

For External LaMPSS users

When an organization submits an application, one of the questions on the form requires the legal signing officer(s) and any additional instructions to be provided. That data entered will automatically be listed under the Agreement Signatures screen, which is in the left navigation menu under Agreement Actions on the Agreement Homepage.



If changes are required for your organization, a breakdown is provided for completing any amendments in LaMPSS and in LaMPSS Online.

Adding or Changing Legal Signing Officers via LaMPSS

The Agreement Signatures screen will detail the signing officer(s) for your organization and any special instructions that was provided during the application process. If you want to add another signing officer, you will select another individual from the drop-down menu and once highlighted, click Add New and then Save. The new signing officer will now appear as an organization signing officer.



If the contact you want to add is not in the drop-down menu, you will need to add them as a contact for your organization. Refer to the document "How to Add/Maintain your Organization LaMPSS Access" on how to create a new LaMPSS contact.

To remove a signing officer, you select the checkbox by the name of the individual you want to remove and click Remove . A popup window will appear asking if you want to delete the signing officer, select OK and the signing officer is removed, click Save , to save your changes.

Adding or Changing Legal Signing Officers via LaMPSS Online

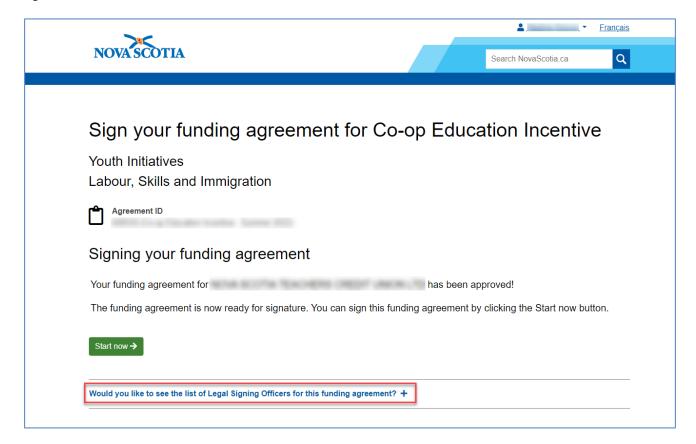
You also have the option to add or remove signing officers once you receive your Invitation to Sign email which includes your unique link to sign an agreement. Once you login with your credentials for



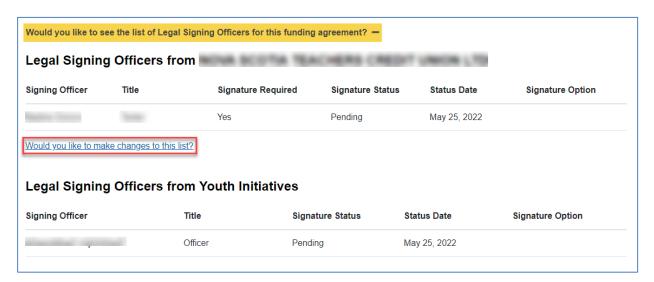
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My NS Account, you will see the landing page for signing your funding agreement. You received this email since the agreement is now approved, and it is ready for signatures.

Below the Start now button, you have the option of viewing the list of Legal Signing Officers for the agreement.



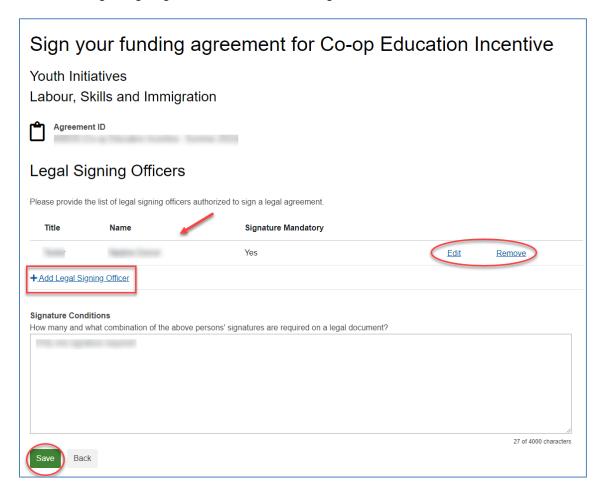
When you click 'Would you like to see the list of Legal Signing Officers for this agreement?,' the following data is displayed for the signing officers.





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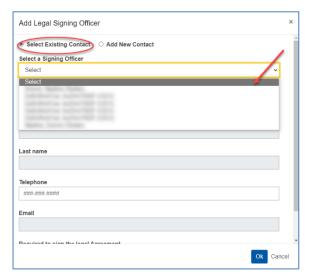
To change the Legal Signing Officers for your organization, click on the "Would you like to make changes to this list?'. You will then be navigated to a LaMPSS Online page that displays a list of all Legal Signing Officers for the agreement. You have the option to edit or remove a current signing officer or Add a Legal Signing Officer for the current agreement.



If no amendments are required, click save to return to the LaMPSS Online landing page.

To add a new signing officer, click "Add Legal Signing Officer," the following window will appear where you can either select an existing contact for your organization or add a new contact. If you choose to add an existing contact for the organization, it will list all contacts that are currently active in LaMPSS for your organization.

If it is an existing contact for your organization, you can select them from the drop-down menu and select OK.



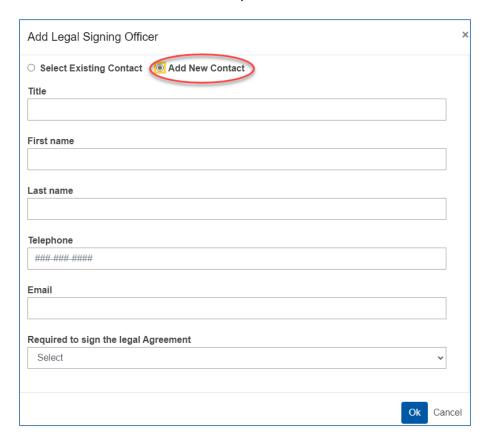


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You also determine if the newly added signing officer is required to sign the agreement.



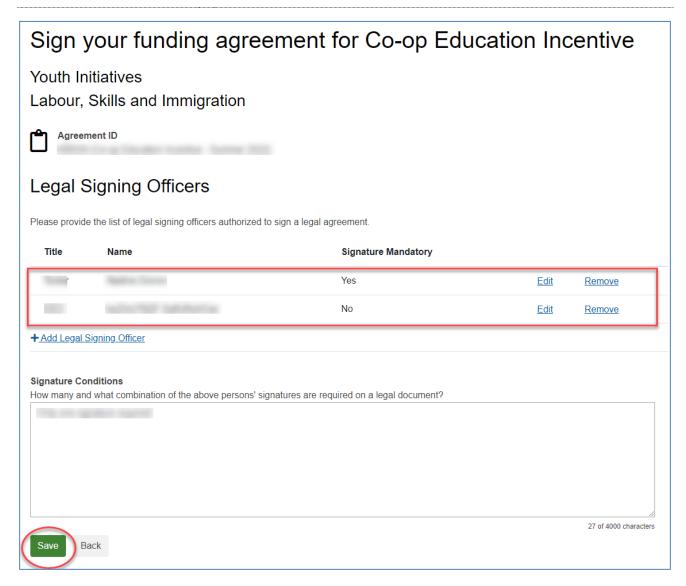
To add a new contact that is currently not listed for your organization, select 'Add New Contact' and enter the information for the individual. Once completed, click OK.



You will be navigated back to the Legal Signing Officers page where you will need to click on to lock in your changes.



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To remove a Legal Signing Officer for an agreement, select Remove on the same line has the signing officer. The following pop-up window will appear to advise if you want to proceed with removing a Legal Signing Officer.

To continue, click on OK, and you will return to the Legal Signing Officer page with the individual removed. Click save to lock in your changes.

