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:

B TMB	Department of Technology, Management and Budget (DTMB)
CSS Bus	siness Objects
Clarity	Project and Portfolio Management
Coming	s Soon! SOM Security Awareness Training (KnowBe4)
Enterpr	rise eSignature Sender

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

Michigan «Signature Solution Dashboard Tr	ransactions Templates	F ()
Dashboard		
My Transactions		List 30 days
0 REQUIRES MY SIGNATURE	6 √ COMPLETED	0 ☆ IN PROGRESS

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

Create New Transaction		\times
Name*		
Description		
Message to all recipients (optional)		
Use Template	~] @	
MDOT 1165 & ,kayb@michigan.gov	e î	
Pass Through Bonds 윤 , kayb@michigan.gov	Ē.	
.	E) *	
	CANCEL 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.

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.

	Apply Layout		>
	Show shared layouts		
	Select a layout *		
	Select a layout	~	0
	DOT 1165 Resume Work Owner: kayb@michigan.gov Shared		
(MDOT 1165 Non-Compliance Signatures Owner: kayb@michigan.gov Shared		r

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 transactio
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	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.

Michigan eSignature Solution Dashboard Transactio	ns Templates			d	H () ()
Transactions					ANSACTION
Q, Search From	To CLEAR				
Inbox Drafts Archived Trashed				•	
Transaction name	Recipients	Last Updated \downarrow	Status	Expiry Date	Actions
MDOT 1165	lindsey renner, Lindsey Renner	Jun 1st, 2023	Completed	Archive	000
C resume work 1165 test	Richard DeMello, Lindsey Renner	Jun 1st, 2023	Completed	Download	*
1165 Test JN xxxxxx	Richard DeMello, Lindsey Renner	Jun 1st, 2023	Completed	Trash	<u>п</u> 000

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:

BTM	B Department of Technology, Management and Budget (DTMB)
CSS B	usiness Objects
Clarit	y Project and Portfolio Management
Comin	ng Soon! SOM Security Awareness Training (KnowBe4)
Enter	prise eSignature Sender

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

Michigan eSignature Solution Dashboard T	Transactions Templates	H () ()
Dashboard		
My Transactions		Last 30 days
0	<pre></pre>	0 Ø IN PROGRESS

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

Create New Transaction	~
Name*	
Description	
Message to all recipients (optional)	
Use Template	~ 0
MDOT 1165 A ,kayb@michigan.gov	
Pass Through Bonds 요 , kayb@michigan.gov	
CANCEL	CREATE

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.

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.

Apply Layout	
Show shared layouts	
Select a layout *	
Select a layout	~ 0
MDOT 1165 Resume Work Owner: kayb@michigan.gov Shared	Î
MDOT 1165 Non-Compliance Signatures Owner: kayb@michigan.gov Shared	

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 transactio
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 are now done with the signature process for the 1165 form.

Michigan eSignature Solution Dashboard Transaction	is Templates			d	H () ()
Transactions					ANSACTION
Q, Search From	To 🔂 CLEAR				
Inbox Drafts Archived Trashed					
Transaction name	Recipients	Last Updated \downarrow	Status	Expiry Date	Actions
MDOT 1165	lindsey renner, Lindsey Renner	Jun 1st, 2023	Completed	Archive	
resume work 1165 test	Richard DeMello, Lindsey Renner	Jun 1st, 2023	Completed	Download	±
1165 Test JN xxxxxx	Richard DeMello, Lindsey Renner	Jun 1st, 2023	Completed	Trash	Î 000