

**HOW TO:**

**Contract eSignature by Contractor:**

1. The assigned Contractor Signatory will receive an email notification when a contract is ready to be signed. An example screenshot is below for reference.

**From:** eGrants@dshs.state.tx.us [mailto:eGrants@dshs.state.tx.us]  
**Subject:** Signature Required for DSHS Contract

Document Identifier: DCPS-2017-IMM/LOCALS-00008  
Organization Name: Major Health Department

Log in to system to review and e-sign DSHS Contract.

Visit the My Training Materials link on the system website to learn how to review and electronically sign a contract.

Note: eGrants Link: <https://egrants.dshs.texas.gov/>

2. Login to eGrants as Contractor Signatory.
3. Select OPEN MY TASKS from the My Tasks section.

 **My Tasks**

You have **6** new tasks.  
You have **0** tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)

4. Select your contract from the list by clicking on the Name.

 **My Tasks**

Export Results to  Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
Renewal		<a href="#">Major Health Department</a>	<a href="#">DCPS-2017-IMM/LOCALS-00008</a>	Contract Ready for Signature	7/1/2016	

5. The menu page for Contracting is displayed.

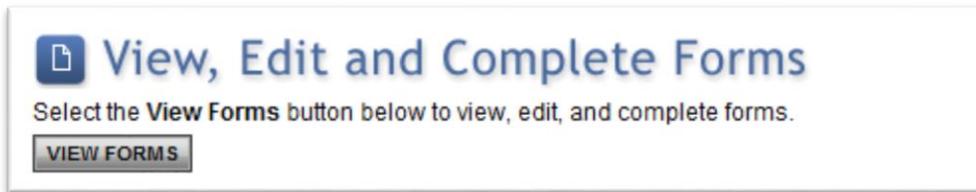
Document Information: [DCPS-2017-IMM/LOCALS-00005](#)

Parent Information: [DCPS-2016-IMM/LOCALS-00027](#)

 Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Renewal	<a href="#">Major Health Department</a>	Contractor Signatory	Contract Ready for Signature	09/01/2016 - 08/31/2017 N/A

6. Select the VIEW FORMS button (under the View, Edit and Complete Forms sub-heading).



7. The Contracting Forms Menu is displayed.

Note: The actual forms seen on this menu will vary depending on the type of contract.

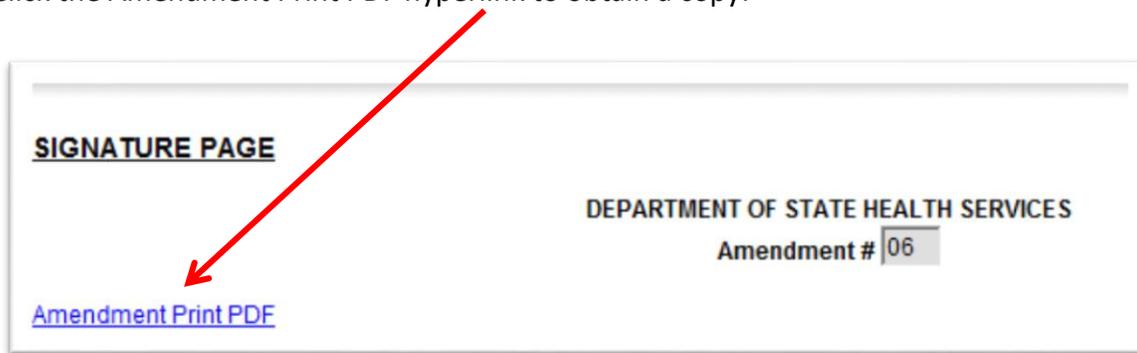
8. Navigate to the Contract Execution Forms section.

a. **Contract Declarations must be completed.**

- Depending on the type of organization you are & type of contract, you will have at least 1 declaration (FFATA) and up to 5.
- If the declaration(s) apply, complete the form and click SAVE. If they do not apply, select Not Applicable on the form and click SAVE.
- Contract Declarations could include:
  - 1) Certification Regarding Professional Services Contracts Not Hiring Former or Retired State Agency Employees
  - 2) Child Support Certification
  - 3) FFATA
  - 4) Disclosure of Ownership and Control Interest Statement
  - 5) Family Planning Abortion Attestation

b. **Open the Signature Page.**

Click the Amendment Print PDF hyperlink to obtain a copy.



Note: Do NOT sign here. You will sign your contract using a different method outlined below in Step 9.

9. To eSign your contract, select the My Administration link from the top purple bar.



10. The My Administration page is displayed.

## My Administration

Select a link below to perform the action.

### Document Administration

 [Contractor eSignature](#)

11. Select Contractor eSignature (under the Document Administration sub-heading).

### Document Administration

 [Contractor eSignature](#)

12. The Contractor Signature page is displayed.

## Contract Signature

Select the check box below for each contract you want to review and e-sign.

### Search Criteria

Signature Status  

SEARCH

CLEAR

13. Select "Contract Ready for Signature" from the Signature Status drop down list.

Signature Status  ▼

14. Select the SEARCH button.

SEARCH

15. Search results will display all contracts ready for signature.

	Contract Number	Program ID	Status	Contract Amount	Contract Term
<input type="checkbox"/>	<a href="#">2016-001224-01</a>	IMM/LOCALS	Contract Ready for Signature	\$178,834.00	09/01/2016 - 08/31/2017

16. Select the checkbox next to the contract(s) you wish to sign.

	Contract Number	Program ID	Status	Contract Amount	Contract Term
<input checked="" type="checkbox"/>	<a href="#">2016-001224-01</a>	IMM/LOCALS	Contract Ready for Signature	\$178,834.00	09/01/2016 - 08/31/2017

17. Select the CLICK HERE TO E-SIGN SELECTED CONTRACTS button.

I certify that I am authorized to sign this document and I have read and agree to all parts of the contract, including any attachments or addendums.

CLICK HERE TO E-SIGN SELECTED CONTRACTS

You have successfully eSigned your contract!!

Note: This will automatically sign all selected contracts and return them to DSHS for signature/execution. Once DSHS eSigns the contract, you will receive an email indicating your contract has been executed in eGrants.

**From:** eGrants@dshs.state.tx.us [mailto:eGrants@dshs.state.tx.us]  
**Subject:** DSHS Contract Executed

Document Identifier: DPCS-2017-IMM/LOCALS-00008  
 Organization Name: Major Health Department

Contract has been signed and executed by DSHS.

18. If you need additional assistance, you may contact the eGrants Help Desk:

- E-mail: [eGrants@dshs.state.tx.us](mailto:eGrants@dshs.state.tx.us)
- Call toll free 1-855-312-8474 or 512-776-7825 in Austin