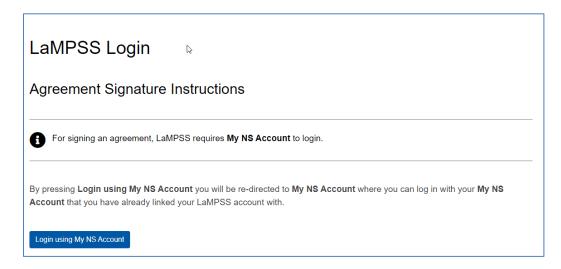


Invitation to Sign & Signature Options For External LaMPSS users

Once an agreement is approved, signatures are required for the agreement contract. You will be provided an Invitation to Sign email which will contain an invitation link unique to each signing officer. The email will be sent from the email address <u>LaMPSS@novascotia.ca</u>. The email subject line will advised that signatures are required and will detail the agreement ID#, agreement name and organization name.

Agreement ID: - Work Experience Applie	cation,	- Signature Required	Yahoo/Inbox 🏠
lae-lampss-it-admin@gov.ns.ca <lae-lampss-it-admin@gov.ns To:</lae-lampss-it-admin@gov.ns 	.ca>		a
PLEASE DO NOT REPLY to this email. Agreement Managers email pr	ovided below.		
Dear			
We are pleased to inform you that your funding agreement for the	Program with	has been approved.	
Please click on or copy the link below to access and view your agreem	ent:		
After viewing the agreement, contact your Program Officer, may have and talk about when and how the agreement can be signed.	to schedule an appointment to review	the agreement details. During this appointment, your Pr	rogram Officer will answer any questions you
After all required signatures have been received from your organization LaMPSS and change the agreement status to active. Agreements must	n, your Program Officer will then have you be in active status to release funds and a	ar agreement signed by an re accept LaMPSS reports.	presentative. Your Program Officer will update
A copy of your agreement, signed by all parties, will be saved on LaMF	PSS for your records.		
Please contact if you have any questions.			
100 March 100 Ma			>

Click on the unique link provided to complete the signing of the agreement contract. You have been identified as a signing authority for your organization. You will be directed to LaMPSS Online where you will be required to login using My NS Account.



Click on **Login using My NS Account**. If you already have an existing account, log in with your username and password.



NOVASCOTIA	Français
About Terms of Use Privacy Notice Contact Us	MyNS
< Back to LaMPSS Online (Internal)	
MyNS	
Your one account to securely access multiple provincial services.	
Sign in	
Username	
Forgot username?	
Continue Cancel	
<u>Create account</u>	

Once you are logged in you will be on the landing page for providing signatures. Click to proceed.

	Erançais	
NOVASCOTIA	Search NovaScotia.ca	Q
Sign your funding agreement for		
Agreement ID - Work Experience Application)		
Signing your funding agreement		
Your funding agreement for has been approved!		
The funding agreement is now ready for signature. You can sign this funding agreement b	y clicking the Start now but	ton.
Slart now ->		
Would you like to see the list of Legal Signing Officers for this funding agreement? +		

This next page will display all the signature options you have available to you to sign the Agreement Contract. Select the preferred signature option (if multiple options are shown) they are the following:

- Electonic Signatures
- Ink Signature, Scan and Attach
- Ink Signature and Mail

Once a selection is made, click **Continue** to proceed.



