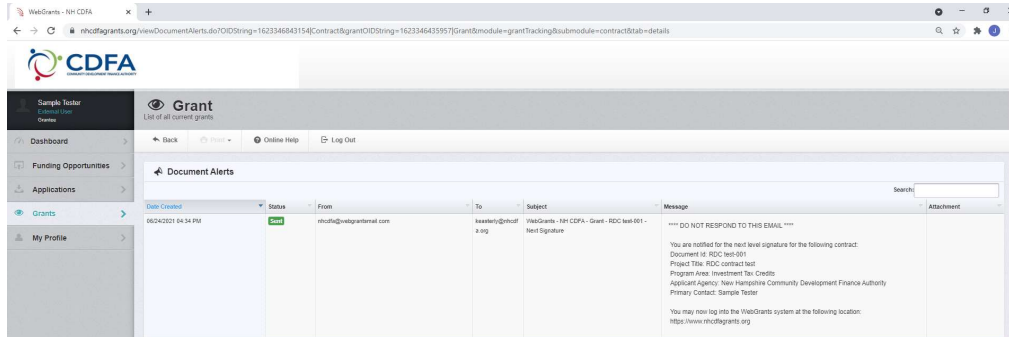


## External- Electronic Contract Signature

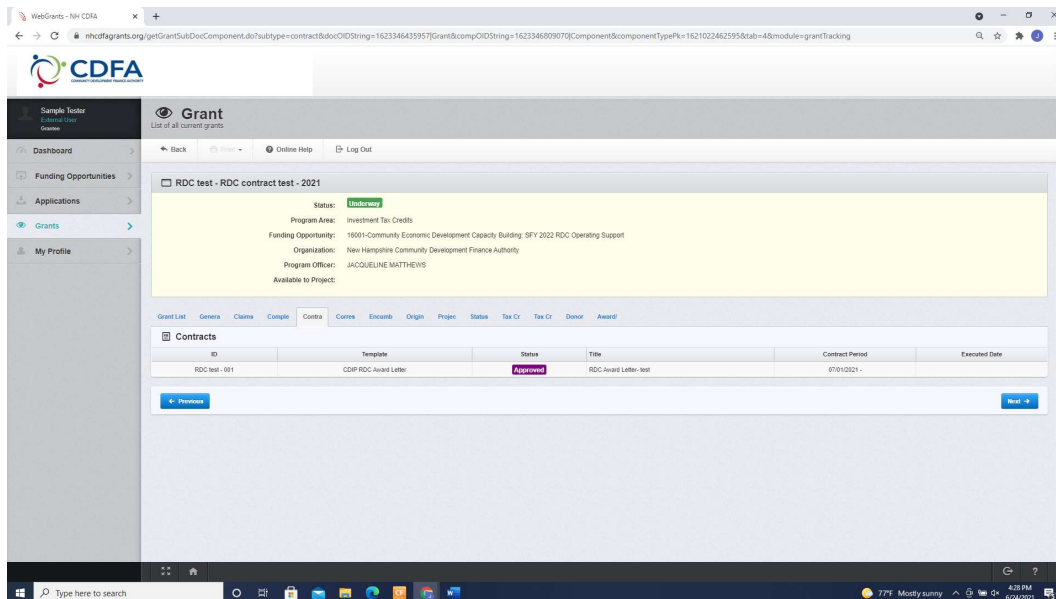
1. You will receive an email notification from [nhcdfa@webgrantsmail.com](mailto:nhcdfa@webgrantsmail.com) notifying you that your contract is ready for your signature

a.



b.

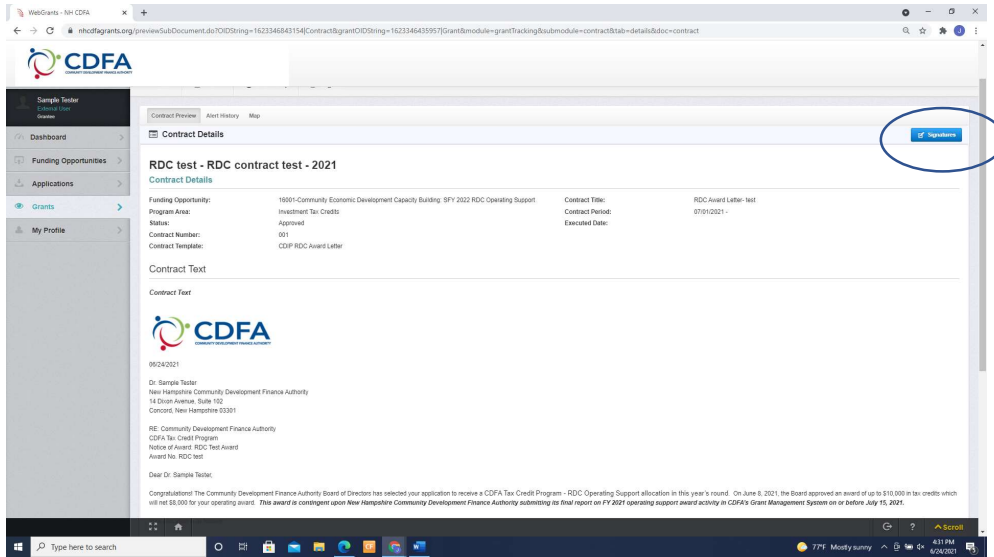
2. Log into GMS
3. Click Grants
4. Click on the grant you will be signing a contract in
5. Click contract
6. You will see a list of contracts that are part of your grant
  - a. The ID will tell you what contract you are signing
    - i. Contracts can be award letters or contracts



b.

7. Click on the contract you need to sign
  - a. Preview the contract for accuracy and correctness
  - b. If all data is correct, you will now sign your contract

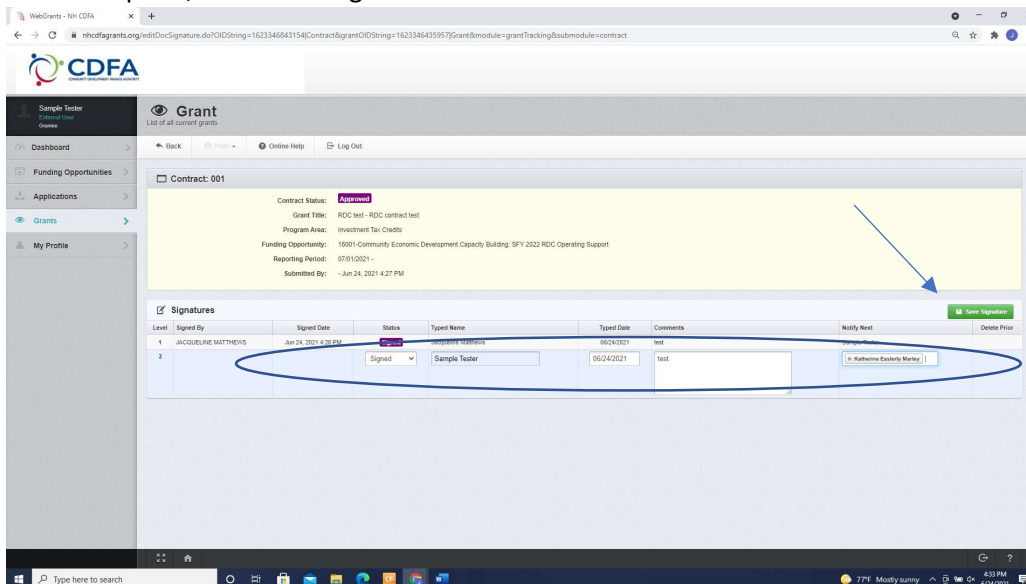
8. Click on the blue button that says “signature”



a.

9. To sign

- a. From the dropdown, select signed
- b. Enter your full legal name
- c. Enter the date you are signing the contract
- d. Enter comments for your project manager, this is not mandatory
- e. Notify next- choose Katherine Easterly Martey
  - i. NHCDFA Executive Director
- f. Once complete, click “save signature”



i.

10. Your contract has now been signed and locked for editing
11. You can view your contracts any time by clicking into the contract component in GMS
12. If you have questions
  - a. About your project- Contact your Project Manager
  - b. About GMS- Contact Jacqueline Matthews at [jmatthews@nhcdfa.org](mailto:jmatthews@nhcdfa.org)