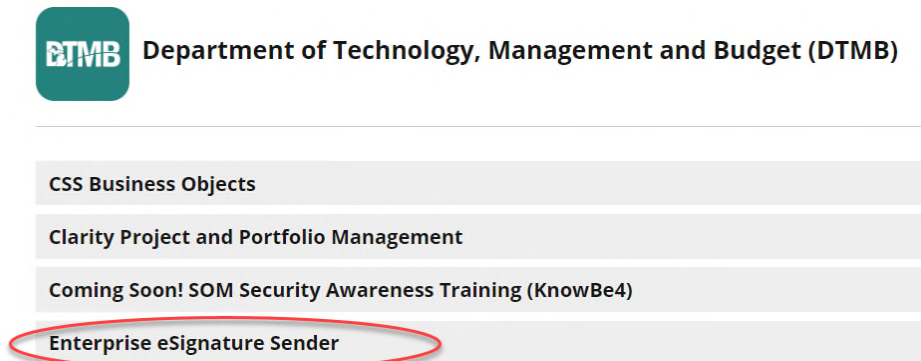


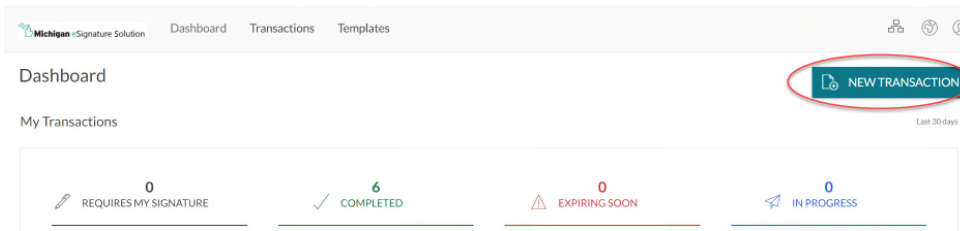
Instructions for Signing 1165 Form (Notice of Non-Compliance with Contract Requirements) in OneSpan

Note: These instructions apply to the NON-COMPLIANCE (top) portion of the 1165 Form.

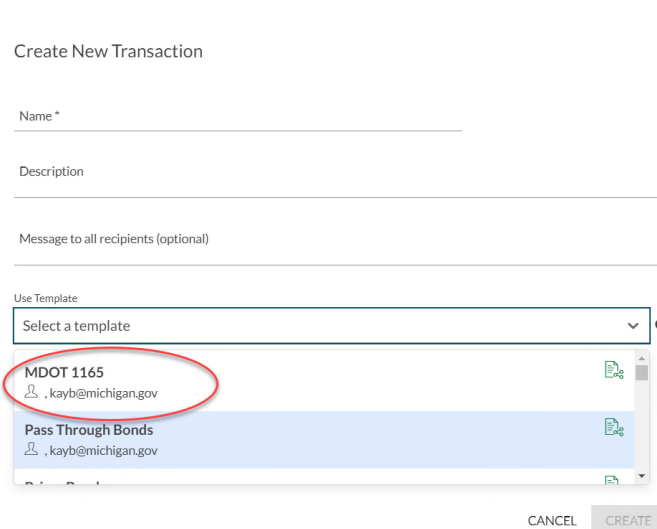
1. Engineer populates 1165 Text fields in Non-Compliance section of form (above the dashed line).
2. Engineer navigates to MiLogin and selects Enterprise eSignature Sender application:




3. Ensure that user is in the MDOT-MDOT-Internal workspace, and Create a New Transaction.



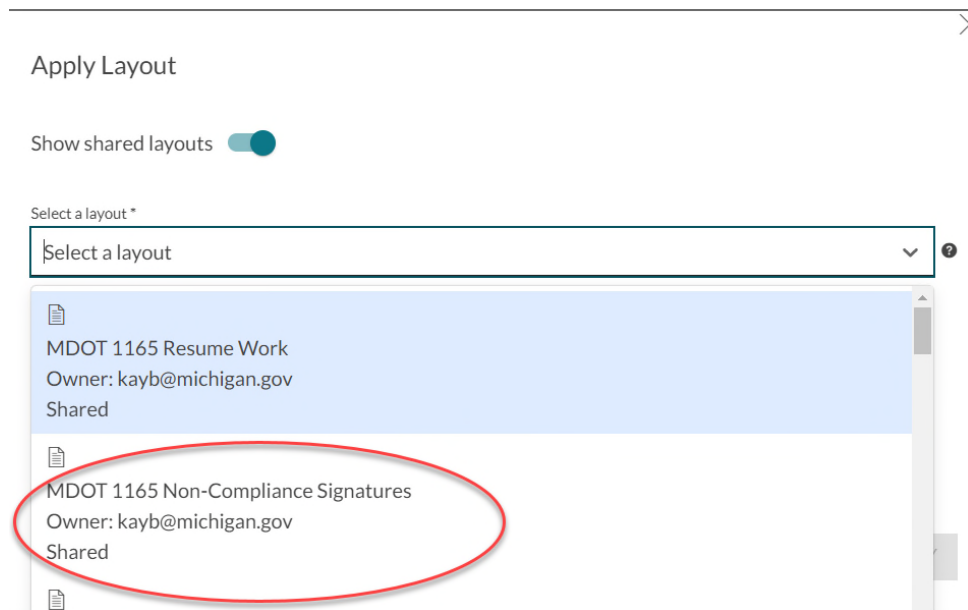
4. Fill out fields as necessary and Select the MDOT 1165 Template. Click Create.



5. Upload the 1165 with text fields completed from step 1. Under Recipients, Engineer will be listed as first signatory, and Contractor second. Click silhouette of a person  and switch to Recipient mode. Enter Contractor contact information. Hit Next.

Instructions for Signing 1165 Form (Notice of Non-Compliance with Contract Requirements) in OneSpan

6. Click Apply Layout. Ensure Show Shared Layouts toggle is activated. Select from drop down menu the Layout for the non-Compliance (top) section of the form, MDOT 1165 Non-Compliance Signatures. Hit Apply.



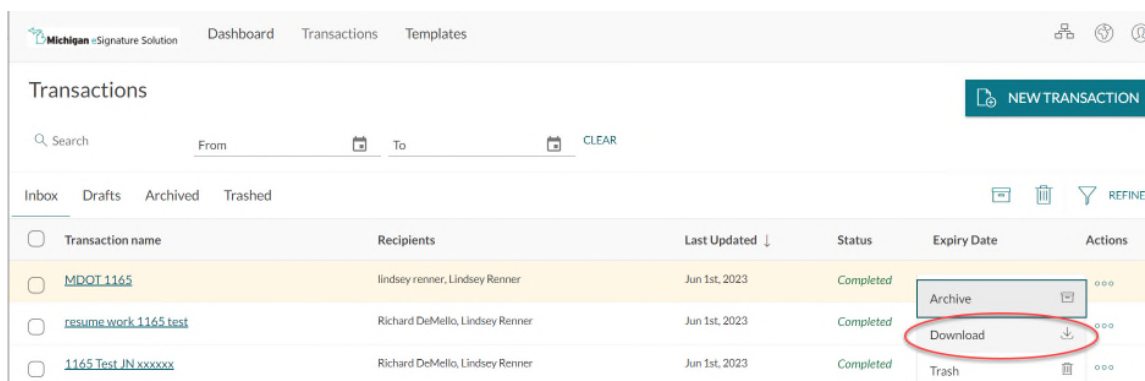
7. Select Send to Sign, to allow Engineer to place their signature. Once signature is confirmed, the document is distributed to Contractor for signing. Engineer should receive an email indicating Contractor signature upon its placement, but ESignature Sender Recent Transactions can also be used to police the status of any document sent for signature.

Recent Transactions [View all](#)

Last 10 transactions

Transaction name	Recipients	Last Updated	Status
MDOT 1165	lindsey renner, Lindsey Renner	Jun 1st, 2023	In Progress
resume work 1165 test	Richard DeMello, Lindsey Renner	Jun 1st, 2023	Completed
1165 Test JN xxxxxx	Richard DeMello, Lindsey Renner	Jun 1st, 2023	Completed
test for kevin and jason test	kevin kennedy	May 30th, 2023	Completed

8. Once Signature process is Complete, document MUST be downloaded and stored appropriately in Projectwise. You will need this document for the RESUME WORK portion of the signature process.

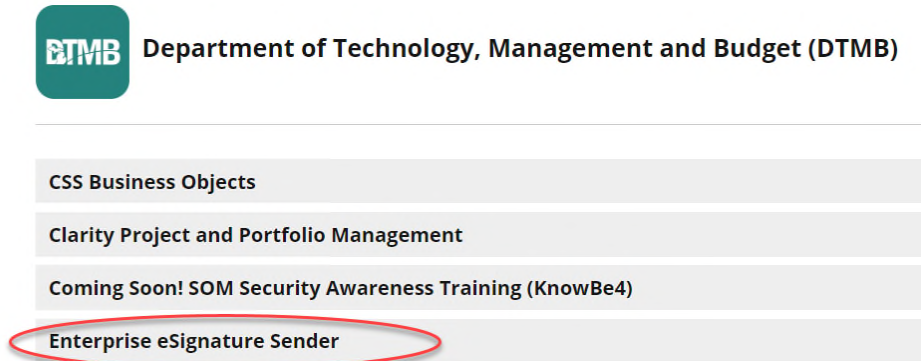


Instructions for Signing 1165 Form (Notice of Non-Compliance with Contract Requirements) in OneSpan

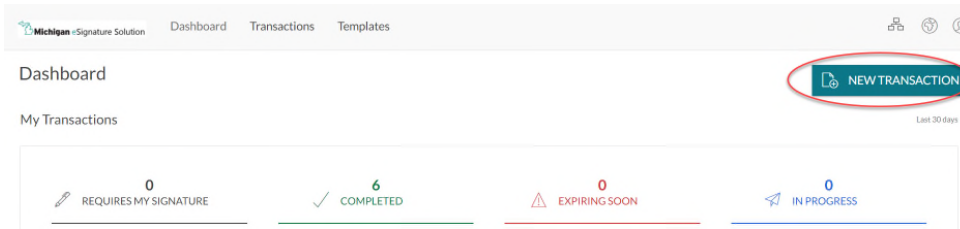
Note: These instructions apply to the RESUME WORK (bottom) portion of the 1165 Form.

Engineer is assumed to have already downloaded the 1165 form with signatures on it from the Non-Compliance portion of this form.

1. Engineer navigates to MiLogin and selects Enterprise eSignature Sender application:




3. Ensure that user is in the MDOT-MDOT-Internal workspace, and Create a New Transaction.



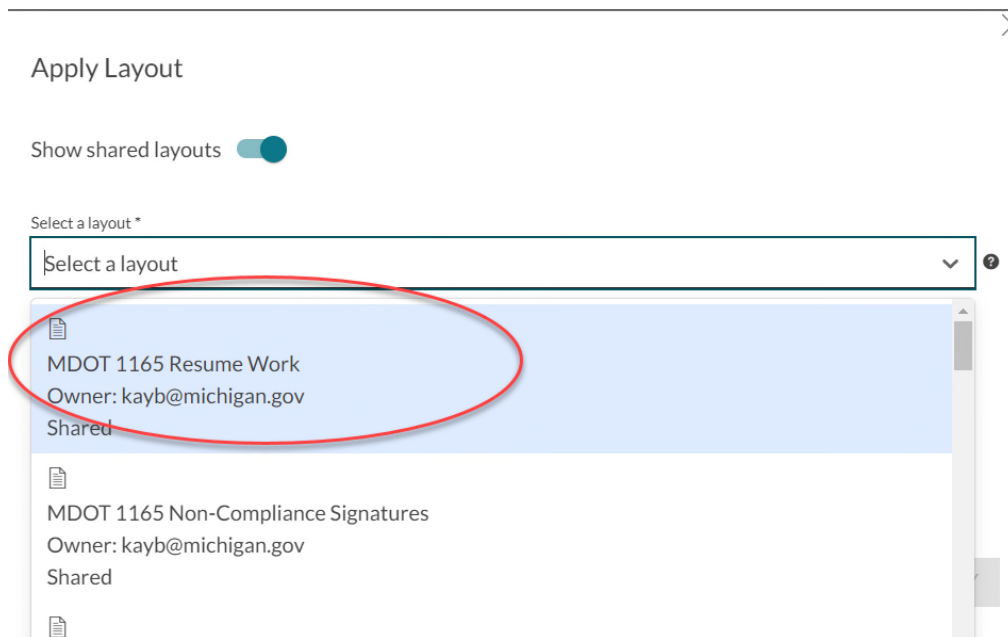
4. Fill out fields as necessary and Select the MDOT 1165 Template. Click Create.

The screenshot shows the 'Create New Transaction' form. The form includes fields for 'Name *', 'Description', and 'Message to all recipients (optional)'. Below these fields is a 'Use Template' section with a dropdown menu. The 'MDOT 1165' template is selected and circled in red. The form also includes a 'CANCEL' button and a 'CREATE' button.

5. Upload the previously signed 1165 from the Non-Compliance process. Under Recipients, Engineer will be listed as first signatory, and Contractor second. Click silhouette of a person  and switch to Recipient mode. Enter Contractor contact information. Hit Next.

Instructions for Signing 1165 Form (Notice of Non-Compliance with Contract Requirements) in OneSpan

6. Click Apply Layout. Ensure Show Shared Layouts toggle is activated. Select from drop down menu the Layout for the non-Compliance (top) section of the form, MDOT 1165 Non-Compliance Signatures. Hit Apply.



7. Select Send to Sign, to allow Engineer to place their signature. Once signature is confirmed, the document is distributed to Contractor for signing. Engineer should receive an email indicating Contractor signature upon its placement, but ESignature Sender Recent Transactions can also be used to police the status of any document sent for signature.

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test for kevin and jason test	kevin kennedy	May 30th, 2023	Completed

8. Once Signature process is Complete, document MUST be downloaded and stored appropriately in Projectwise. You are now done with the signature process for the 1165 form.

