

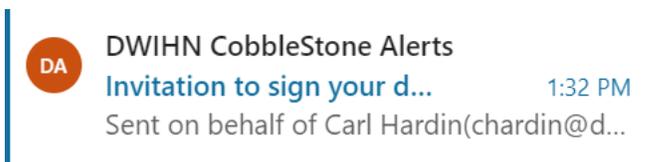


COBBLESTONE KEYS

Signing Your Contract

Overview: Using our new CobbleStone contract management system, DWIHN providers and other external parties can now obtain and electronically sign agreements easier and faster than ever before. This document guides you through the steps.

1. After DWIHN creates the contract they will email it out for signature to the email address of the designated signer for the provider organization. The email will read "DWIHN CobbleStone Alerts, Invitation to sign your document":



2. When you open your email, the message will identify the DWIHN sender, the company being asked to sign, and the contract title. At the bottom will be a link labelled "Sign Document(s)". Click this link to review and sign the document.

Sent on behalf of Carl Hardin(chardin@dwihn.org).

Carl (chardin@dwihn.org),

You have been invited to participate in the electronic signing of your document(s). Please click on the link below to begin.

Document Package Information
Subject: DWIHN Test Company
Message: Clinical Contract Addendum

Your Participant Information
Title: Financial Sys Admin
For Signature Group: Test
Reference Number: 653700e8-8f82-4dff-bccb-69093dba1447
Reason:

[Sign Document\(s\)](#)



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- Your Signature Processing dashboard should appear after clicking the link in the email. The main section shows your contract. In the left panel, you will see a section titled "What to do Next". This section provides links to the pages requiring signature. Once you are comfortable with the contract, use the link(s) to find your signature box. To read the contract, you can use the [Download] button on the right side to download it to your computer, or you can scroll through it using the Next button above the document.

Click here to go directly to signature page

- Upon selecting the Signature link, you will be transferred to the signature page. The signature page provides a "Sign Here" box showing you where to sign.



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5. Select the "Sign Here" box to sign the contract. You can draw your signature with your mouse by using the "Draw Signature" option, or type your signature using the "Type Signature" option.

6. Once you sign the document for each area where your signature is required, links will appear at the top and bottom of the screen to [Verify and Complete] the signature process. Click the link. ***Please note*** you must click the **[Verify and Complete]** button after you've signed the document to complete the signature process.

 All Files have been Signed! - Click "Verify and Complete" if you are done.

Verify and Complete



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7. Finally, you must select the **[Complete]** box to finish the signature process.

Complete My Signature

Verify and Complete your signatures for the following Signature Process?
DWMHA Test

This will verify and validate your signatures, marking them as completed.

 Your verified signatures will remain pending until the other participants in your Signature Group complete their signatures.

By clicking "complete" you are agreeing that you are authorized to sign on behalf of your company.

8. At this point the signature dashboard will show that no additional actions are required:

Next Steps

Review Files

1. Signed Clinical Outpatient Service Provider Agreement Template FY 19 - 20 re (DWIHN) rev 1GDP

No Action(s) Required:

Signature Process Finalized Successfully

My Information

Welcome Carl Hardin
My IP Address: 174.245.49.13

My Signature Group:
Test

Participant:
Financial Sys Admin

Reason:
N/A

Notified On:
7/7/2020 9:53:17 AM

Package Details

Ref#:

Signature Processing: Electronic Signing

Signing File : Signed Clinical Outpatient Service Provider Ag

Need Help?

No Action(s) Required - Package's Document Signatures - Verified/Completed

INSTRUCTIONS

Drag one of your saved Signatures from the section below to the Document or Click on the Document for more Signing options.

My Signatures

No Saved Signatures Found

EXECUTION PAGE

WHEREFORE, the undersigned Parties have executed this Agreement, intending to be bound hereby.

DWMHA Test, 707 W. Milwaukee, Detroit, MI
By: Carl Hardin Title: TOP TESTER
Signature/Date:

Signed: Tuesday, July 7, 2020

You can now logout or close out of the window.

As soon as you complete the signature process, DWIHN is alerted and can complete the contract execution, by providing the necessary additional signatures.



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By using the online process as described, as soon as DWIHN executes the contract, **you will immediately receive an alert and link to download the fully executed contract** (see below).

Notice: Signature Process Successfully Completed (for: DWMHA Test)

① Getting too much email? [Unsubscribe](#)



DWIHN CobbleStone Alerts

Tue 7/7/2020 9:56 AM

To: Carl Hardin



Informational ONLY - Notice: Signature Process Completed Successfully!

Process: DWMHA Test

Process Title: DWMHA Test (ID: 1250)

For Document Package: Clinical - TEST (ID: 1090)

For Contracts & Committals:

Test of Multiple E mail Addresses - ID: 2374

What happened?:

Signature Process has been successfully completed.

Finalization E-Mail(s) sent to all participants and employees to notify.

[View Document Collaboration Gateway](#)

If you have any questions regarding this notification or associated document(s) requiring your signature, please contact the sender directly.

When you select the "View Document Collaboration Gateway" link at the bottom of the email, you will return to the signature dashboard, where you will have a link to download the fully executed contract.

Next Steps

What to do Next:
No Action(s) Required:
Currently in View-Only Mode

My Information

Welcome Carl Hardin
My IP Address: 174.245.49.13
Current Signature Group:
N/A

Logout

Package Details

Subject / Title:
DWMHA Test
Message:
Clinical Contract
Process:
Signature Processing
Status: Process Completed
Created On: Tuesday, July 7, 2020

Signature Processing: Electronic Signing REJECT PROCESS

Signing File : Signed Clinical Outpatient Service Provider Ag
Need Help?

Reference Files
Comments
Download

No Action(s) Required - Package's Document Signatures - Accessed in View-Only Mode

Previous Next Page: 1 Zoom: 100%

CLINICAL OUTPATIENT SERVICE PROVIDER AGREEMENT
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DETROIT WAYNE INTEGRATED HEALTH