

Guide to approval of task agreements in DocuSign

Version 8.0 – 13-10 -2021

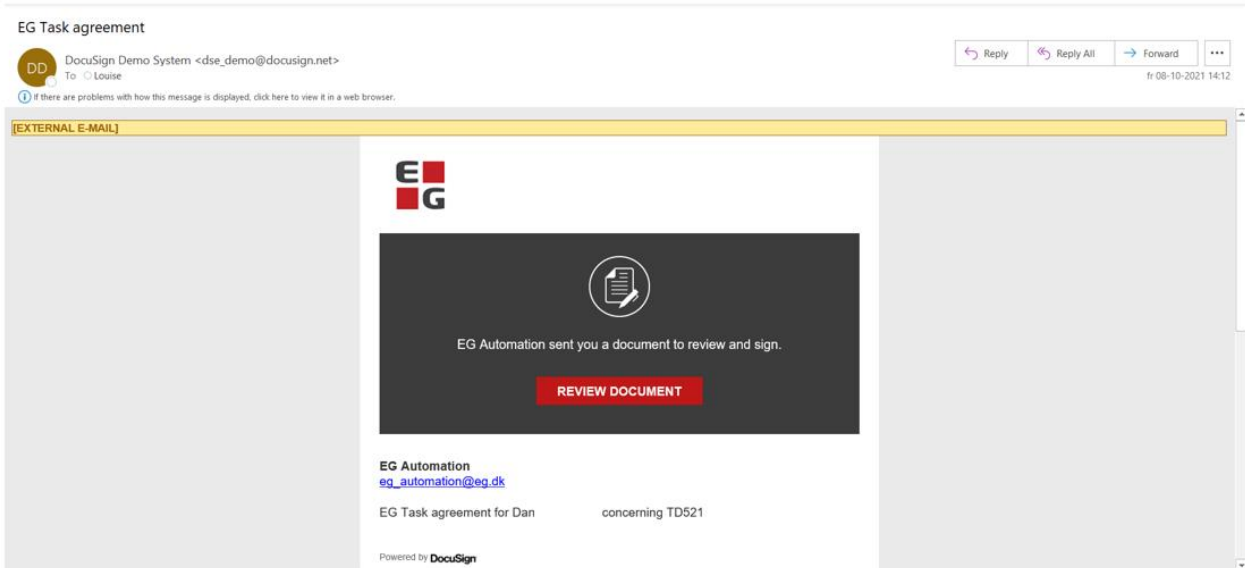
All task agreements (e.g. courses or hours) must be approved in our Contract Management System, DocuSign - regardless of the amount.

You will receive an email with a link to DocuSign, where you can approve the order with a few clicks. Once you have approved your order digitally, the task will automatically be applied to the upcoming invoice, as agreed.

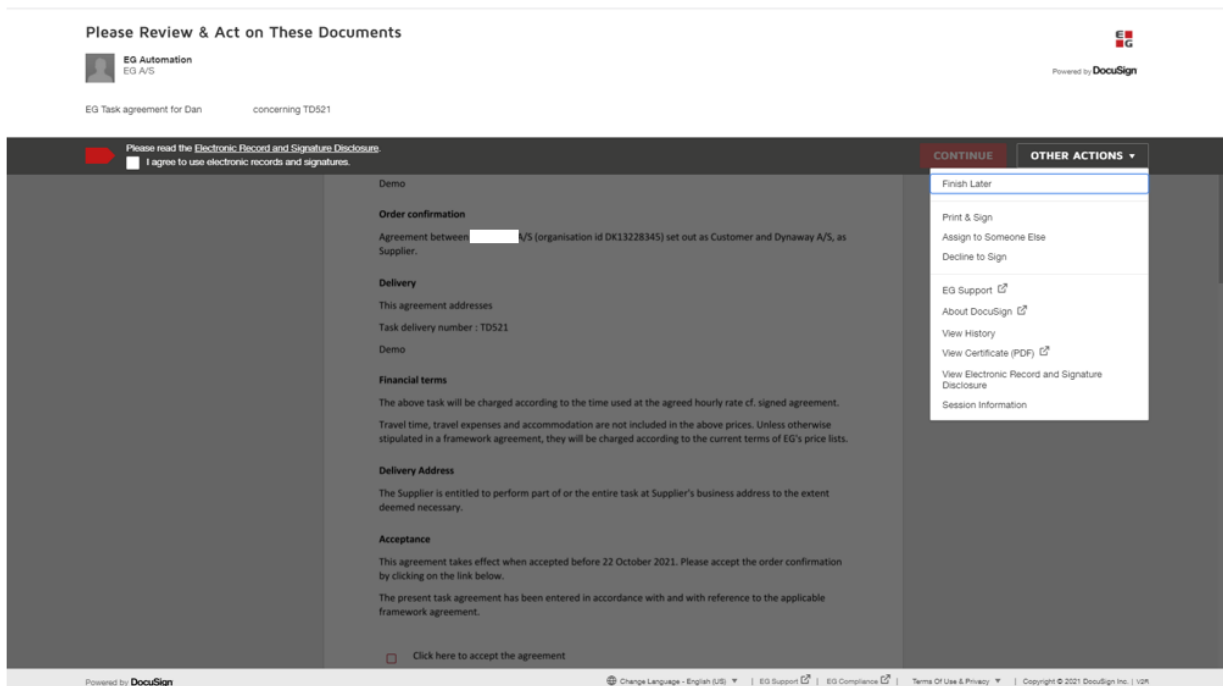
The procedure is an advantage for both you and for us as a supplier, as we thus secure a common contractual basis before we start solving the task.

Here is a short user guide.

When you need to approve a task agreement, you will receive an email from our Contract Management System DocuSign with the heading **EG Task agreement**.



To read the content of the task agreement, press the red button, REVIEW DOCUMENT, after which you will have access to the text itself.

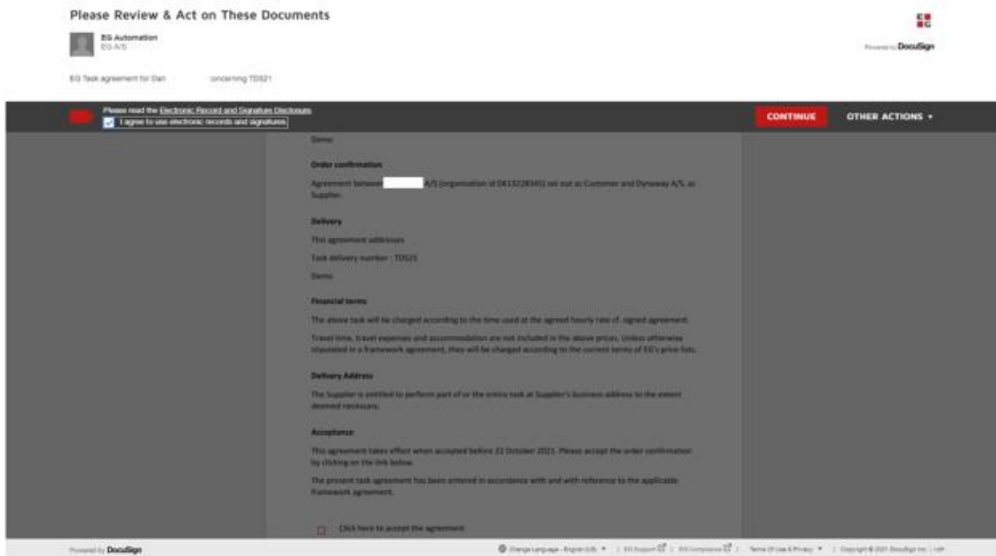


Under the menu item **Other actions**, you can choose between a number of different options:

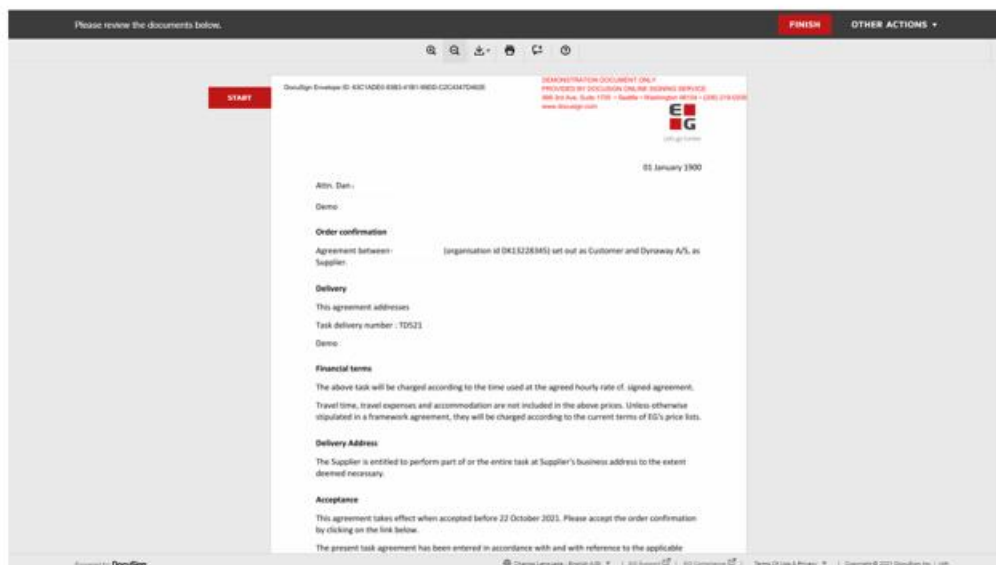
- Finish later
- Print & Sign
- Assign to someone else
- Decline to sign
- EG Support
- About DocuSign
- View history
- View certificate
- View electronic Record and Signature Disclosure
- Session information

If you feel the need to change the language, click on the menu item Change Language.

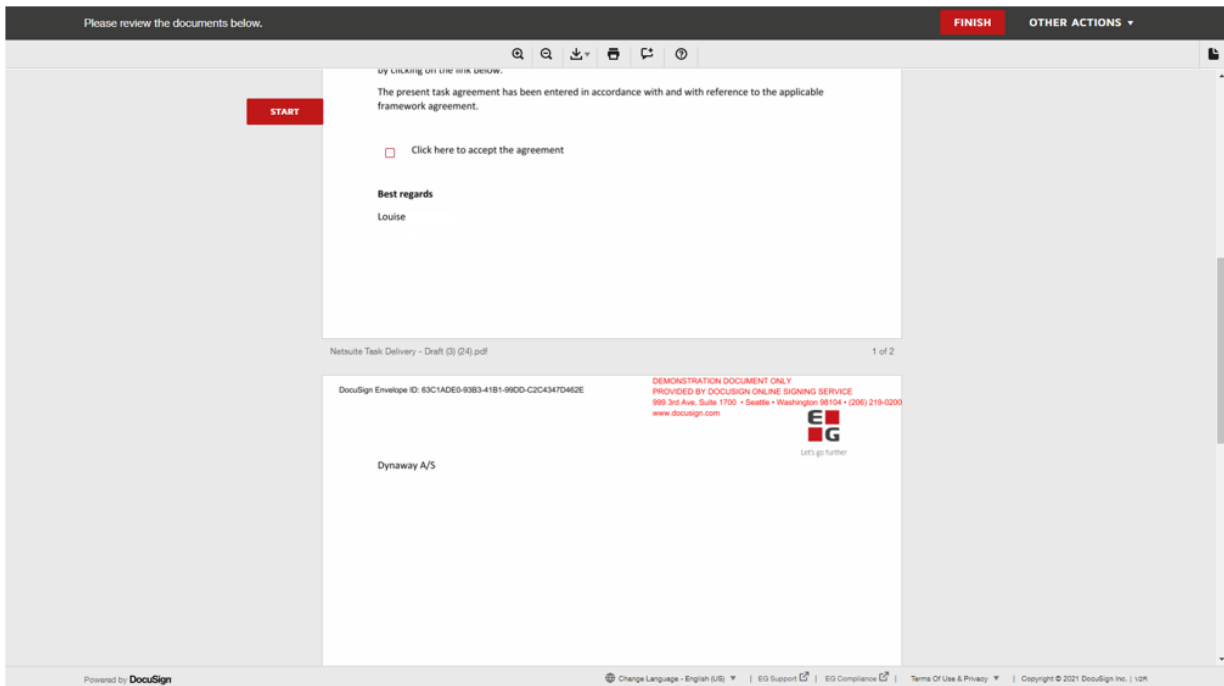
To approve or possibly reject the submitted task agreement, agree with the terms of using electronic records and signatures and press the Continue button.



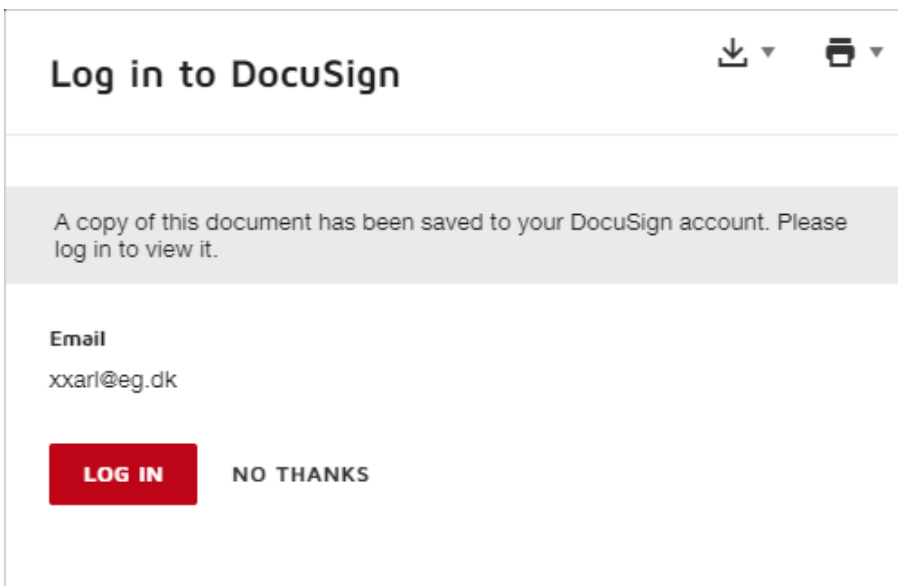
After you have clicked continue, you will see the following window.



Then click "Click to accept the agreement", tick and click "Finish".

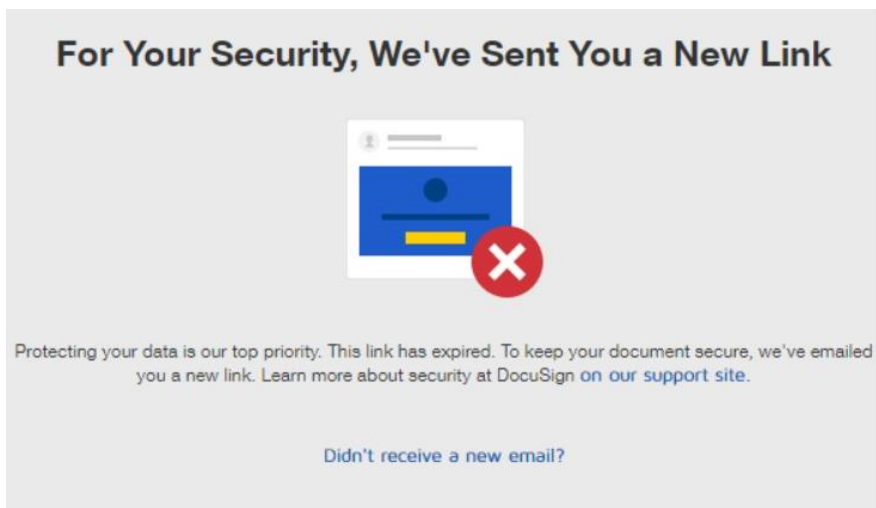


You can now download or print the agreement.

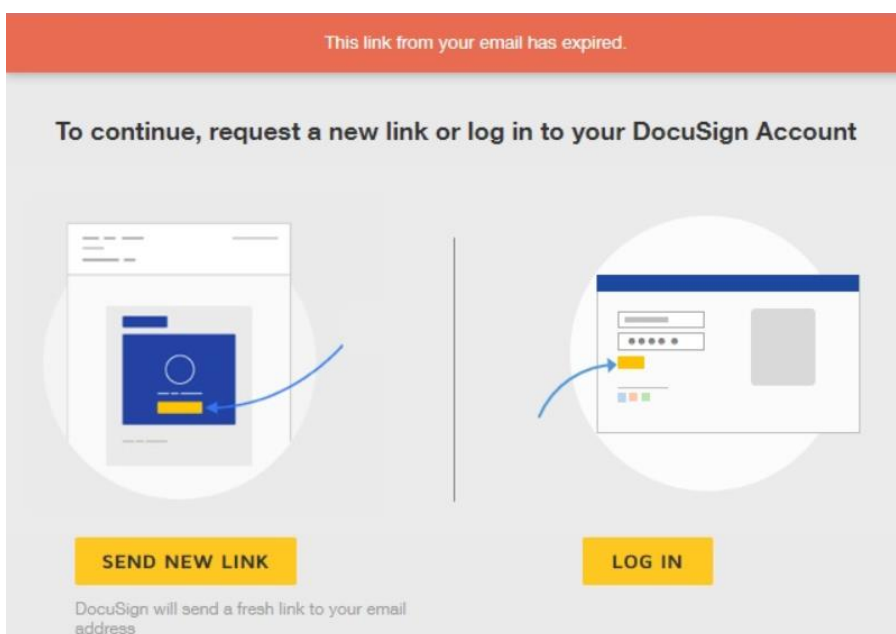


If you experience challenges accessing the link in the email, the link may have expired. For security reasons, the link in the email expires after five clicks or 48 hours.

When you click on the expired link for the first time, a new email is automatically sent, and a new page appears informing you that the link has expired.



If you subsequently click on the expired link again, a new email will not be sent automatically. You have to click on the button 'Send a new link', to get a new link sent or log in to DocuSign.



We always recommend that you register as a user in DocuSign. Then you only need to log in to access your task agreement and other documents. You can always access your documents by logging in to your DocuSign account, even if the email link has expired.

If you have further questions or problems approving a task agreement, please contact support.

Best regards,
EG