



How To:

Electronically Sign Your Contract

For State Agencies requiring GSD Approval

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:

Agency Name
New Mexico Office of the State Auditor

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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

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In the pop up window click the eSignature button to start the eSign process

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](#).



When eSignature is clicked, the Signature Configuration window will appear.

The Signature Configuration window is shown within a grey border. It features a yellow horizontal line at the top. The title 'Signature Configuration' is displayed. Below it, the word 'Optional' is written in blue, followed by 'Signatures Section'. There are two input fields: 'Signer Name' and 'Signer email'. Below the 'Signer Name' field is a dropdown menu with 'Agency Contact' selected and a downward arrow. To the right of the dropdown is a red 'Delete' button. Below these fields is a blue 'New Signer' button. At the bottom of the window, there is another yellow horizontal line, followed by three buttons: 'New Group of Signers' (blue), 'Send >' (red), and 'Cancel' (blue).

- 1. Add Signers:** Provide the name and email of each signer.
- 2. Select Title:** From the drop-down menu, select the appropriate signer title. This title will designate where their signature appears on the contract.
- 3. Set Signing Order:** If signers need to sign in a specific sequence, create signer groups to control and organize the signing process step-by-step. If you add additional signer groups, they will receive emails to sign only after the previous groups have completed their signatures.
- 4. Send for Signature:** When all contacts have been added and order of signature has been determined click **'Send'** to send the contract out for signature.

The screenshot shows the 'Signature Configuration' interface. At the top, there is a section labeled 'Optional Signatures Section'. It contains two input fields: 'Signer Name' and 'Signer email'. A red arrow points to the 'Signer Name' field with the text 'Enter name here'. Another red arrow points to the 'Signer email' field with the text 'Email address of signer goes here.'. Below these fields is a 'Signer Title' dropdown menu currently set to 'Agency Contact'. A red arrow points to this dropdown with the text 'Choose signer's title from drop down. The title will correspond with the appropriate location on the contract'. To the right of the dropdown is a red 'Delete' button, with a red arrow pointing to it and the text 'Deletes signer'. Below the 'Signer Title' dropdown is a blue 'New Signer' button, with a red arrow pointing to it and the text 'Adds another signer'. At the bottom of the configuration section, there are three buttons: a blue 'New Group of Signers' button, a red 'Send >' button, and a blue 'Cancel' button. A red arrow points to the 'New Group of Signers' button with the text 'Creates another group of signers to sign after the first group has signed'. Another red arrow points to the 'Send >' button with the text 'Sends contract out for signature'.

Optional

Signatures Section

Signer Name

Alex Morgan

Signer email

agency@agency.com

Signer Title

Agency Contact

Delete

Signer Name

Jordan Blake

Signer email

ipa@ipa.com

Signer Title

IPA

Delete

New Signer

Signatures Section

Signer Name

Taylor Reed

Signer email

cfo@agency.com

Signer Title

CFO

Delete

Signer Name

Casey Harper

Signer email

gc@agency.com

Signer Title

General Counsel

Delete

New Signer

Signatures Section

Signer Name

Riley Quinn

Signer email

contact@trd.com

Signer Title

Tax & Rev

Delete

Signer Name

Morgan Lee

Signer email

contact@gsd.com

Signer Title

Agency Contact

Delete

New Signer

Group 3

New Group of Signers

Send >

Cancel

First Group of Signers

Second Group of Signers will receive their emails after the first group has signed

Third Group of Signers will receive their emails after the first two groups have signed

Example of completed form

Group 2

After you have clicked 'Send' your contract will have a submitted status.

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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

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Signers will receive an email with a link to view and sign the contract

NM State Auditor eSignature

OSA State Messaging Service <mailservices@sks.com>
To: Alex Morgan 1:13 PM

Dear Alex Morgan,

A NM State Auditor Contract has been created.

Please click the following link to sign the contract:

http://nmsa.sks.com/esignature.aspx?email=agency@agency.com&at=tYX61308eMV4JVKuDH8NncqOS1w9Fubs4CTeVOTnBROkH4AHK1bJ8gAriEAYrbeR7xdR7Ke-rPJLwEywjncWUKvnZLMxk_PuwSvBKO7b0I1QTGdncmvG9sxa-ADW36pxpyXhpa_LdBUseYE9fJjyCOHyxSW2sOxOh_L8y5jpkPwCAI9FKTVdykiThU-nizntxXnul3ureDGubqAlw5D2wPfsK9rQCukVlnN1Qz6y_5r4LheXGwLeeRjsc7cPy4eiysCQrqDSR80WB9ZEREHJGXomIM8UgnskF9p4Aa4G9LgbRHERqdwPe9WpFDYnD6kkOqslt4eQJbJ

If you have any question, please contact Help Desk at (505) 476-3800 or helpdesk@osa.nm.gov.

Thank you,
New Mexico State Auditor's Office

The link will direct to OSA-Connect where the contract can be reviewed and signed

OSA-Connect
Online Portal
New Mexico Office of the State Auditor

Contract No. 0321

**STATE OF NEW MEXICO
AUDIT CONTRACT**
(State Agencies with GSD/CRB Approval)

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 of any restriction placed on Contractor by the Office of the State Auditor pursuant to Section 2.2.2.8 NMAC, and whether the Contractor is eligible to enter into this Contract despite the restriction.

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

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

Sign And Approve ↓

After submitting a signature the a green confirmation message will appear

! **Your signature has been received.**

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

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

Sign And Approve ↓

Once all contacts have signed you will receive an signature completion email.

NM State Auditor eSignature COMPLETED - New Mexico Office of the State Auditor



OSA State Messaging Service <mailservices@sks.com>

To ● Jordan Blake

Dear Test User,

The NM State Auditor Contract has completed all the signatures.

Contract Number: 0321

Agency: New Mexico Office of the State Auditor

Fiscal Year: 2027

Firm: Real Time Solutions Test Firm

Firm Contact: Jordan Blake

Firm Email: jordan@cpa.com

If you have any question, please contact Help Desk at (505) 476-3800 or helpdesk@osa.nm.gov.

Thank you,

New Mexico State Auditor's Office

You can view your signed contract by clicking Contract.

View Contract Forms

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Show 10 entries

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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

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

SIGNATURE PAGE

This Contract is made effective as of the date of the signature of the General Services Department/Contracts Review Bureau.

AGENCY

New Mexico Office of the State Auditor

PRINTED NAME: Alex Morgan
TITLE: Agency Contact
Electronically Signed on 9/12/2024
PRINTED NAME: Morgan Lee
TITLE: GSD
Electronically Signed on : 9/13/2024

CONTRACTOR

Real Time Solutions Test Firm

PRINTED NAME: Jordan Blake
TITLE: IPA
Electronically Signed on 9/12/2024

STATE AGENCY

BY: Casey Harper
TITLE: GENERAL COUNSEL
DATE: Electronically Signed on 9/13/2024

AGENCY CFO

BY: Taylor Reed
TITLE: CHIEF FINANCIAL OFFICER
DATE: Electronically Signed on 9/13/2024

This Contract has been approved by:

GENERAL SERVICES DEPARTMENT
CONTRACTS REVIEW BUREAU

BY: Morgan Lee
TITLE: GSD Contact
DATE: Electronically Signed on 9/13/2024

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID No. 012345
BY: Riley Quinn
TITLE: TRD
DATE: Electronically Signed on 9/13/2024

