**
- c. Utility: **Variable**
- d. Fire: **Variable**
- e. Trans/Engr: **Variable**
- f. Planning: **Variable**
- g. City Engineer: Steven T. Flude; [sflude@redmond.gov](mailto:sflude@redmond.gov)

Note: Not all projects have a reviewer for each subject. The CCR lead will coordinate with applicant on who is to sign what page

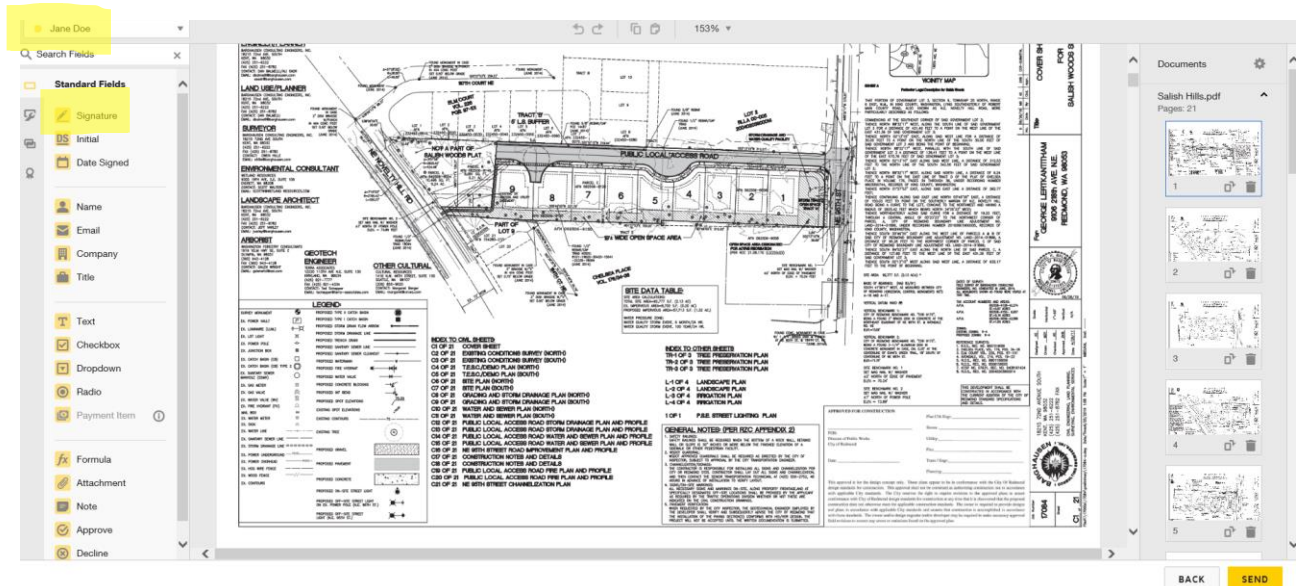
7. When All names are entered checkmark the “Set signing order”
8. CCR lead should be set as sign order “1”
9. Have all the **variable** reviewers set as sign order “2” (there can be multiple 2s)
10. Have Plan Check Engineer, Patrick Fry, set as sign order “3”
11. Have the City Engineer, Steve Flude, set as sign order “4”

Set signing order

1	<b>Name *</b> CCR Lead		 NEEDS TO SIGN ▾	MORE ▾
	<b>Email *</b> Clead@redmond.gov			
2	<b>Name *</b> Chris Reviewer		 NEEDS TO SIGN ▾	MORE ▾
	<b>Email *</b> Creviewer@redmond.gov			
2	<b>Name *</b> Jane Reviewer		 NEEDS TO SIGN ▾	MORE ▾
	<b>Email *</b> Jreviewer@redmond.gov			
3	<b>Name *</b> Patrick Fry		 NEEDS TO SIGN ▾	MORE ▾
	<b>Email *</b> pfry@redmond.gov			
4	<b>Name *</b> Steven Flude		 NEEDS TO SIGN ▾	MORE ▾
	<b>Email *</b> sflude@redmond.gov			

12. Hit the next found in the bottom right of the page

13. You should now see a page similar to what is shown below



14. In the top left you can choose the signor from a dropdown menu. When a signor is chosen click the signature button and place the box in the appropriate location on the document.

- a. Ensure that the signature block fits within the lines and does not overlap other signatures.
- b. The size (scale) of the block can be adjusted under the formatting tab

Signature	
<b>Recipient</b>	^
Jane Doe	▼
<input checked="" type="checkbox"/> Required Field	
<b>Formatting</b>	^
100 Scale %	
<b>Data Label</b>	▼
<b>Tooltip</b>	▼
<b>Location</b>	▼
<b>Field Order</b>	▼

- c. If the signatures still don't fit between the lines the approval block on the drawings will have to be enlarged to ensure all signatures are legible and in their correct location. See below for clear example of completed block with adequate spacing:

**NOTE: THE DEVELOPMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE 2018 CITY OF REDMOND STANDARD SPECIFICATIONS AND DETAILS**

**APPROVED FOR CONSTRUCTION**

This approval is for the design concept only. These plans appear to be in conformance with the City Of Redmond design standards for construction. This approval shall not be construed as authorizing construction not in

DocuSigned by: <i>Gary Schimek</i>	
For: <i>Gary Schimek</i>	
Director Of Public Works City Of Redmond	
Date: 3/20/2020	
3/20/2020	DocuSigned by: <i>Patrick Fry</i>
Plan Check Engr: <i>Patrick Fry</i>	
3/19/2020	DocuSigned by: <i>Seetha Babu</i>
Storm: <i>Seetha Babu</i>	
3/19/2020 N/A	DocuSigned by: <i>Juny Lu</i>
Utility: <i>Juny Lu</i>	
3/18/2020	DocuSigned by: <i>Trung Duong</i>
Fire: <i>Trung Duong</i>	
3/19/2020 NA	DocuSigned by: <i>Max Lee</i>
Trans/Engr: <i>Max Lee</i>	
3/19/2020	DocuSigned by: <i>David Lee</i>
Planning: <i>David Lee</i>	

**EXAMPLE ONLY FOR DocuSign FORMAT**

**DO NOT USE THE SAME SIGNER NAMES SEE SEPARATE EMAIL FOR CORRECT SIGNER NAMES SPECIFIC FOR YOUR PROJECT.**

and/or design engineer and/or developer may be required to make necessary approved field revisions to correct any errors or omissions found on the approved plan.

This is the final signed date for the Director of Public Works

Add note box for reviewer to have an option to leave "N/A" if that specific drawing does not apply to his/her discipline.

Add signed date visible to each reviewer

Clearly show signature.

15. Repeat step 12 for all signatures on all pages.

Note: All reviewers should be on all pages. If a signature is not needed on a page the reviewer will determine that and enter "NA"

16. When all signatures are on all pages hit the send button in the top right. The document will be sent out to the reviewers in the previously chosen order to be signed.

17. When all reviewers have signed the document a copy will be sent to all the reviewers, the creator of the document, and any recipients who was set to receive a copy.