

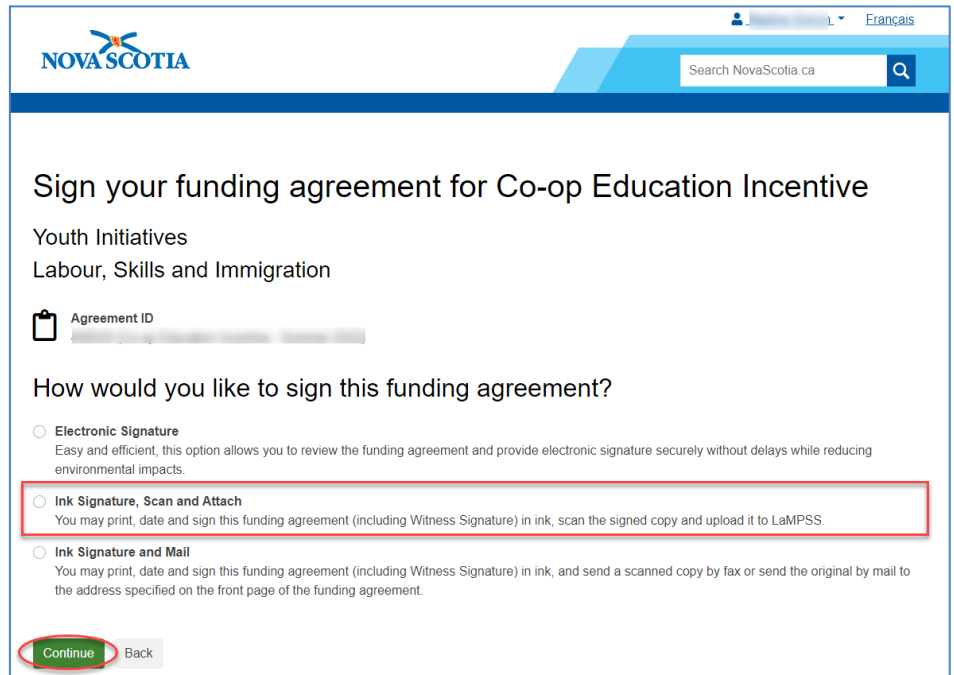
Once an agreement is approved, signatures are required for the funding agreement. If you are a legal signing officer for the agreement, you will be provided an Invitation to Sign email which will contain a link unique to each signing officer. The link will allow you to view and sign the funding agreement.

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 LaMPSS Online or through the Nova Scotia Login System.

Download an Agreement and Provide a Scanned Signature

When you login to invitation link, either via LaMPSS or NSLS, 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 and then Scan and Attach the funding agreement, select that option and click Continue.



The screenshot shows a web page for signing a funding agreement. At the top, there is a Nova Scotia logo and a search bar. The main heading is "Sign your funding agreement for Co-op Education Incentive". Below this, it lists "Youth Initiatives" and "Labour, Skills and Immigration". There is a field for "Agreement ID" with a clipboard icon. The question "How would you like to sign this funding agreement?" is followed by three radio button options: "Electronic Signature", "Ink Signature, Scan and Attach", and "Ink Signature and Mail". The "Ink Signature, Scan and Attach" option is selected and highlighted with a red box. At the bottom, there are "Continue" and "Back" buttons, with "Continue" circled in red.

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 funding agreement. If you have more than one legal signing officer for your organization on this agreement, only one legal signing officer will upload an agreement signed by all legal signing officers.

The screenshot shows the LaMPSS online interface. At the top, there is a Nova Scotia logo and a search bar. The main heading is "Sign your funding agreement for Co-op Education Incentive". Below this, it lists "Youth Initiatives" and "Labour, Skills and Immigration". There is a field for "Agreement ID" which is redacted. A section titled "Ink Signature, Scan and Attach" contains a blue information box with the text: "You may print, date and sign this funding agreement (including Witness Signature) in ink, scan the signed copy, and upload it to LaMPSS." Below this is a preview of the agreement document. The document header includes the Nova Scotia logo and "Co-op Education Incentive". The main title of the document is "Co-op Education Incentive". The document content includes "BETWEEN: Labour, Skills and Immigration - Youth Initiatives (hereinafter referred to as the PROVINCE)", "AND:", "RE:", "EMPLOYER:" (with fields for Name, Mailing Address, and Civic Address), and "PROVINCE:" (with fields for Department, Division, Office Location, and Mailing Address). Below the document preview, there is a question: "Would you like to attach and submit your agreement now or would you like to save this signature option so you can gather signatures and return later to attach and submit the scanned agreement?". There are two radio buttons: "Submit Now" (selected) and "Submit Later". Below this is a section titled "Attach Your Documents" with a table header: "Document", "Document(s) Attached", and "Size". The table is currently empty, with the text "No documents have been added." and a "+ Add" link. At the bottom, there are three buttons: "Submit", "Download PDF" (circled in red), and "Back".

If you wish to submit the signed funding agreement now, the first step will be to download the agreement to be signed by all legal signing officers. Click on 'Download PDF' at the bottom of the page. Once it is signed by all required legal signing officers, click '+Add' under Attach Your Documents to upload the signed funding agreement.

Would you like to attach and submit your agreement now or would you like to save this signature option so you can gather signatures and return later to attach and submit the scanned agreement?


Submit Now Submit Later

Attach Your Documents

Document	Document(s) Attached	Size
No documents have been added.		

[+ Add](#)

Attach Signed Documents ×


Drag Files Here or Click to Browse

Either drag the file or browse your computer to attach the signed agreement. Once the file is attached it will be displayed.

Attach Your Documents

Document	Document(s) Attached	Size	
Signed Agreement Contract	Agreement Signatures - External.docx	0.09 MB	Remove

Once you have attached the signed funding agreement, click 'Submit'.

If you select 'Submit Later,' your signature option is saved, and your signature status will state Pending.

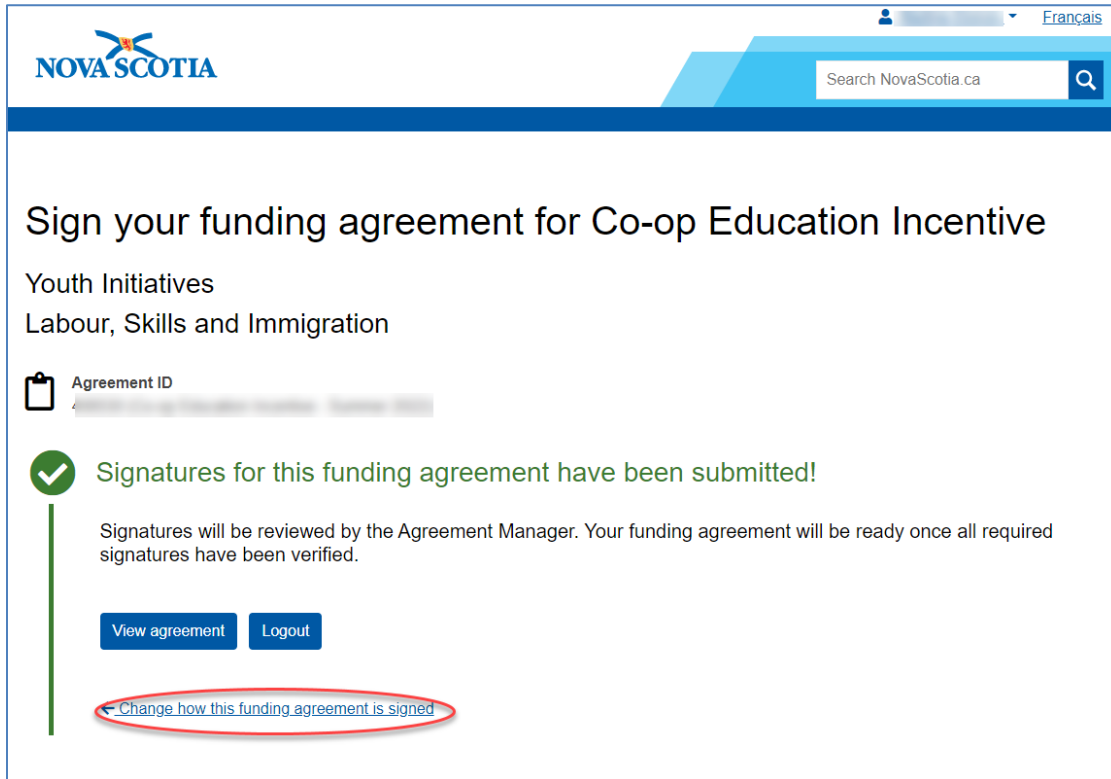
Would you like to attach and submit your agreement now or would you like to save this signature option so you can gather signatures and return later to attach and submit the scanned agreement?

Submit Now Submit Later

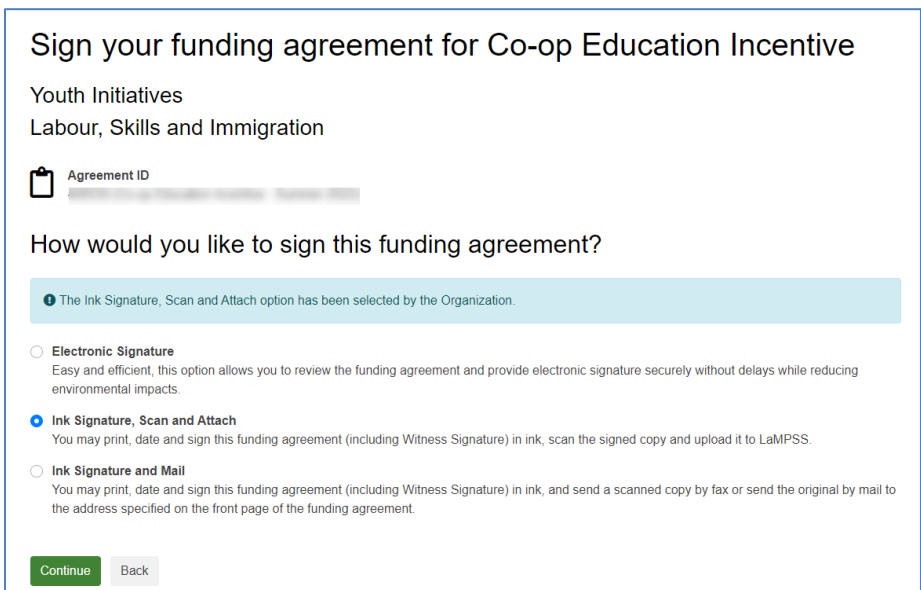
Download the PDF of the funding agreement to be signed by all required legal signing officers and click 'Save'.

Submitting Attached Funding Agreement via LaMPSS

Once you have submitted the signed funding agreement via LaMPSS Online, you will receive the following message advising that your funding agreement will be ready 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. If you wish to change your previous selection, select a new option and click 'Continue', if not select 'Back'.



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.

