

#### For External LaMPSS users

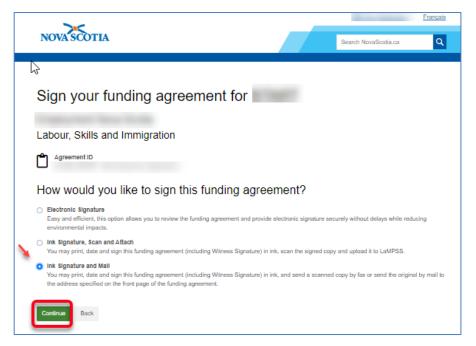
Once an agreement is approved, signatures are required for the funding agreement. If you are a legal signing officer for the agreement, you will be provided an Invitation to Sign email which will contain a link unique to each signing officer. The link will allow you to view and sign the funding agreement.

You will receive an Invitation to Sign (via email) if you are either a LaMPSS user or an individual who is a contact for the Organization. You can view and sign the funding agreement via My NS Account

#### Download an Agreement and Provide a Scanned Signature

When you login with your invitation link, via My NS Account, you are directed to the landing page for signing your funding agreement. You received this email since the agreement is now approved, and it is ready for signatures. Click Start now to proceed.

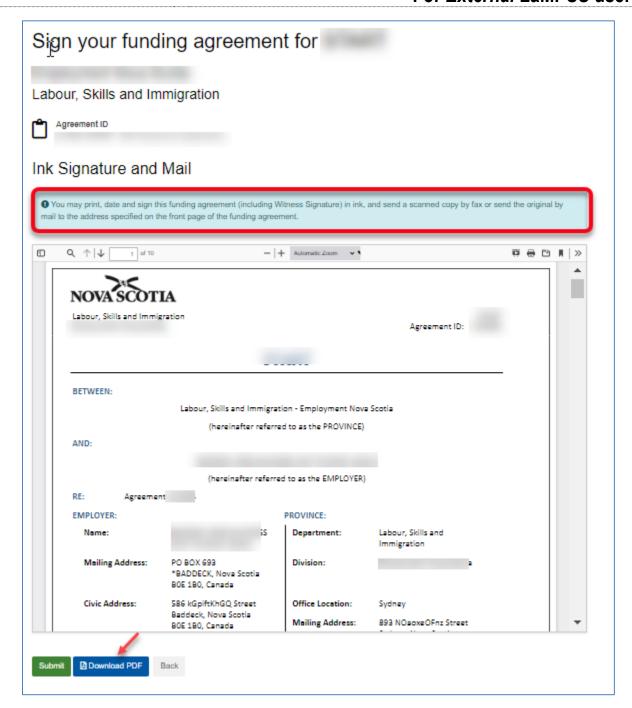
Program areas determine what signing options are available to organizations, you may see up to three different options. If you wish to provide an Ink Signature then Mail the funding agreement, select that option and click Continue.



After you select Continue, you will be navigated to the LaMPSS Online page to view the funding agreement. You are required to print, date, and sign the agreement. If you have more than one legal signing officer for your organization on this agreement, only one legal signing officer will either sent a scanned copy by fax or send the original contract by mail to the address specified on the front page of the funding agreement.



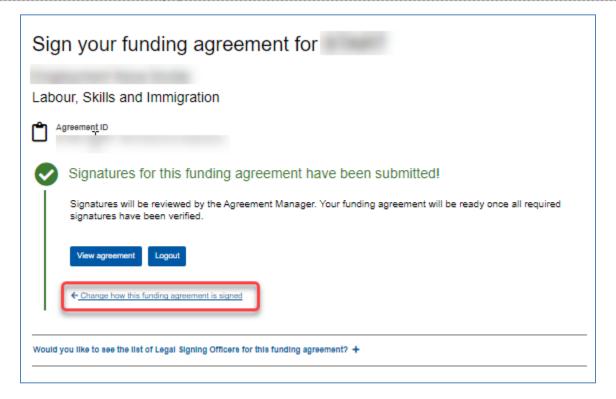
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Click on 'Download PDF' at the bottom of the page to print off the funding agreement and then click 'Submit'

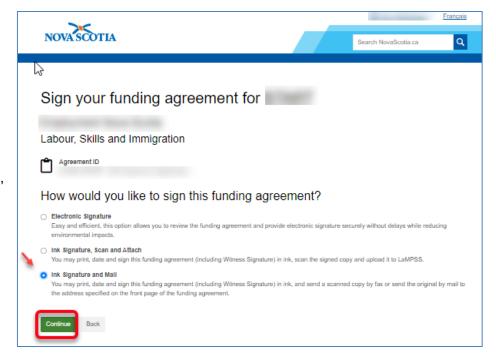


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The following message will advise that Signatures will be reviewed by the Agreement Manager once all required signatures have been verified.

If you wish to sign the agreement another way, you can click on 'Change how this funding agreement is signed' to select another option. You will navigate back to the selection page detailing how you want to sign the funding agreement. To change your previous selection, select a new option and click 'Continue' if not select 'Back'.





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If you decide to change your previous signature option, you will receive the following warning message. If you decide to proceed, click OK, to continue with changing the signature option.

