



WorksWise
How to eSign Your
Project Agreement

The project CEO will receive an email from signers@signer-gov.esignlive.com. It will look like this but the link is not active for long so it's advised to take action within a day or two of receipt:

From: Ohio Public WorksWise <signers@signer-gov.esignlive.com>
To: Tony Montgomery <pikecountycommissioners@yahoo.com>
Sent: Friday, September 24, 2021, 10:09:05 AM EDT
Subject: Ohio Public WorksWise has added you as a Signer to "OPWC Project Agreement Magraw Road Culvert Replacement"

Hi Tony Montgomery,

Ohio Public WorksWise has added you as a Signer to "OPWC Project Agreement Magraw Road Culvert Replacement".

Please review and complete "OPWC Project Agreement Magraw Road Culvert Replacement".

[GO TO DOCUMENTS](#)

The above project agreement for the above mentioned project (CU32Y) has been released by Ohio Public WorksWise. The agreement must be electronically signed by all required parties.

You must not award a construction contract or begin construction until our Agreement has been fully executed; however, you may initiate engineering and design services at your own risk. You may also advertise for bids providing you follow the contractual requirements as posted on our website at <https://www.pwc.ohio.gov/Project-Administration/Infrastructure>.

Thank you,

Ohio Public Works Commission
OPWC.Loans@pwc.ohio.gov
<https://pwc.ohio.gov>

Click "GO TO DOCUMENTS"

First, you will need to read and accept the OneSpan Sign Consent and Disclosure form, check the box, and select ACCEPT:

Read & accept this document 1 Page(s)

I have read and agree to the terms of the eSign Disclosure Document. [ACCEPT](#)

OneSpan Sign Consent and Disclosure ("eSign Disclosure")

By clicking to accept this eSign Disclosure you are consenting: (i) to execute documents with OneSpan using its e-signature tool, OneSpan Sign; (ii) that OneSpan may record and retain audio and/or video recordings of Virtual Room sessions (if applicable), and (iii) to exchange documents with OneSpan electronically. If you do not consent to the foregoing, do not click "Accept" and contact the sender for alternative method of document execution. Please note that declining to consent may slow the speed at which OneSpan can complete transactions with you and may potentially delay the delivery of Products and/or Services to you.

Additionally, by selecting "Accept" you are agreeing:

- that your use of a key pad, mouse or other device to select an item, button, icon or similar action, or to otherwise provide OneSpan with your assent during the document transaction (the "e-Signature") constitutes your signature and acceptance of the content of the documents,
- that your e-Signature is the legal equivalent of your manual signature on the agreement,
- that no certification authority or other third party verification is necessary to validate your e-Signature and the lack of such certification or third party verification does not affect the enforceability of your e-Signature,
- that you represent that you are authorized to enter into the agreement for your organization or if applicable, yourself,
- to conduct business with OneSpan via electronic documents (as opposed to paper documents),
- that you are responsible for downloading and storing copies of the transaction for your own record keeping purposes and OneSpan is not obligated to store or provide you with paper copies of a transaction, and
- that you have read and agree to OneSpan's Privacy Statement available for review on our Privacy Center at <https://www.onespan.com/privacy-center>.

NOTE TO ONESPAN CUSTOMERS: This eSign Disclosure is written to address the consents required for e-Signatures and audio/visual recordings for OneSpan's own business purposes given the nature of our business. This eSign Disclosure may not be suitable for your business purposes and you should seek legal counsel in the applicable jurisdiction(s) for the development of your own

After accepting the disclosure, you will be taken to your project agreement. You can review the agreement on the screen or download and print for review by your legal counsel.

You can exit out of the webpage if you need time to review the document. When ready to sign, click the link from the original email.

After checking the box and signing the agreement, all 3 project officials will be emailed a copy of the disclosure as well as a copy of the fully executed agreement. You can also download both documents directly from the webpage where you signed:

The screenshot displays a web interface for the Ohio Public Works Commission. On the left, a sidebar menu shows a 'DOCUMENTS' section with two items: 'Electronic Disclosures and Signatures Consent' (Document accepted, 2 Pages) and 'OPWC Project Agreement Magra' (Signing completed, 17 Pages). A 'DOWNLOAD ALL' button is visible below the menu. The main content area shows a document titled 'Signing complete' with a 'Completed' status. The document text reads: 'Ohio Public Works Commission PROJECT GRANT AGREEMENT STATE CAPITAL IMPROVEMENTS PROGRAM Pursuant to Ohio Revised Code Chapter 164 and Ohio Administrative Code Chapter 164-1, this Project Grant Agreement ("Agreement") is entered into September 23, 2021 by and between the State of Ohio, acting by and through the Director of the Ohio Public Works Commission ("Director" or the "OPWC"), and Pike County ("Recipient"), in respect of the Project named Magraw Road Culvert Replacement as described in Appendix A of this Agreement ("Project") to provide 76.1 % of the total Project cost ("Participation Percentage"), not to exceed One Hundred Twenty Five Thousand Dollars (\$ 125,000), for the sole and express purpose of financing or reimbursing costs of the Project as more fully set forth in this Agreement and the Appendices as attached.' At the bottom of the document view, a message states 'You completed signing all your documents' next to a blue 'FINISHED' button.

Once this is complete, the project agreement is fully executed, and a copy will be uploaded to the project on WorksWise. The project status will change to Approved and you will be able to request disbursements on the project.

Should you click on the GO TO DOCUMENTS link from an email and get the following message:

Unauthorized Access

This transaction is no longer available. Please contact the transaction sender for further information.

it means the link is no longer valid and you will need to ask your OPWC program representative to resend the project agreement.

LOAN PROJECTS

If your project involves a loan component, the project CEO follows all the steps listed above, however, the agreement is not fully executed until the project CFO eSigns the promissory note. The CFO will receive an email AFTER the project CEO has signed the project agreement and then complete the same steps to eSign the project promissory note. Once this is complete, the 3 project officials will receive an email with a pdf copy of the fully executed agreement. A copy will be uploaded to the project on WorksWise. The project status will change to Approved and you will be able to request disbursements on the project.