



## COVID-19 Lodging Property Grant Program

### GRANT AGREEMENT PROCESSING INSTRUCTIONS

Program Webpage: <https://doa.wi.gov/Pages/COVIDLodgingGrant.aspx>

*Signing a Grant Agreement with the State of Wisconsin is required prior to receiving grant funds. This document includes instructions for completing the Grant Agreement process via DocuSign.*

#### **What is DocuSign?**

DocuSign is a web-hosted electronic document transmittal and secure signature service. Accessing DocuSign documents requires internet access and a web browser. The DocuSign website is mobile-device friendly.

#### **DocuSign Process**

1. You will receive an email invitation with a unique link to the DocuSign website. The link will open a new webpage on your internet browser. The new webpage will display your organization's Grant Agreement document. The email with the unique link will be sent to the email address that submitted your organization's application, unless your organization provided an alternate email address.
2. Review the entire Grant Agreement. Agree to DocuSign disclosures, if prompted.
3. Complete all required fields.
4. Complete your signature. **Do NOT complete the signature with the name of the organization. If required, create a NEW signature with your name.** See link below for detailed instructions. The signature timestamp and date are automatically entered.
  1. Click the DocuSign signature block.
  2. Remove the organization's name from the Full Name box and enter your signature name.
  3. Select a pre-loaded signature style, select "draw" to create a signature, or upload a signature from an image file
  4. Click "adopt and sign"
  5. Check to make sure the signature that appears on the page is your name.
5. When all fields are complete and the document is signed, click "Finish".
6. You will receive an email notification that the document is complete. A link in the email will take you to a website that displays the completed document. You may choose to download a PDF version of the completed Grant Agreement.
7. A completed version of the DocuSign Grant Agreement will be automatically provided to the Program. You do not need to provide a paper copy of the completed Grant Agreement to the Program.
8. No further action is necessary. The Program will contact grantees if further information is required. A payment to the grantee will be processed.

#### **DocuSign Notes**

- The signatory can be reassigned if the person who received the email is not the correct signatory. Instructions: <https://support.docusign.com/en/guides/signer-guide-signing-change-signer>
- You do not need a DocuSign account to access or complete the Grant Agreement
- Signing instruction video: [DocuSign Video: How to Sign a Document](#)