

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.

Organization Signing Officers

Signing Officers	Title	Required Signature	Signature Status	Status Date	Signature Option
<input type="checkbox"/>	CEO	<input checked="" type="checkbox"/>	Pending		May 25, 2022

Remove

Add New Signing Officer from Existing Organization Contacts:
(to create a new contact, click on the Organization name above then select Organization Contacts from the left side menu)

- select -

Add New

Special Instructions:

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

either LaMPSS or NSiD, 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.

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Sign your funding agreement for Co-op Education Incentive

Youth Initiatives
Labour, Skills and Immigration

Agreement ID
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Signing your funding agreement

Your funding agreement for XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX has been approved!

The funding agreement is now ready for signature. You can sign this funding agreement by clicking the Start now button.

[Start now →](#)

[Would you like to see the list of Legal Signing Officers for this funding 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.

Would you like to see the list of Legal Signing Officers for this funding agreement? —

Legal Signing Officers from XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Signing Officer	Title	Signature Required	Signature Status	Status Date	Signature Option
XXXXXXXXXXXX	XXXX	Yes	Pending	May 25, 2022	

[Would you like to make changes to this list?](#)

Legal Signing Officers from Youth Initiatives

Signing Officer	Title	Signature Status	Status Date	Signature Option
XXXXXXXXXXXX	Officer	Pending	May 25, 2022	

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.

Sign your funding agreement for Co-op Education Incentive

Youth Initiatives
Labour, Skills and Immigration

Agreement ID [blurred]

Legal Signing Officers

Please provide the list of legal signing officers authorized to sign a legal agreement.

Title	Name	Signature Mandatory	
[blurred]	[blurred]	Yes	Edit Remove

[+ Add Legal Signing Officer](#)

Signature Conditions

How many and what combination of the above persons' signatures are required on a legal document?

[Text area for signature conditions]

27 of 4000 characters

[Save](#) [Back](#)

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.

Add Legal Signing Officer

Select Existing Contact Add New Contact

Select a Signing Officer

Select

Select

Last name

Telephone


Email

Required to sign the legal agreement

[Ok](#) [Cancel](#)

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

Required to sign the legal Agreement

Select ▼ 

- Select
- Yes
- No

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.

Add Legal Signing Officer ×

Select Existing Contact Add New Contact

Title


First name

Last name

Telephone

Email

Required to sign the legal Agreement
Select ▼

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

Sign your funding agreement for Co-op Education Incentive

Youth Initiatives

Labour, Skills and Immigration

Agreement ID [blurred]

Legal Signing Officers

Please provide the list of legal signing officers authorized to sign a legal agreement.

Title	Name	Signature Mandatory		
[blurred]	[blurred]	Yes	Edit	Remove
[blurred]	[blurred]	No	Edit	Remove

[+ Add Legal Signing Officer](#)

Signature Conditions

How many and what combination of the above persons' signatures are required on a legal document?

27 of 4000 characters

Save Back

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.

Warning ×

You are about to remove this person as a Legal Signing Officer for this Agreement.

Are you sure you want to continue?

Press OK to continue or Cancel to stay on the current page.

[Cancel](#) **Ok**