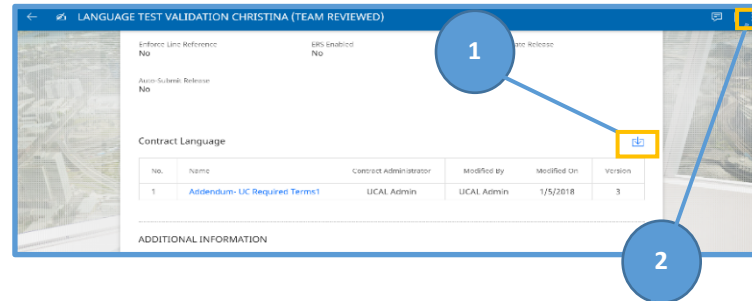


Obtaining a Wet Signature

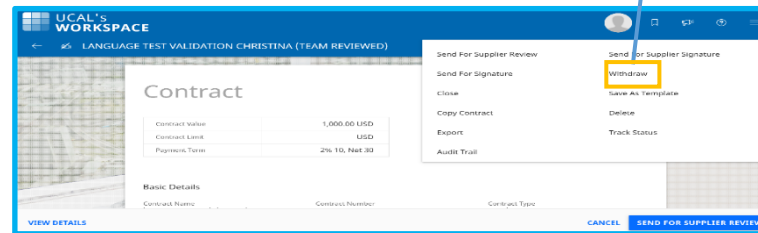
The default signature option in CalUsource is electronic signature. However, there are circumstances where you (as the Contract Author) will find it preferable to obtain a signature outside of CalUsource (e.g. wet signature, DocuSign, etc.). This can be accomplished by using CalUsource to author and review the contract and then withdrawing your contract from CalUsource to obtain the contract signature outside of the software. This QRG covers the steps for withdrawing and re-uploading the document during the post-review process for a wet signature.

Instructions for withdrawing and uploading a contract document for wet signature

1. Once your contract has gone through all of the necessary reviews, download the contract language by opening the **Contract Language** section of the contract. Click the box on the left side of each contract language document and then click the **Download** icon in the Contract Language section.

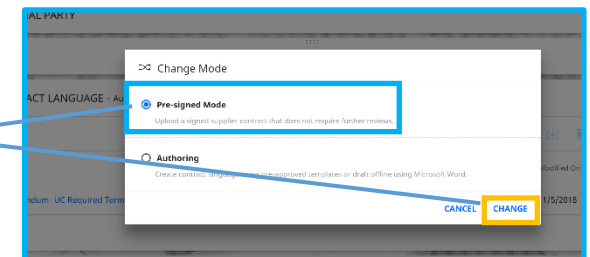
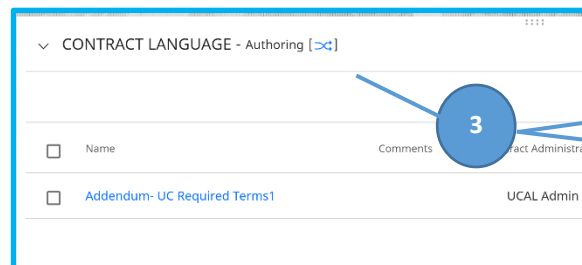


2. Withdraw your contract by clicking the three dots in the upper right corner and then click on **'Withdraw'**. This will pull back your contract into draft format.

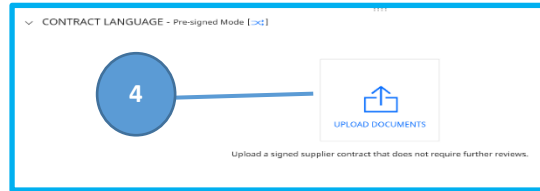


Obtain the necessary wet signature by printing, faxing, etc. outside of the CalUsource and then send the scanned document into the computer. (Not shown)

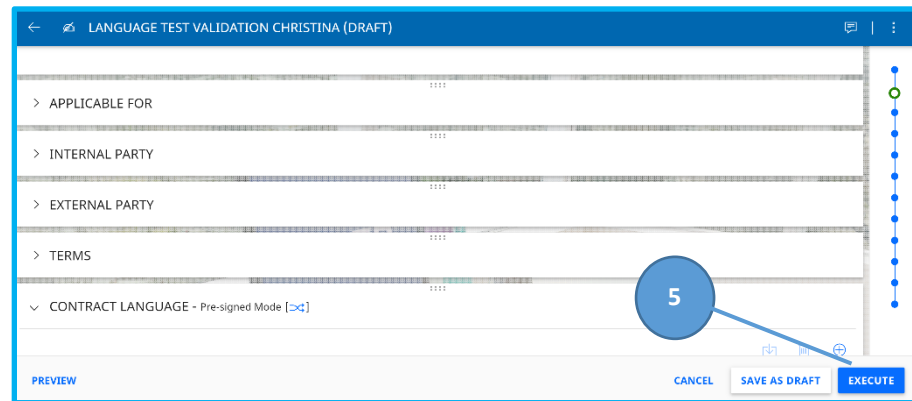
3. In CalUsource Contract, click the double arrow next to **Contract Language Authoring**, then change the Contract Language Mode to **Pre-signed mode** and then click the **Change** button.



4. Click **Upload Document** icon to upload your signed agreement.



5. Once the signed agreement has been uploaded into CalUsource, click the **Execute** button to manually execute the contract in the system.



Tips

- If you do not plan on sending the contract for review, then uploading a pre-signed agreement (with wet signature) is likely the preferable method.
- Reasons for using a wet signature can include:
 - You are authoring a contract on behalf of CSU.
 - You are looking to obtain signatures from multiple internal parties (e.g. Procurement and Department Head).
 - You want to use DocuSign or some other third-party electronic signature provider.
 - Your supplier refuses to sign electronically.