



## Submittal of the Compensation Waiver Packet to Region Utility Coordinator and BTS Utility Unit

1. Complete steps in "File Naming Process"
2. Complete steps in "How to Login and Locate Templates"
3. Click Correspondence Memorandum

WI Dept. of Transportation | Home | Manage | Send | Dashboards | Wisconsin Department of Transportation Reports | 19870963

Create | Current Filter: (none) | Search Envelopes | Actions

Auto-Match	Name	From	Password Protected	Created	Modified
	WisDOT Access Modification	Drew Kottke		5/18/2015 9:01:06 AM PT	12/15/2015 10:10:56 AM PT
	Correspondence Memorandum	Michelle Ledzian		5/28/2015 1:53:57 PM PT	1/13/2016 7:30:09 AM PT
	Access Decision - Don G & Norm P	Drew Kottke		8/27/2015 1:02:34 PM PT	9/21/2015 4:22:22 PM PT
	Access Decision Template - Unlocked	Drew Kottke		8/27/2015 12:52:00 PM PT	1/27/2016 11:15:46 AM PT

Summary | Document

**Envelope Status: Template**

Modified: 1/13/2016 7:30:09 AM PT | Michelle Ledzian (michelle.ledzian@dot.wi.gov)

Pages: 2

1. Created by Michelle Ledzian (michelle.ledzian@dot.wi.gov) | 5/28/2015 1:53:57 PM PT
2. Recipient () at route Signer 1
3. Recipient Michelle Ledzian (michelle.ledzian@dot.wi.gov) | Statewide Utility Coordinator at route Signer 2

4. Click Actions
5. Click New Envelope

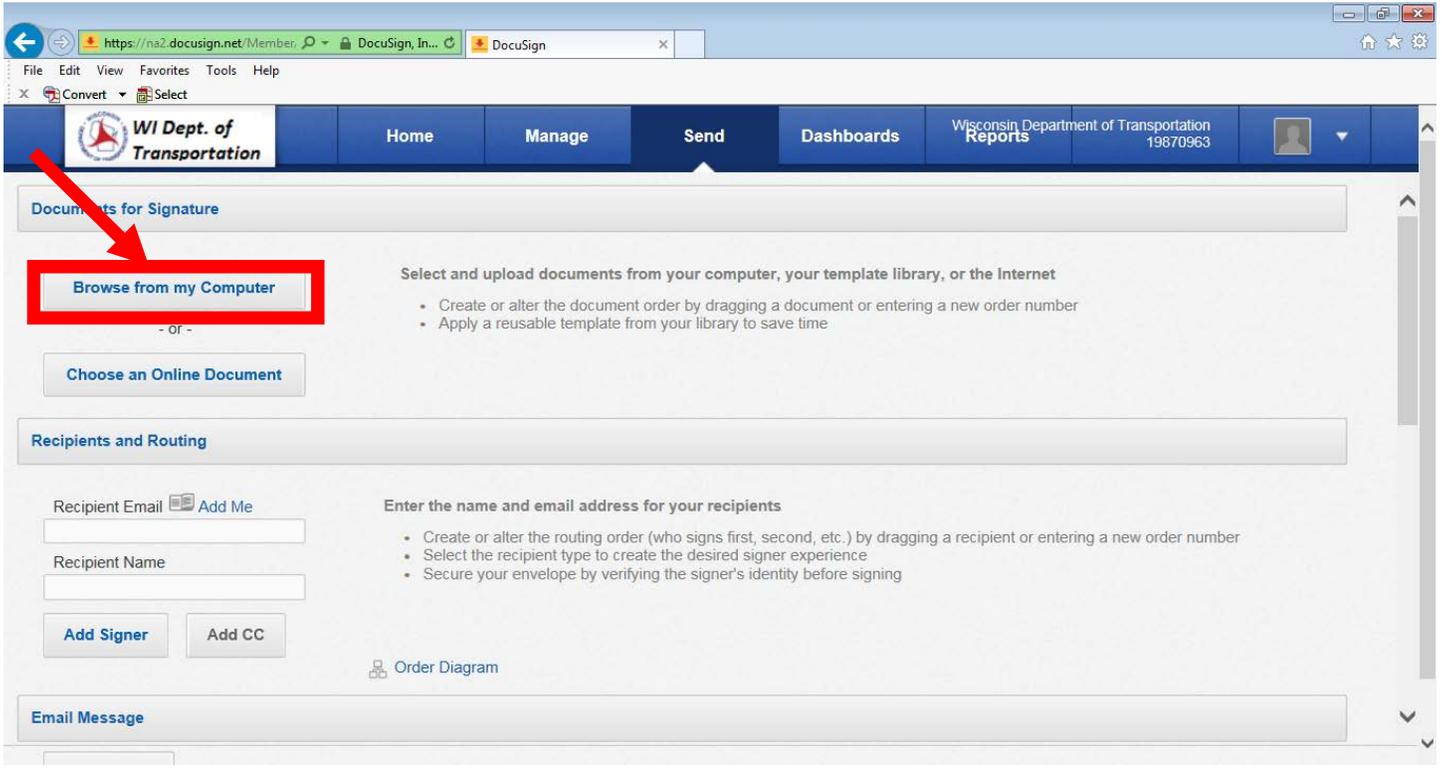
The screenshot shows the DocuSign web interface for the Wisconsin Department of Transportation. The browser address bar displays <https://na2.docuSign.net/Member>. The navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. A search bar is present with the text 'Current Filter: (none) Search Envelopes'. On the left, there are sections for 'Envelopes' (Inbox, Sent, Draft, Deleted), 'Search Folders' (Awaiting my Signature, Expiring Soon, Out for Signature, Completed), and 'Templates' (My Templates, Shared Templates (6)).

The main content area displays a table of envelopes:

Auto-Match	Name	From	Password Protected	Created	Modified
	WisDOT Access Modification Request Decision Document	Drew Kottke		5/18/2015 9:01:06 AM PT	12/15/2015 10:00:00 AM PT
	Correspondence Memorandum	Michelle Ledzian		5/28/2015 1:53:57 PM PT	1/13/2016 7:30:09 AM PT
	Access Decision - Don G & Norm P	Drew Kottke		8/27/2015 1:02:34 PM PT	9/21/2015 4:22:22 PM PT
	Access Decision Template - Unlocked	Drew Kottke		8/27/2015 12:52:00 PM PT	1/27/2016 11:15:46 AM PT
	Statement of Non-Reimbursement By Utility	Michelle Ledzian		5/28/2015 1:50:27 PM PT	1/13/2016 7:30:28 AM PT
	Statement of Non-Reimbursement By Utility Address Recipient	Michelle Ledzian		7/23/2015 7:51:22 AM PT	1/13/2016 7:40:50 AM PT

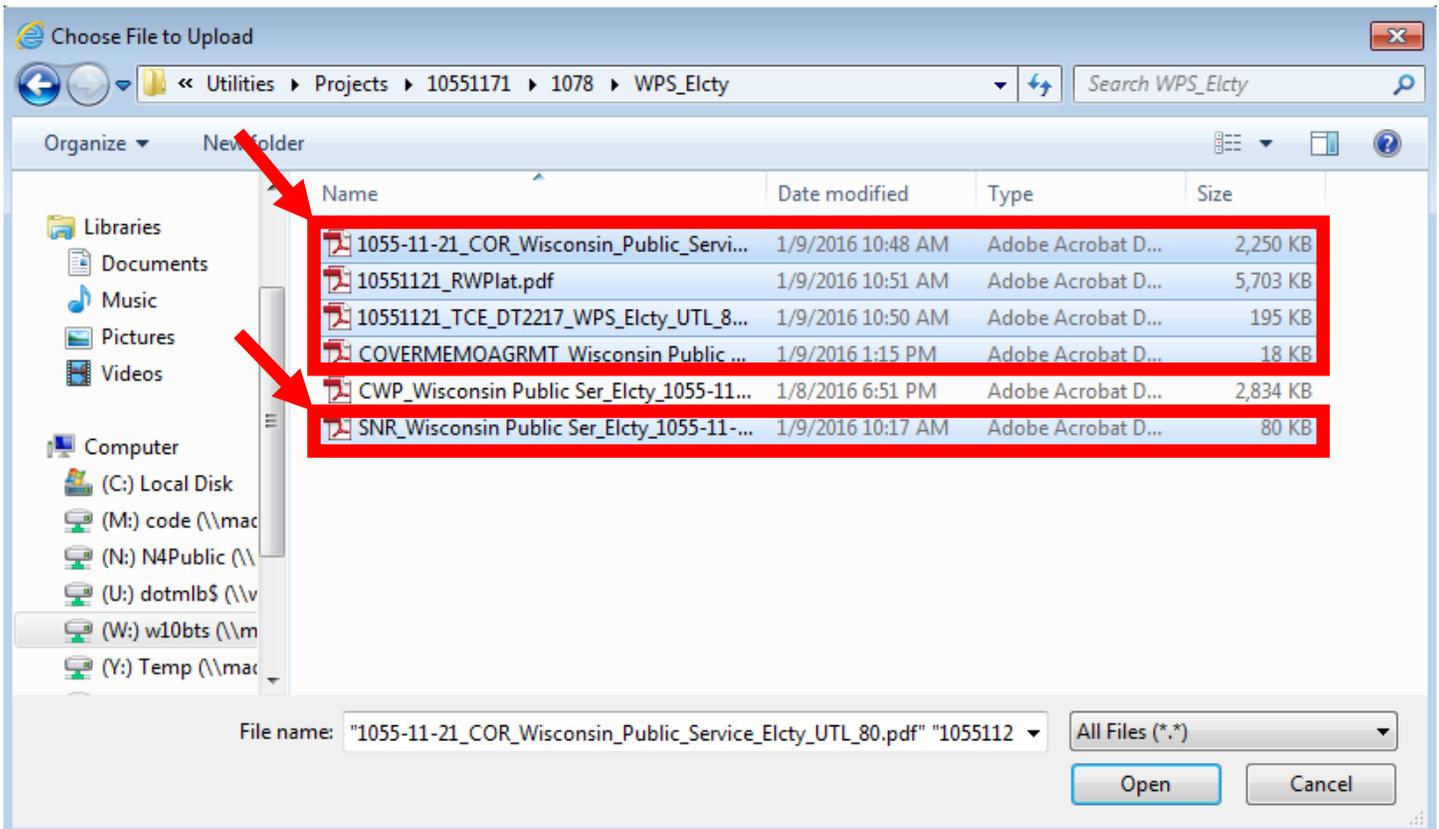
Below the table, there are tabs for 'Summary' and 'Document'. The 'Envelope Status: Template' is displayed. The 'Actions' dropdown menu is open, showing 'New Envelope' and 'Open' options. Red arrows point to the 'Actions' dropdown and the 'New Envelope' option.

6. Click Browse from my Computer



*Note: The tab switched automatically from Manage to Send*

7. Browse your LAN drives to find the exported Correspondence Memorandum that was created in TUMS and all of the other documents that are applicable for this Compensation Waiver Packet (this location will vary per region office)
8. Hold down the CTRL key and click on the Correspondence Memorandum, Statement of Non-Reimbursement by Utility DT2245, release of rights documents, and RW plat.



9. Click Open to apply the template in DocuSign

10. Matching Templates box will appear

11. Click Apply

The screenshot shows the DocuSign interface for the Wisconsin Department of Transportation. A 'Matching Templates' dialog box is open, displaying a table of matching templates. A red arrow points to the 'Apply' button in the dialog.

Apply	Percentage Match	Template	Page Range
<input checked="" type="checkbox"/>	53%	Correspondence Memorandum	1-2

Below the dialog, the 'Recipients and Routing' section is visible, including fields for 'Recipient Email' and 'Recipient Name', and buttons for 'Add Signer' and 'Add CC'. The 'Email Message' section is also visible, with a 'Next' button at the bottom.

12. Documents have been uploaded

The screenshot shows the DocuSign interface for the Wisconsin Department of Transportation. The 'Documents for Signature' section contains a table with the following data:

Order	Document	Document Actions
1	1055-11-21_COR_Wisconsin_Public_Servi 2 Pages	Actions
2	10551121_RWPlat.pdf 3 Pages	Actions
3	10551121_TCE_DT2217_WPS_Elcty_UTL 1 Page	Actions
4	COVERMEMOAGRMT_Wisconsin Public E 2 Pages	Actions
5	SNR_Wisconsin Public Ser_Elcty_1055-11- 1 Page	Actions

Below the document list is the 'Recipients and Routing' section, which includes a table for adding recipients:

Order	Email	Name	Action	Identify
1	Email (required)	Name (required)	Sign	Email
2	dotdtsdcouilitycoordination@dot.wi.g	Statewide Utility Projects	Sign	Email

The interface also includes an 'Email Message' section with a subject line: 'Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511-...'. At the bottom, there are buttons for 'Next', 'Send Now', 'Save Draft', and 'Discard Changes', along with a 'Use Advanced Sending' checkbox.

13. Change the Order by typing in a number to replace the existing number in the Order field so that the documents are in the correct sequence
14. The correct sequence as shown below is Correspondence Memorandum, Statement of Non-Reimbursement by Utility DT2245, release of rights documents, and RW plat

The screenshot shows the DocuSign interface for the Wisconsin Department of Transportation. The 'Documents for Signature' section contains a table with the following data:

Order	Document	Document Actions
1	COVERMEMOAGRMT_Wisconsin Public S 2 Pages	Actions
2	SNR_Wisconsin Public Ser_Elcty_1055-11- 1 Page	Actions
B	1055-11-21_COR_Wisconsin_Public_Servi 2 Pages	Actions
4	10551121_TCE_DT2217_WPS_Elcty_UTL 1 Page	Actions
5	10551121_RWPlat.pdf 3 Pages	Actions

The 'Recipients and Routing' section shows two recipients:

Order	Email	Name	Action	Identify
1	Email (required)	Name (required)	Sign	Email
2	doldtsdcoutilitycoordination@dot.wi.g	Statewide Utility Projects	Sign	Email

The 'Email Message' section contains the following text:

Please enter a personalized subject and message so the recipient can verify that the signing request is legitimate.

Email Subject to All Recipients  
Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511-...

Email Message to All Recipients

Buttons: Next, Send Now, Save Draft, Discard Changes, Use Advanced Sending

Footer: English (US), Terms Of Use, Support, Feedback, Intellectual Property, Privacy Policy, Copyright © 2016 DocuSign, Inc. All rights reserved.

15. Type in your email address and name in Order 1 of Recipients and Routing
16. Verify the email address for the Central Office Mailbox is under email and Statewide Utility Projects Coordinator is under name for Order 2 of Recipients and Routing

The screenshot shows the DocuSign interface for document preparation. At the top, there is a navigation bar with 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. Below this is a 'Documents for Signature' section with a table of documents:

Order	Document	Document Actions
1	COVERMEMOAGRMT_Wisconsin Public S 2 Pages	Actions
2	SNR_Wisconsin Public Ser_Elcty_1055-11- 1 Page	Actions
3	1055-11-21_COR_Wisconsin_Public_Servi 2 Pages	Actions
4	10551121_TCE_DT2217_WPS_Elcty_UTL 1 Page	Actions
5	10551121_RWPlat.pdf 3 Pages	Actions

Below the document list is the 'Recipients and Routing' section, which is highlighted with a red box and a red arrow. It contains a table with the following data:

Order	Email	Name	Action	Identify
1	michael.baumann@dot.wi.gov	Michael Baumann	Sign	Email
2	dotdtsdcutilitycoordination@dot.wi.gov	Statewide Utility Projects	Sign	Email

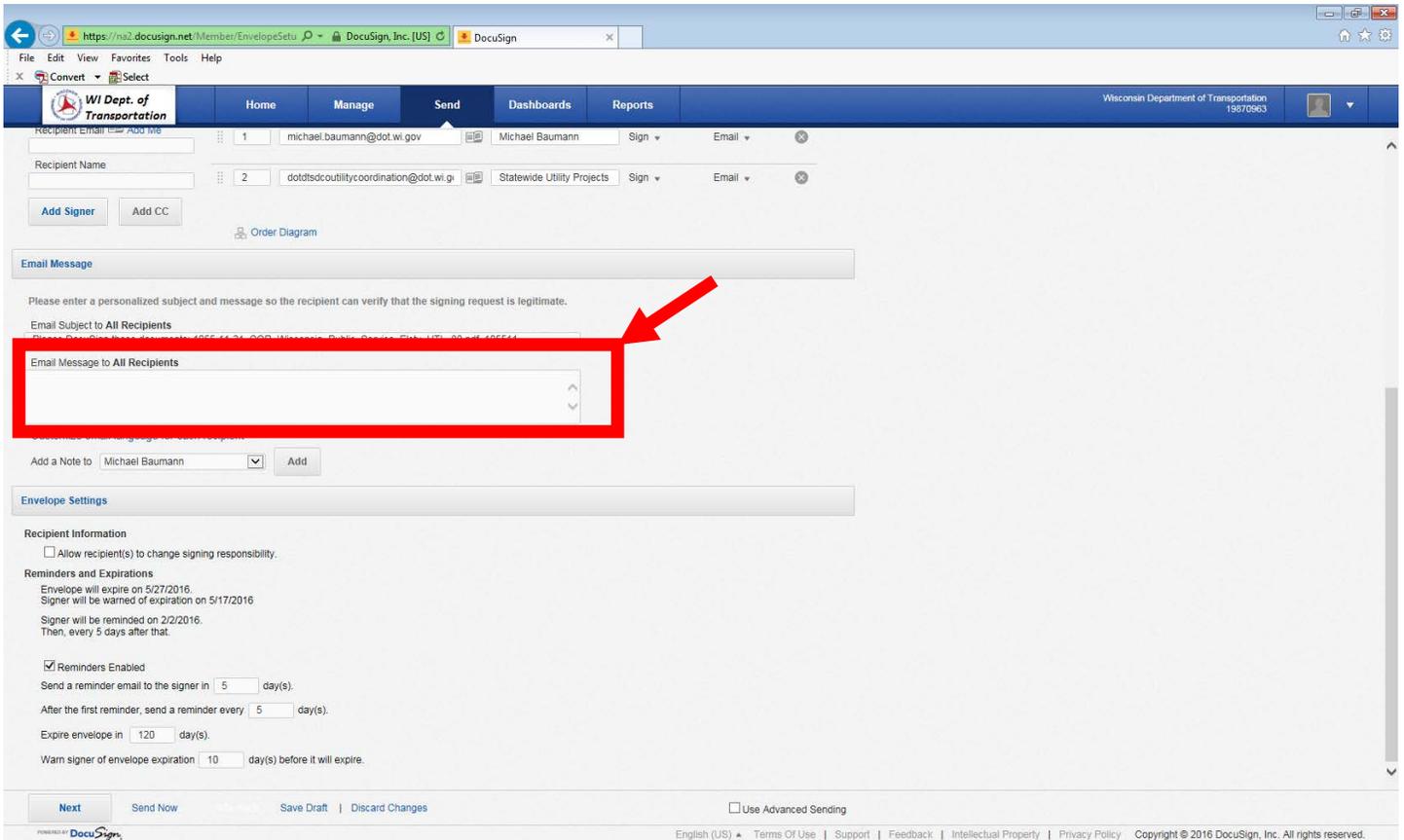
At the bottom of the interface, there is an 'Email Message' section with a text area for a personalized subject and message. The footer includes 'POWERED BY DocuSign' and various links like 'Terms Of Use', 'Support', 'Feedback', 'Intellectual Property', 'Privacy Policy', and 'Copyright © 2016 DocuSign, Inc. All rights reserved.'

**Notes:**

*You are required to send this document to yourself for your signature. Once you sign the document, it will automatically be sent on to the Central Office Mailbox for one of the Statewide Utility Projects Coordinator's signature. Your email address must be entered in Order 1 of the Recipients and Routing and the Central Office Mailbox email address must be entered in Order 2 of the Recipients and Routing for the process to work correctly.*

*Once you have emailed someone a document, their name and email address will be added to the Address Book (book icon next to the Email field). Click that icon to open the Address Book and double click on the name of the person you want entered in Order 1 or Order 2 of the Recipients and Routing.*

- 17. Scroll down to see the following
- 18. Enter Email Message to All Recipients if needed



19. Scroll down to see the following
20. Click Next

The screenshot shows the DocuSign 'Send' interface. At the top, there's a navigation bar with 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. Below this, there's a recipient list with two entries: 'Michael Baumann' (michael.baumann@dot.wi.gov) and 'Statewide Utility Projects' (dotdtsdcutilitycoordination@dot.wi.gov). The 'Email Message' section contains a subject line and a message body. The 'Envelope Settings' section includes 'Recipient Information', 'Reminders and Expirations', and 'Advanced Sending' options. A red box highlights the 'Next' button at the bottom left, with a red arrow pointing to it from the 'Reminders and Expirations' section.

*Note: Reminders and Expirations are settings that were established by the BTS Utility Unit when the template was created. BTS Utility Unit recommends using these settings, but you can modify to suit your needs.*

21. Close box shown below

The screenshot displays the DocuSign envelope editor interface. At the top, the navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The 'Send' button is highlighted with a red arrow pointing to a dialog box. The dialog box, titled 'Tag', contains the following text: 'Drag a tag onto the document to assign a task to a recipient. To tag for a different recipient, click on that recipient's name on the left.' Below this text are three options: 'Signature', 'Optional Signature', and 'Initial', each with a corresponding icon. A checkbox labeled 'Don't show this again' is at the bottom of the dialog. The background shows a 'MEMORANDUM' form with the following content:

**MEMORANDUM** Wisconsin Department of Transportation

Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator [dotdtsdcouilitycoordination@dot.wi.gov];

Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_S...\_Elicty\_UTL\_80.pdf, 105511...

**MEMORANDUM**

Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator  
1055-11-21 COR Wisconsin Public Service Corporation, 3707-7965

Project Information – Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

Project ID's  
Design: 1055-11-00  
Construction: 1055-11-71  
Right of Way: 1055-11-21  
UTL No.: 80  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

Sign Here [Signature] Date Signed [Date]

Regional Utility Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Department of Technical Services (BTS)**

Sign Here [Signature] Date Signed [Date]

Statewide Utility Projects Coordinator \_\_\_\_\_ Date \_\_\_\_\_

The following materials relating to the subject project are required for parcel processing. Please

Send Preview <Go Back | Save Draft | Discard Changes Use Advanced Sending

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22. Verify the Message field is correct and follows requirements

https://na2.docusign.net/Member/EnvelopeSetu... DocuSign, Inc. [US] DocuSign

File Edit View Favorites Tools Help

Convert Select

WI Dept. of Transportation Home Manage Send Dashboards Reports Wisconsin Department of Transportation 19570693

Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator (ttdt@dot.wi.gov)

Message Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511...

Michael Baumann [mich...]

Signature Custom

Optional Signature

Initial

Optional Initial

Signer Attachment

Full Name (10/2)

First Name (10/2)

Last Name (10/2)

Email Address (15/2)

Company (15/2)

Title (15/2)

Date Signed (10/2)

Approve (10/2)

Decline (10/2)

Date Field (15/2)

Check Box (15/2)

Radio Button (15/2)

Drop Down (15/2)

Note (15/2)

Formula (15/2)

**CORRESPONDENCE MEMORANDUM** Wisconsin Department of Transportation

Date: 5/10/2015

To: Michelle Ledzian, Statewide Utility Projects Coordinator  
4802 Sheboygan Ave, Rm 451  
Madison WI 53707-7965

From: No Name  
Southeast Transportation Region  
Region Utility Coordinator

Subject: Project Information - Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

Project ID's  
Design: 1055-11-00  
Construction: 1055-11-71  
Right of Way: 1055-11-21  
UTL No.: 80  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

Sign Here

Date Signed

Regional Utility Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**Bureau of Technical Services (BTS)**

Date Signed

Statewide Utility Projects Coordinator \_\_\_\_\_ Date \_\_\_\_\_

The following materials relating to the subject project are required for parcel processing. Please

Send Preview <Go Back | Save Draft | Discard Changes

Use Advanced Sending

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- 23. This image is a blow up of the image on the previous page
- 24. Verify the Message field is correct and follows requirements



*Note on Message field requirements:*

*Generic Format:*

*Please DocuSign this Document: DocumentName\_ Utility Owner\_ UtilityFacilityType\_ UtilityID\_ Number.pdf*

*Examples:*

*Statement of Non-Reimbursement By Utility:*

*Please DocuSign this Document: SNR\_ Wisconsin Public Ser\_ Elcty\_1055-11-21\_80.pdf*

*Compensation Waiver Packet:*

*Please DocuSign this Document: CWP\_ Wisconsin Public Ser\_ Elcty\_1055-11-21\_80.pdf*

*Correspondence Memorandum for Compensation Waiver Packet:*

*Please DocuSign this Document: COVERMEMOAGRMT\_ Wisconsin Public Ser\_ Elcty\_1055-11-21\_80\_857144.pdf*

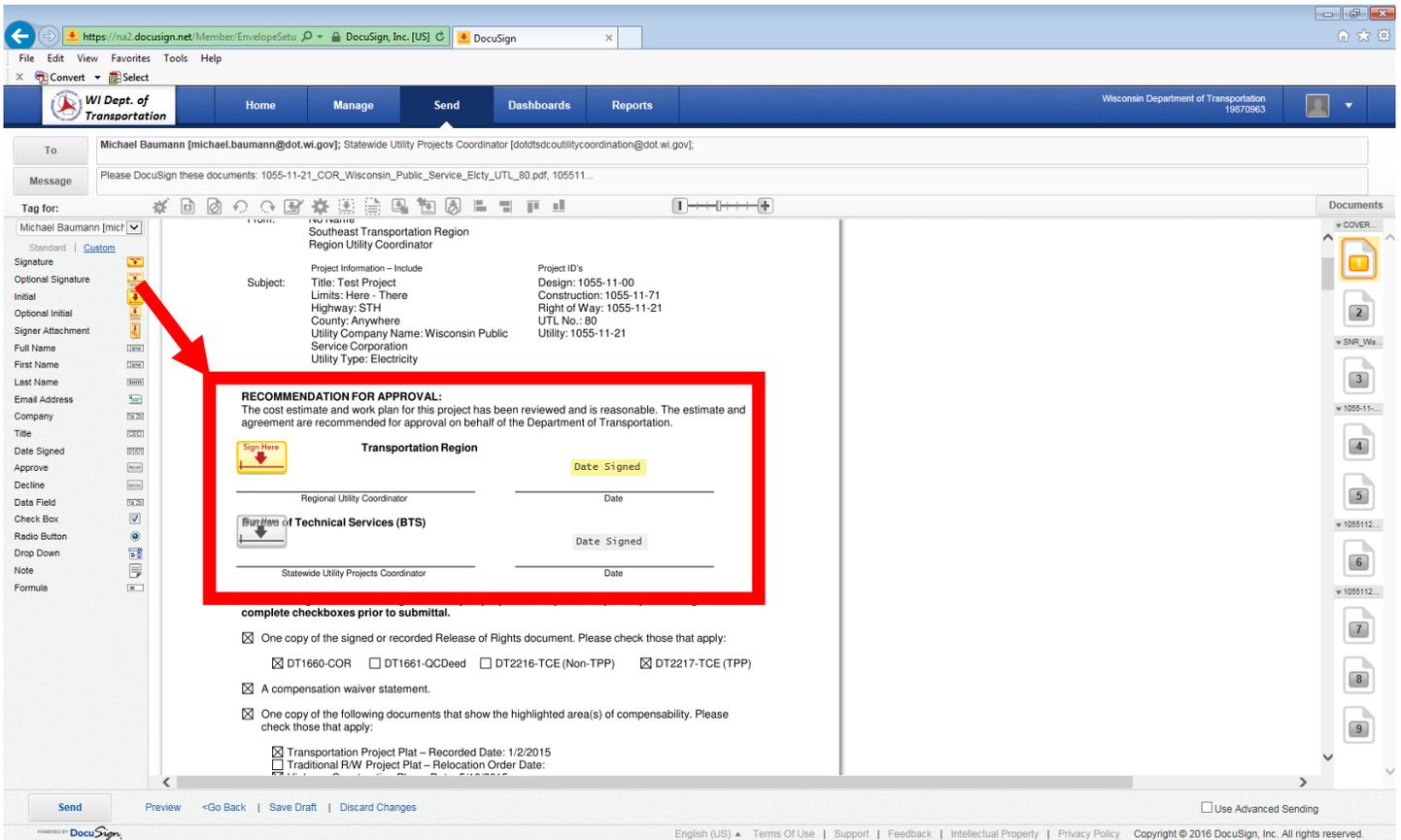
*Correspondence Memorandum for all other agreements:*

*Please DocuSign This Document: COVERMEMOAGRMT\_ Charter Comm\_ COMLN\_1055-11-41\_85\_857145.pdf*

*Additional information:*

1. Please note where to use underscores, spaces and dashes. See guidance under "Utility Owner" for an exception to the examples that are shown above.
2. Although not shown in the Generic Format, the Message field for the Correspondence Memorandum will also contain a unique number as assigned from DOCR.
3. "Document Name" must be the same format as shown above.
4. Abbreviations for the "Utility Owner" should be the same as those that are assigned when a document is exported from DOCR. Underscores or spaces are allowed between the words that are a part of "Utility Owner."
5. Abbreviations for the "Utility Facility Type" should be the same as those that are assigned when a document is exported from DOCR.
6. "Utility ID's" and "Right-of-Way ID's" will have dashes for separating the numbers.
7. The "Number" within the file name is either the UTL No or UA No associated with the agreement or packet.

- 25. Scroll down to see the following
- 26. Review where the Signature and Date Signed tags are located
- 27. If the Signature and Date Signed tags are not on the line it is associated with as represented below, it will be necessary to move them to the correct location



28. Your name defaults in the Tag for field

29. Drag and drop your Signature and Date Signed tags in the correct locations as shown below

The screenshot displays the DocuSign interface for an envelope sent to Michael Baumann. The 'Send' tab is active, and the document is titled 'RECOMMENDATION FOR APPROVAL:'. A red box highlights the 'Tag for:' field, which contains 'Michael Baumann [mich]'. Another red box highlights the signature and date fields in the document, with a 'Sign Here' tag and a 'Date Signed' tag. A third red arrow points to the 'Sign Here' tag. The document content includes a 'Transportation Region' section with a signature line and a 'Regional Utility Coordinator' label, and a 'The following materials relating to the subject project are required for parcel processing...' section with several checked checkboxes.

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate an

**Transportation Region**

Sign Here      Date Signed

Regional Utility Coordinator      Date

**The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.**

- One copy of the signed or recorded Release of Rights document. Please check those that apply:
  - DT1660-COR     DT1661-QCDeed     DT2216-TCE (Non-TPP)     DT2217-TCE (TPP)
- A compensation waiver statement.
- One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:
  - Transportation Project Plat – Recorded Date: 1/2/2015
  - Traditional RW Project Plat – Relocation Order Date:
  - Highway Construction Plan – Date: 5/10/2015

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30. Use the down arrow to change the Tag for field so Statewide Utility Projects Coordinator is shown

The screenshot shows a DocuSign envelope interface. At the top, the browser address bar displays <https://na2.docusign.net/Member/EnvelopeSetu>. The navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The recipient is Michael Baumann [michael.baumann@dot.wi.gov], Statewide Utility Projects Coordinator [dotdtsdcouilitycoordinator@dot.wi.gov].

The 'Tag for:' dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown is currently set to 'Statewide Utility Project'. Below the dropdown is a list of fields for signature and initials.

The main content area contains a 'RECOMMENDATION FOR APPROVAL' section. It states: 'The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.' Below this is a 'Transportation Region' section with a 'Sign Here' field for the 'Regional Utility Coordinator' and a 'Date Signed' field. A yellow box highlights the 'Sign Here' field with a red arrow pointing to it.

Below the 'Sign Here' field is a 'Signature of Technical Services (BTS)' section with a 'Date Signed' field. Below this is a section titled 'The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.' with a list of checkboxes:

- One copy of the signed or recorded Release of Rights document. Please check those that apply:
  - DT1660-COR
  - DT1661-QCDeed
  - DT2216-TCE (Non-TPP)
  - DT2217-TCE (TPP)
- A compensation waiver statement.
- One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:
  - Transportation Project Plat – Recorded Date: 1/2/2015
  - Traditional R/W Project Plat – Relocation Order Date:
  - Highway Construction Plan – Date: 5/10/2015

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At the bottom, there is a 'Send' button and a 'Use Advanced Sending' checkbox. The footer includes 'English (US)', 'Terms Of Use', 'Support', 'Feedback', 'Intellectual Property', 'Privacy Policy', and 'Copyright © 2016 DocuSign, Inc. All rights reserved.'

31. Drag and drop the Signature and Date Signed tags for the Statewide Utility Projects Coordinator in the correct locations as shown below

The screenshot displays the DocuSign envelope editor interface. The document being edited is titled "Southeast Transportation Region Region Utility Coordinator". The subject line is "Project Information - Include". The document content includes a "RECOMMENDATION FOR APPROVAL" section and a "Bureau of Technical Services (BTS)" section. The "Bureau of Technical Services (BTS)" section is highlighted with a red box, and a red arrow points to the "Sign Here" tag in the left margin. The "Sign Here" tag is positioned above the signature line for the "Statewide Utility Projects Coordinator". The "Date Signed" tag is positioned above the date line. The interface also shows a list of documents on the right side, including "COVER...", "SNR\_Wis...", "1055-11...", "1055112...", and "1055112...".

32. Use the down arrow to change the Tag for field so your name is shown

The screenshot displays the DocuSign envelope interface. At the top, the browser address bar shows the URL: <https://na2.docuSign.net/Member/EnvelopeSetu>. The navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The 'Send' button is highlighted. The envelope recipient is Michael Baumann (michael.baumann@dot.wi.gov). The message text reads: 'Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511...'. The 'Tag for:' dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown menu shows 'Michael Baumann [mic]' as the selected option. The document content includes a 'RECOMMENDATION FOR APPROVAL' section, a signature line for the 'Transportation Region' (Regional Utility Coordinator), and a signature line for the 'Bureau of Technical Services (BTS)' (Statewide Utility Projects Coordinator). Below the signature lines, there is a section titled 'The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.' with several checkboxes and text boxes. The footer shows 'Page 1 of 2' and a 'Send' button.

33. Click Preview

The screenshot shows a DocuSign envelope preview interface. At the top, the browser address bar displays 'https://na2.docusign.net/Member/EnvelopeSetu'. The navigation menu includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The recipient is identified as Michael Baumann [michael.baumann@dot.wi.gov], Statewide Utility Projects Coordinator. The message text reads: 'Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511...'. On the left, a 'Tag for:' dropdown is set to 'Michael Baumann [m]'. A sidebar on the left lists various signature and form elements like 'Signature', 'Optional Signature', 'Initial', etc. The main content area displays a 'CORRESPONDENCE MEMORANDUM' from the Wisconsin Department of Transportation, dated 5/10/2015. The 'To' field is Michelle Ledzian, Statewide Utility Projects Coordinator, 4802 Sheboygan Ave, Rm 451, Madison WI 53707-7965. The 'From' field is 'No Name', Southeast Transportation Region, Region Utility Coordinator. The 'Subject' includes 'Project Information - Include', 'Project ID's', 'Title: Test Project', 'Limits: Here - There', 'Highway: STH', 'County: Anywhere', 'Utility Company Name: Wisconsin Public Service Corporation', and 'Utility Type: Electricity'. A 'RECOMMENDATION FOR APPROVAL' section states that the cost estimate and work plan have been reviewed and are reasonable. Below this, there are signature lines for the 'Transportation Region' (Regional Utility Coordinator) and 'Bureau of Technical Services (BTS)' (Statewide Utility Projects Coordinator), each with a 'Date Signed' field. A red arrow points to a 'Sign Here' button on the BTS signature line. At the bottom of the document, a note reads: 'The following materials relating to the subject project are required for parcel processing. Please'. The bottom navigation bar includes 'Send', 'Preview' (highlighted with a red box), 'Go Back', 'Save Draft', and 'Discard Changes'. The footer contains 'English (US)', 'Terms Of Use', 'Support', 'Feedback', 'Intellectual Property', 'Privacy Policy', and 'Copyright © 2016 DocuSign, Inc. All rights reserved.'

34. Review document

**From:** No Name  
Southeast Transportation Region  
Region Utility Coordinator

**Subject:** Project Information - Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

**Project ID's**  
Design: 1055-11-00  
Construction: 1055-11-71  
Right of Way: 1055-11-21  
UTL No.: 80  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

**Sign Here** \_\_\_\_\_ **Date Signed** \_\_\_\_\_  
Regional Utility Coordinator Date

**Bureau of Technical Services (BTS)**

\_\_\_\_\_ \_\_\_\_\_  
Statewide Utility Projects Coordinator Date

**The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.**

- One copy of the signed or recorded Release of Rights document. Please check those that apply:
  - DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)
- A compensation waiver statement.
- One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:
  - Transportation Project Plat - Recorded Date: 1/2/2015

**Documents**

COVER...  
1  
2  
STP\_Vis...  
3  
1055-11-...  
4  
5  
1055112...  
6  
1055112...  
7  
8  
9

**Send** | [Previous](#) | [<Go Back](#) | [Save Draft](#) | [Discard Changes](#) |  Use Advanced Sending

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35. Click Send

The screenshot displays a DocuSign envelope in preview mode. The browser address bar shows the URL: <https://na2.docusign.net/Member/EnvelopeSetu>. The navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The recipient is Michael Baumann [michael.baumann@dot.wi.gov]. The document title is 'Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511...'. The document content includes a 'RECOMMENDATION FOR APPROVAL' section, a list of required materials, and a checklist of documents to be submitted. A red arrow points to the 'Send' button at the bottom left.

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

Regional Utility Coordinator \_\_\_\_\_ Date Signed \_\_\_\_\_  
Date

**Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
Date

**The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.**

- One copy of the signed or recorded Release of Rights document. Please check those that apply:
  - DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)
- A compensation waiver statement.
- One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:
  - Transportation Project Plat – Recorded Date: 1/2/2015
  - Traditional RW Project Plat – Relocation Order Date:
  - Highway Construction Plan – Date: 5/10/2015

Page 1 of 2

**Send** | [-Go Back](#) | [Save Draft](#) | [Discard Changes](#)

36. Click Yes

https://na2.docuSign.net/Member/EnvelopeSetu... DocuSign, Inc. [US]

WI Dept. of Transportation Home Manage Send Dashboards Reports Wisconsin Department of Transportation 18070263

To: Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator [dotdotscoutilitycoordination@dot.wi.gov];

Message: Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511...

Tag for: Michael Baumann [mich] Exit Preview | Auto-Advance | Signature Tag Properties Label: Signature 11 From top: 737.5 From left: 139.0625 Scale: 0.9%

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

Regional Utility Coordinator

**Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator

**The following materials relating to the subject project are required to be submitted. Please ensure that you have completed checkboxes prior to submittal.**

- One copy of the signed or recorded Release of Rights documents for the project. Please ensure that the following are completed:
  - DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)
- A compensation waiver statement.
- One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:
  - Transportation Project Plat – Recorded Date: 1/2/2015
  - Traditional R/W Project Plat – Relocation Order Date:
  - Highway Construction Plan – Date: 5/10/2015

Page 1 of 2

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37. Click Continue

https://na2.docusign.net/Signing/?b=f044092c... Identified by VeriSign DocuSign

File Edit View Favorites Tools Help  
Convert Select

Please Review & Act on These Documents

Michael Baumann  
Wisconsin Department of Transportation

WI Dept. of Transportation  
Powered by DocuSign

Please review the documents below. CONTINUE OTHER ACTIONS

DocuSign Envelope ID: 322206A8-317D-4BAE-B483-663CFAFB62AA

**CORRESPONDENCE MEMORANDUM** Wisconsin Department of Transportation

Date: 5/10/2015

To: Michelle Ledzian, Statewide Utility Projects Coordinator  
4802 Sheboygan Ave, Rm 451  
Madison WI 53707-7965

From: No Name  
Southeast Transportation Region  
Region Utility Coordinator

Subject: Project Information - Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

Project ID's  
Design: 1055-11-00  
Construction: 1055-11-71  
Right of Way: 1055-11-21  
UTL No.: 80  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

SIGN  
Regional Utility Coordinator 1/28/2016  
Date

**Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator  
Date

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38. Click Start

The screenshot shows a web browser window displaying a DocuSign envelope. The address bar shows the URL: <https://na2.docusign.net/Signing/71eFc4f4092ce>. The envelope ID is 322206A8-317D-4BAE-8483-563FAFB62AA. The document is a 'CORRESPONDENCE MEMORANDUM' from the Wisconsin Department of Transportation, dated 5/10/2015. The recipient is Michelle Ledzian, Statewide Utility Projects Coordinator. The sender is the Southeast Transportation Region. The subject is 'Project Information - Include' with details on project ID, design, construction, right of way, UTL, and utility type. A 'RECOMMENDATION FOR APPROVAL' section states that the cost estimate and work plan have been reviewed. There are signature lines for the 'Transportation Region' (signed 1/28/2016) and the 'Bureau of Technical Services (BTS)'. A list of required materials for parcel processing is provided with checkboxes, including DT1660-COR, DT1661-QCDeed, DT2216-TCE (Non-TPP), and DT2217-TCE (TPP). A yellow 'START' button is highlighted with a red arrow and a red box.

DocuSign Envelope ID: 322206A8-317D-4BAE-8483-563FAFB62AA

**CORRESPONDENCE MEMORANDUM** Wisconsin Department of Transportation

Date: 5/10/2015

To: Michelle Ledzian, Statewide Utility Projects Coordinator  
4802 Sheboygan Ave. Rm 451  
Madison WI 53707-7965

From: No Name  
Southeast Transportation Region  
Region Utility Coordinator

Subject: Project Information - Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

Project ID's  
Design: 1055-11-00  
Construction: 1055-11-71  
Right of Way: 1055-11-21  
UTL No.: 80  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

**SIGN**  
Regional Utility Coordinator \_\_\_\_\_ Date: 1/28/2016 \_\_\_\_\_  
Date

**Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
Date

The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.

One copy of the signed or recorded Release of Rights document. Please check those that apply:

DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)

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### 39. Click Sign

https://na2.docusign.net/Signing/71e1c44092ce DocuSign, Inc. [US] DocuSign

Select the yellow sign field to create and add your signature. OTHER ACTIONS

To: Michelle Ledzian, Statewide Utility Projects Coordinator  
4802 Sheboygan Ave, Rm 451  
Madison WI 53707-7965

From: No Name  
Southeast Transportation Region  
Region Utility Coordinator

Subject: Project Information - Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

Project ID's  
Design: 1055-11-00  
Construction: 1055-11-71  
Flight of Way: 1055-11-21  
UTL No.: 90  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

\_\_\_\_\_  
Regional Utility Coordinator  
Date: 1/28/2016

**Bureau of Technical Services (BTS)**

\_\_\_\_\_  
Statewide Utility Projects Coordinator  
Date: \_\_\_\_\_

The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.

- One copy of the signed or recorded Release of Rights document. Please check those that apply:  
 DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)
- A compensation waiver statement.
- One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:  
 Transportation Project Plat - Recorded Date: 1/2/2015  
 Traditional R/W Project Plat - Relocation Order Date:  
 Highway Construction Plan - Date: 5/10/2015

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40. Click Finish

The screenshot shows a DocuSign document interface. At the top, the browser address bar displays the URL: <https://na1.docuSign.net/Signing/?i=fc44092ce>. The document content includes:

**To:** Michelle Ledzian, Statewide Utility Projects Coordinator  
4802 Sheboygan Ave, Rm 451  
Madison WI 53707-7965

**From:** No Name  
Southeast Transportation Region  
Region Utility Coordinator

**Subject:** Project Information - Include  
Title: Test Project  
Limits: Here - There  
Highway: STH  
County: Anywhere  
Utility Company Name: Wisconsin Public Service Corporation  
Utility Type: Electricity

Project ID's  
Design: 1055-11-00  
Construction: 1055-11-71  
Right of Way: 1055-11-21  
UTL No.: 80  
Utility: 1055-11-21

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

**Transportation Region**

DocuSigned by:  
*Michael Dammann*  
Regional Utility Coordinator

1/28/2016  
Date

**Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator  
Date

**The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.**

One copy of the signed or recorded Release of Rights document. Please check those that apply:  
 DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)

A compensation waiver statement.

One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:  
 Transportation Project Plat - Recorded Date: 1/2/2015  
 Traditional R/W Project Plat - Relocation Order Date:  
 Highway Construction Plan - Date: 5/10/2015

At the bottom of the document, a blue bar contains the text "Done! Click Finish to send the completed document." and a yellow "FINISH" button. A red arrow points to the "FINISH" button. To the right of the "FINISH" button is a link for "OTHER ACTIONS".

41. Click NO THANKS

The screenshot shows a web browser window with a DocuSign document signing interface. A modal dialog box is open in the center, titled "You're Done! Want To Sign Another Document?". The dialog contains a preview of a document, the text "Please DocuSign this document: 10551141\_CoverMemo\_Charter\_COMLN\_UTL\_85.pdf", the sender "From: Michelle Ledzian", and the expiration date "Expires On: Sun 5/8/16". At the bottom of the dialog are two buttons: "SIGN" and "NO THANKS". A red arrow points to the "NO THANKS" button. The background shows the document signing interface with a "RECOMMENDATION FOR APPROVAL" section and a list of checkboxes for required materials.

**You're Done! Want To Sign Another Document?**

Please DocuSign this document:  
10551141\_CoverMemo\_Charter\_COMLN\_UTL\_85.pdf  
From: Michelle Ledzian

Expires On: Sun 5/8/16  
Sent On: 1/9/2016 10:01:41 AM PT

**SIGN** **NO THANKS**

**RECOMMENDATION FOR APPROVAL:**  
The cost estimate and work plan for this project has been recommended for approval on behalf of the Transportation Region

Transportation Region  
Recommended by:  
*Michael Baumann*  
Regional Utility Coordinator

**Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator \_\_\_\_\_ Date \_\_\_\_\_

The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.

One copy of the signed or recorded Release of Rights document. Please check those that apply:  
 DT1660-COR  DT1661-QCDeed  DT2216-TCE (Non-TPP)  DT2217-TCE (TPP)

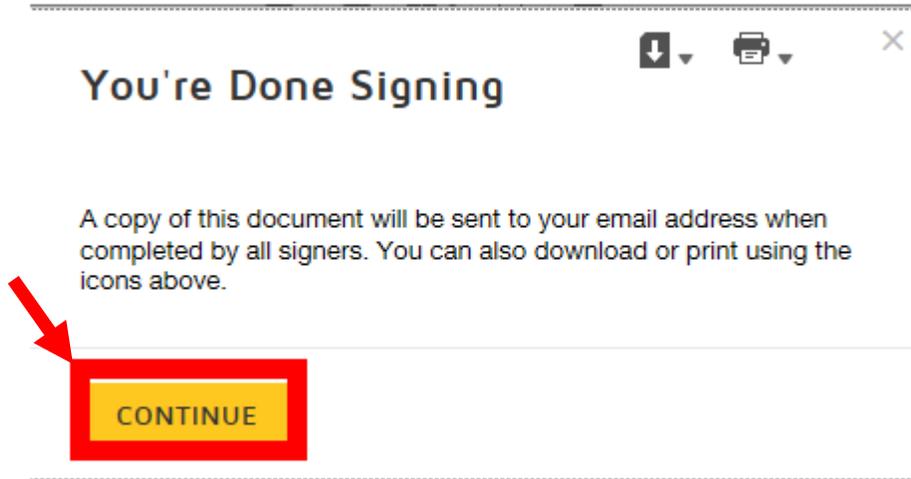
A compensation waiver statement.

One copy of the following documents that show the highlighted area(s) of compensability. Please check those that apply:  
 Transportation Project Plat – Recorded Date: 1/2/2015  
 Traditional R/W Project Plat – Relocation Order Date:  
 Highway Construction Plan – Date: 5/10/2015

Done! Click Finish to send the completed document. **FINISH** OTHER ACTIONS

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42. Click Continue



*Note: The above image may or may be part of your DocuSign process. Some users are required to click Continue while other DocuSign users do not have to perform this step.*

43. Submittal of the Compensation Waiver Packet to Region Utility Coordinator and BTS Utility Unit is complete

The screenshot shows the DocuSign web interface. At the top, there is a navigation bar with tabs for Home, Manage, Send, Dashboards, and Reports. The user is logged in as a member of DocuSign, Inc. [US]. The main content area displays a table of envelopes with columns for To, Subject, Sent, Completed, and Status. Below the table, there is a detailed view of an envelope in progress, showing the envelope status, subject, and a list of pages with their respective actions and timestamps.

To	Subject	Sent	Completed	Status
Michael Baumann; Statewide Utility Coordinator - Statewide Utilities Project Coordinator	Please DocuSign these documents: 1055-11-21_COR_Wisconsin_Public_Service_Elcty_UTL_80.pdf, 105511...	1/28/2016 3:51:38 AM PT		In Process
Michael Baumann; Statewide Utility Coordinator - Statewide Utilities Project Coordinator	Please DocuSign this document: COVERMEMOAGRMT_Charter_COMLN_1055-11-41_85.pdf	1/27/2016 4:02:52 PM PT	1/27/2016 4:07:09 PM PT	Completed
Michael Baumann; Statewide Utility Coordinator - Michelle Ledzian	Please DocuSign this document: 10551141_CoverMemo_Charter_COMLN_UTL_85.pdf	1/9/2016 2:18:46 PM PT	1/9/2016 2:22:42 PM PT	Completed

**Envelope Status: In Process** [Hide Completed](#)

**Envelope Subject:** Please DocuSign these documents: 1055-11-21\_COR\_Wisconsin\_Public\_Service\_Elcty\_UTL\_80.pdf, 105511...

**Pages:** 9

1. Sent by Michael Baumann (michael.baumann@dot.wi.gov) | 1/28/2016 3:47:44 AM PT
2. Signed by Michael Baumann (michael.baumann@dot.wi.gov) | 1/28/2016 3:51:36 AM PT
3. Next to sign Statewide Utilities Project Coordinator (dotdtsdcouilitycoordination@dot.wi.gov)

44. Continue using DocuSign or Logout of DocuSign

45. Complete steps in "Tracking DocuSign Documents"