



How To:

Electronically Sign Your Contract

Signing Your Contract

From the agency dashboard page click the 'View Contract Forms' tab on the left hand side of the screen.

Agency Dashboard

Select from the list of agencies below you are assigned to.

Search: Show 10 entries

Agency Name	View Agency
New Mexico Office of the State Auditor	View

< Previous 1 Next > Showing 1 to 2 of 2 entries

On the agency profile page your Contract will have an 'Approved' status. Under the action column click the 'Esign' link.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created. [Generate Form +](#)

Search: Show 10 entries

Last Updated	Fiscal Year	Last Updated By	Status	Audit Report Letter	Action
02/06/2025	2025	Kateri Agency	Submitted		View
02/11/2025	2026	Kateri Agency	Executed		Contract Approval Letter Amend
03/19/2025	2024	Kateri Agency	Approved		View eSign Approval Letter
04/01/2025	2023	Kateri Agency	Submitted		View

< Previous 1 Next > Showing 1 to 4 of 4 entries

A pop up to select your contract signature message will appear. To electronically sign your contract click the E-Signature button

eSign Contract

Please choose your signing method for the contract:

Select 'eSignature' to sign it electronically within the application. Need Help? Check out our OSA Connect tutorials [here](#).



A new pop up will appear that allows you to preview your contract and sign.

A screenshot of the OSA-Connect 'eSignature' interface. The interface is divided into a left sidebar, a central content area, and a right sidebar. The left sidebar contains navigation links: 'Agency Dashboard', 'Agency Profile', 'View Contract Forms', and 'FAQs'. The central content area is titled 'eSignature' and contains a contract preview. The contract text includes: 'STATE OF NEW MEXICO AUDIT CONTRACT', 'New Mexico Office of the State Auditor hereinafter referred to as the "Agency," and Real Time Solutions Test Firm hereinafter referred to as the "Contractor," agree: As required by the Audit Rule, Section 2.2.2.1 NMAC et seq., Contractor agrees to, and shall, inform the Agency on Contractor by the Office of the State Auditor pursuant to Section 2.2.2.8 NMAC, and whether the Contractor this Contract despite the restriction.', and '1. SCOPE OF WORK (Include in Paragraph 25 any expansion of scope) A. The Contractor shall conduct a financial and compliance audit of the Agency for Fiscal Year 2023 in accordance with generally accepted in the United States of America, Government Auditing Standards, Uniform Administrative Principles, and Audit Requirements for Federal Awards, the Audit Act, Sections 12-6-1 through 12-6-1'. Below the contract preview is a 'Signature' section with a checkbox: 'By signing below, I agree to the foregoing contract terms. By typing my name and checking the box below, I acknowledge that I am signing this document electronically and agree that my electronic signature has the same legal validity, meaning, and effect as my handwritten signature.' Below this are two input fields: 'Type your complete name' and 'Type your title'. At the bottom are 'Sign' and 'Cancel' buttons. The right sidebar contains a 'Generate Form' button, a 'Show 10 entries' dropdown, and a table with 'Action' column containing links like 'View eSignature / Upload Approval Letter', 'Contract Approval Letter Amend', etc. Annotations in red text and arrows point to various elements: 'Click Here To consent to sign electronically' points to the checkbox; 'Sign by filling the box with your full name here....' points to the name input field; '..... and your title here' points to the title input field; 'Scroll to review' points to the contract preview area.

Once all of the information has been filled out click the red 'Sign' button to sign you contract.

eSignature

**STATE OF NEW MEXICO
AUDIT CONTRACT**

New Mexico Office of the State Auditor

hereinafter referred to as the "Agency," and

Real Time Solutions Test Firm

hereinafter referred to as the "Contractor," agree:

As required by the Audit Rule, Section 2.2.2.1 NMAC *et seq.*, Contractor agrees to, and shall, inform the Agency on Contractor by the Office of the State Auditor pursuant to Section 2.2.2.8 NMAC, and whether the Contractor this Contract despite the restriction.

1. **SCOPE OF WORK** (Include in Paragraph 25 any expansion of scope)

A. The Contractor shall conduct a financial and compliance audit of the Agency for Fiscal Year 2023 in accordance with generally accepted in the United States of America, *Government Auditing Standards, Uniform Administrative Principles, and Audit Requirements for Federal Awards*, the Audit Act, Sections 12-6-1 through 12-6-1

Signature

By signing below, I agree to the foregoing contract terms. By typing my name and checking the box below, I acknowledge that I am signing this document electronically and agree that my electronic signature has the same legal validity, meaning, and effect as my handwritten signature.

Optional

Type your complete name

Type your title

Click Here 

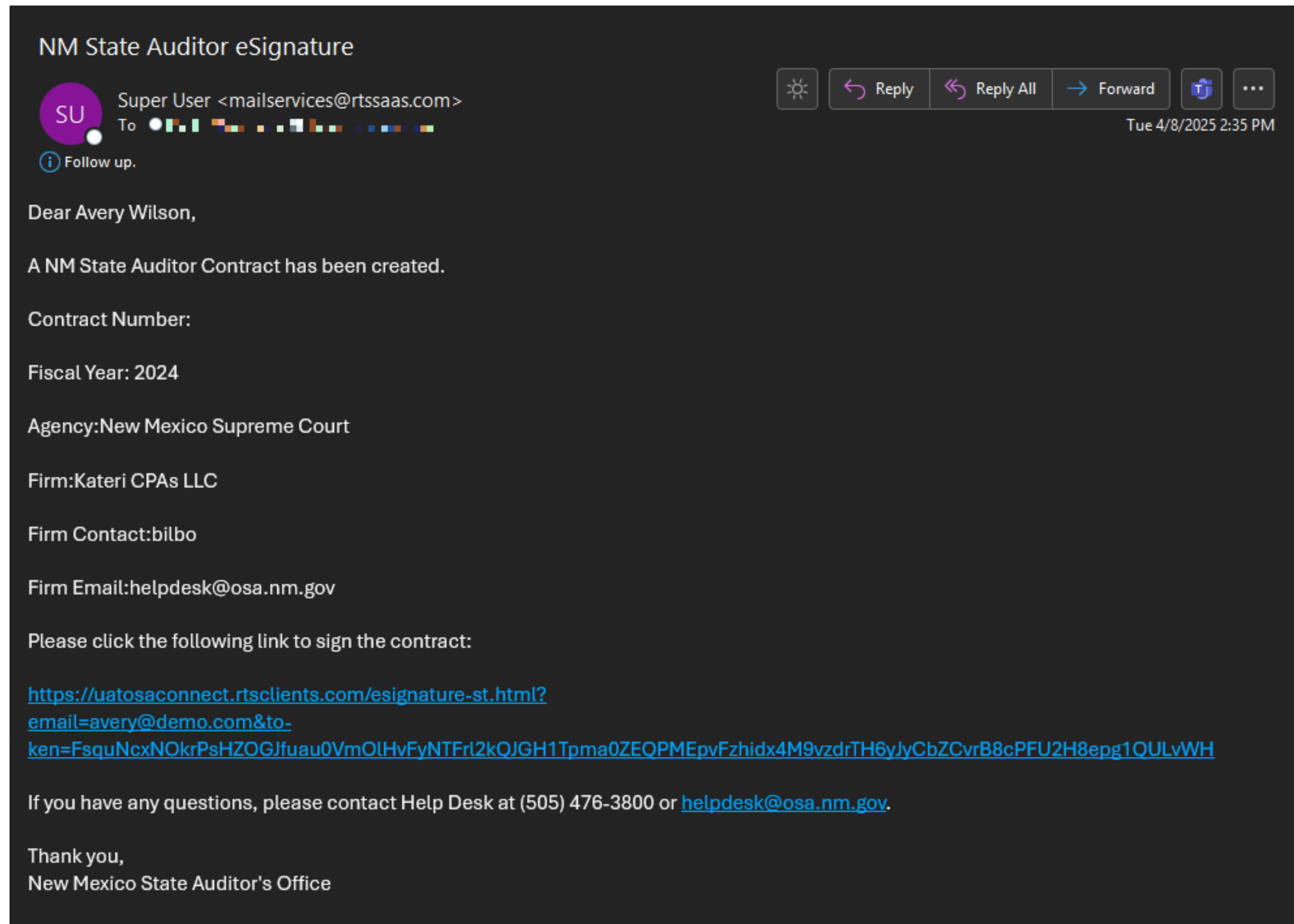
Sign > **Cancel**



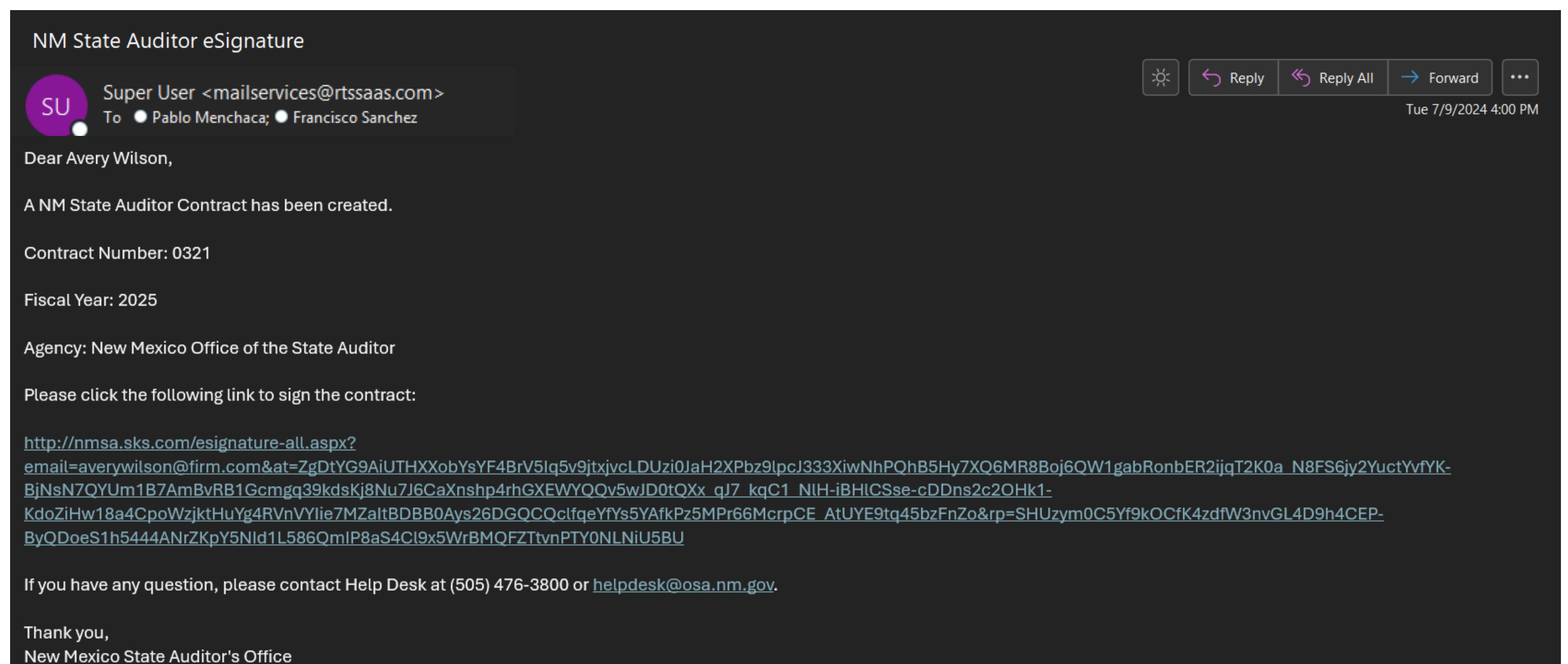
After clicking sign. Your contract has been electronically signed

What To Expect Next

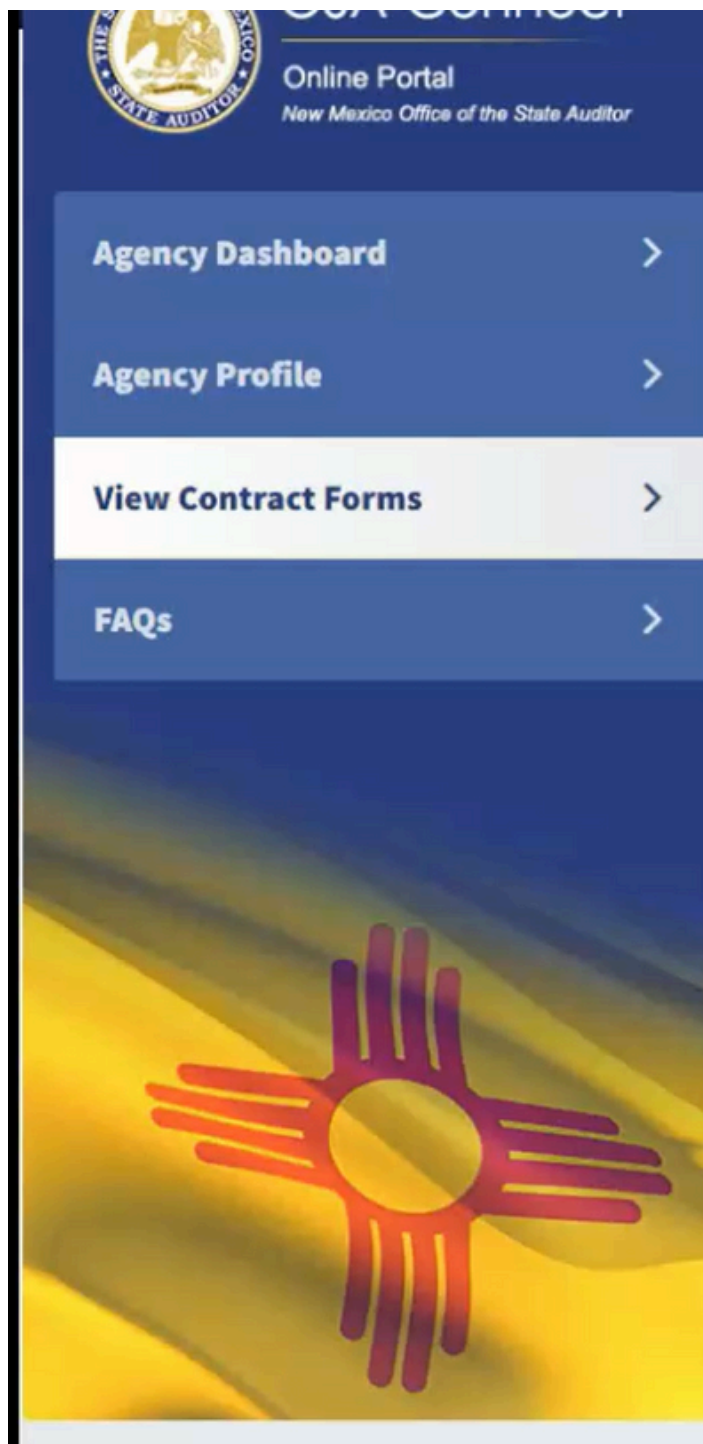
After you have signed your contract you will receive an email from OSA notifying you that your contract has been sent to your designated IPA.



Your IPA will receive an email notification informing them that they have a contract to sign. The email will include essential information about the contract and a link to sign.



After you have signed your contract your contract will change to a submitted status



View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

[Generate Form +](#)

Search:

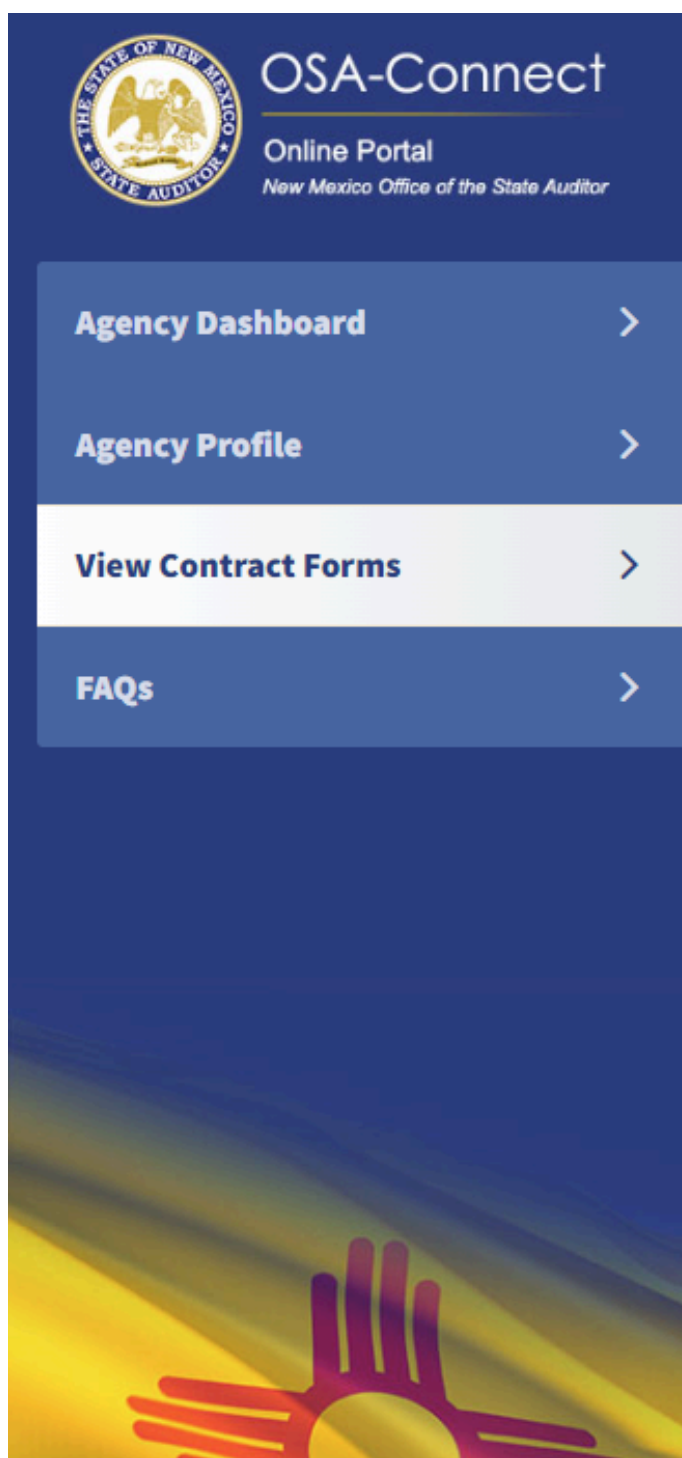
Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/10/2024 11:54:26 AM	2026	Test User	Submitted		View
7/9/2024 2:11:36 PM	2025	Test User	Executed		Contract Approval Letter Amend
5/9/2024 9:25:36 AM	2024	Test User	Executed		Contract Approval Letter
5/2/2024 11:17:41 AM	2024	Test User	Pending Signature Review		View
4/24/2024 3:27:40 PM	2024	Test User	Executed	Audit Report Letter	Contract Approval Letter

< Previous 1 Next >

Showing 1 to 5 of 5 entries

The status will remain in a submitted status until all parties have signed. Once all parties have signed the status will change to a executed status.



View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

[Generate Form +](#)

Search:

Show 10 entries

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/12/2024 10:09:20 AM	2023	Test User	Approved		View eSignature / Upload Approval Letter
7/10/2024 11:54:26 AM	2026	Test User	Executed		Contract Approval Letter Amend
7/9/2024 2:11:36 PM	2025	Test User	Executed		Contract Approval Letter Amend
5/9/2024 9:25:36 AM	2024	Test User	Executed		Contract Approval Letter
5/2/2024 11:17:41 AM	2024	Test User	Pending Signature Review		View
4/24/2024 3:27:40 PM	2024	Test User	Executed	Audit Report Letter	Contract Approval Letter

< Previous 1 Next >

Showing 1 to 6 of 6 entries

You can view your signed contract by clicking Contract.

View Contract Forms

Before you generate a new contract, please check the table below to see if one has already been created.

[Generate Form](#) +

Last Updated ^	Fiscal Year v	Last Updated By v	Status v	Audit Report Letter v	Action
7/12/2024 10:09:20 AM	2023	Test User	Approved		View eSignature / Upload Approval Letter
7/10/2024 11:54:26 AM	2026	Test User	Executed		Click Here → Contract Approval Letter Amend
7/9/2024 2:11:36 PM	2025	Test User	Executed		Contract Approval Letter Amend
5/9/2024 9:25:36 AM	2024	Test User	Executed		Contract Approval Letter
5/2/2024 11:17:41 AM	2024	Test User	Pending Signature Review		View
4/24/2024 3:27:40 PM	2024	Test User	Executed	Audit Report Letter	Contract Approval Letter

< Previous **1** Next > Showing 1 to 6 of 6 entries

You will then be able to view the contract with the electronic signatures from all parties.

23. DESIGNATED ON-SITE STAFF

The Contractor's on-site individual auditor responsible for supervision of work and completion of the audit is Avery Wilson. The Contractor shall notify the Agency and the State Auditor in writing of any changes in staff a audit.

24. INVALID TERM OR CONDITION

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected.

25. OTHER PROVISIONS

SIGNATURE PAGE

This Contract is made effective as of the date of the latest signature.

AGENCY

New Mexico Office of the State Auditor

PRINTED NAME: Avery Wilson
TITLE: Contracts Manager
Electronically Signed on 7/9/2024

CONTRACTOR

Real Time Solutions Test Firm

PRINTED NAME: Jamie Lee
TITLE: CPA
Electronically Signed on 7/9/2024

