

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 LaMPSS@novascotia.ca. The email subject line will advised that signatures are required and will detail the agreement ID#, agreement name and organization name.



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. NOTE: there are many users/contracts that will not receive a link. You can view and sign the agreement contract via LaMPSS Online or through NSiD. Refer to the **How to Login via LaMPSS or NSiD** for instructions.

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





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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.

