



Submittal of the Correspondence Memorandum 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

The screenshot shows the DocuSign web interface. The top navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The left sidebar shows 'Envelopes' and 'Templates'. The main area displays a table of envelopes. The 'Correspondence Memorandum' envelope is highlighted with a red box. Below the table, the 'Summary' tab is selected, showing the envelope status as 'Template' and a list of pages.

Envelope Match	Name	From	Password Protected	Created	Modified
	WisDOT Access Modification Request Decision Document	Drew Kottke		5/19/2015 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
	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

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

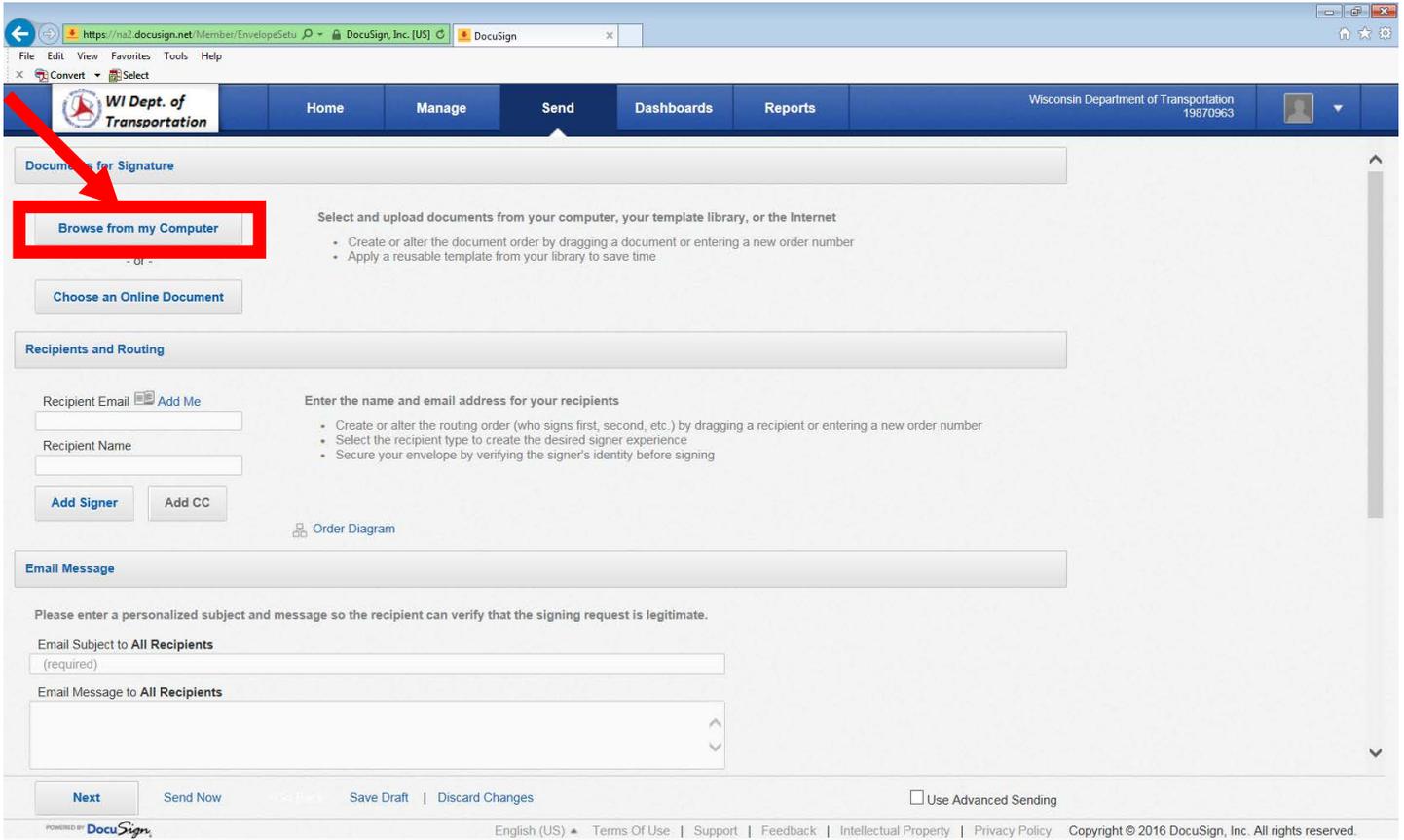
The screenshot shows the DocuSign web interface for a user named Michelle Ledzian. The top navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. A search bar and an 'Actions' dropdown menu are visible. The 'Actions' menu is highlighted with a red box, and a red arrow points to the 'New Envelope' option. Below the navigation bar is a table of envelopes with columns for 'Auto-Match', 'Name', 'From', 'Password Protected', 'Created', and 'Modified'. The table contains several rows of envelope data. Below the table, there is a detailed view of an envelope with a 'Summary' tab selected. The detailed view shows the envelope status as 'Template', the modification date and time, and a list of three pages.

Auto-Match	Name	From	Password Protected	Created	Modified
	WisDOT Access Modification Request Decision Document	Drew Kottke		5/18/2015 9:01:06 AM PT	12/11/2015 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

Envelope Status: Template
Modified: 1/13/2016 7:30:09 AM PT | Michelle Ledzian (michelle.ledzian@dot.wi.gov)
Pages: 2

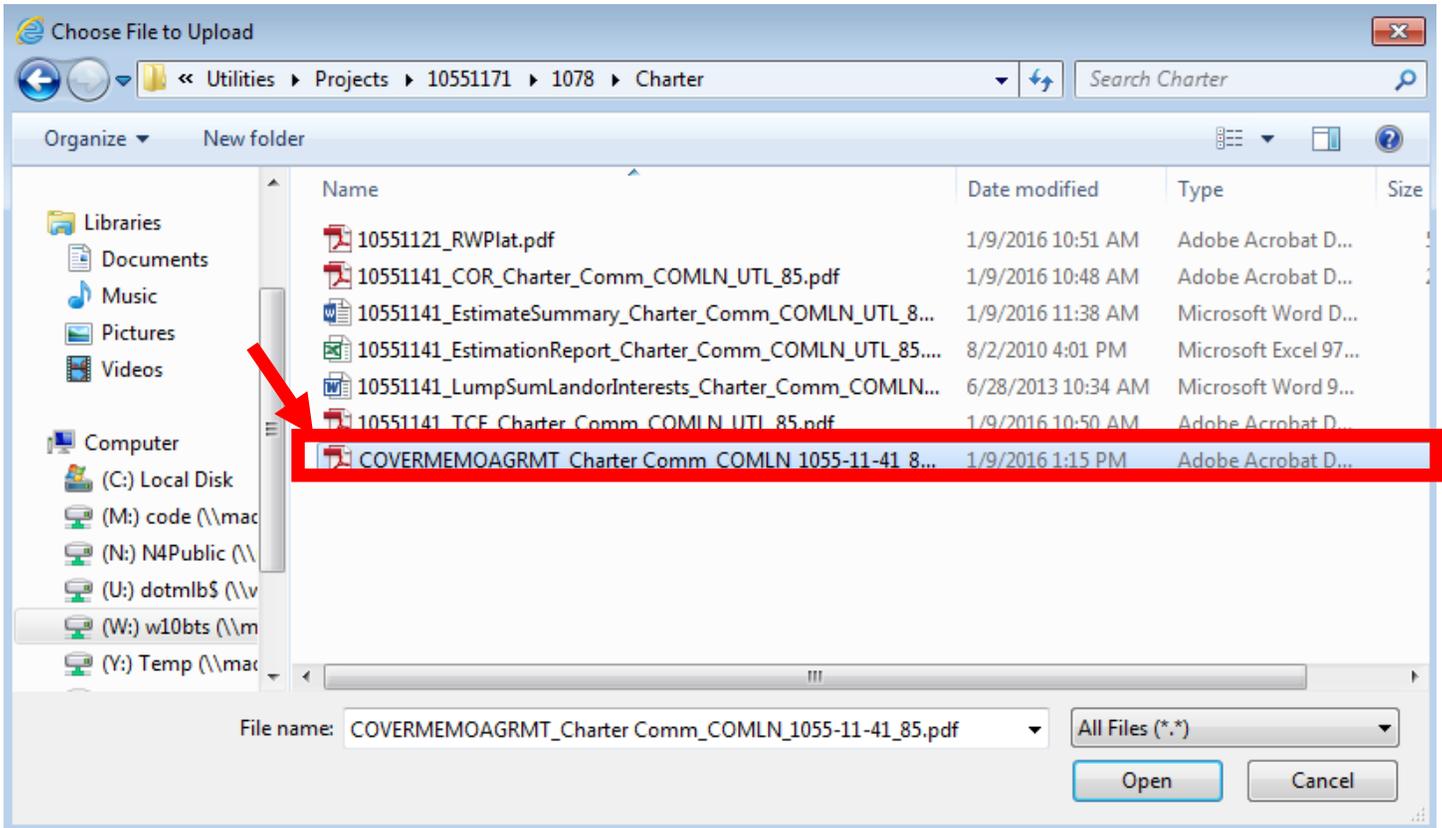
1. Created by Michelle Ledzian (michelle.ledzian@dot.wi.gov) | 5/28/2015 1:53:57 PM PT
2. Recipient () at route Signer 1
3. Recipient Michelle Ledzian (michelle.ledzian@dot.wi.gov) | Statewide Utility Coordinator at route Signer 2

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 (this location will vary per region office)



8. Double click on file to apply the template in DocuSign

- 9. Matching Templates box will appear
- 10. Click Apply

The screenshot shows the DocuSign 'Send' interface for a document from 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 contains a text area for a personalized subject and message.

11. Document has been uploaded

The screenshot shows the DocuSign 'Send' interface. The navigation bar at the top includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The 'Send' tab is active. Below the navigation bar, there are buttons for 'Browse from my Computer' and 'Choose an Online Document'. A table lists the document to be sent:

Order	Document	Document Actions
1	COVERMEMOAGRMT_Charter Comm_CC 2 Pages	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.gi	Statewide Utility Projects	Sign	Email

The 'Email Message' section contains a subject line: 'Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMPLN_1055-11-41_85.pdf' and a text area for a personalized message. At the bottom, there are buttons for 'Next', 'Send Now', 'Go Back', 'Save Draft', and 'Discard Changes', along with a checkbox for 'Use Advanced Sending'.

12. Type in your email address and name in Order 1 of Recipients and Routing
13. 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 the Wisconsin Department of Transportation. The 'Recipients and Routing' section is highlighted with a red box. 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

A red arrow points to the 'Add Me' button in the 'Recipient Email' field.

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.

- 14. Scroll down to see the following
- 15. Enter Email Message to All Recipients if needed

The screenshot shows the DocuSign interface for a document titled "COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf". The user is in the "Send" stage. The "Email Message" section is expanded, showing a text area for "Email Message to All Recipients" which is highlighted with a red box. A red arrow points to the "Email Subject to All Recipients" field, which contains the text "Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf". Below the text area, there is a section for "Envelope Settings" including "Recipient Information" and "Reminders and Expirations". The "Reminders and Expirations" section shows that reminders are enabled and will be sent every 5 days. At the bottom, there are buttons for "Next", "Send Now", "Go Back", "Save Draft", and "Discard Changes".

16. Scroll down to see the following
17. Click Next

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 19670963

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 this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf

Email Message to All Recipients

Customize email language for each recipient

Add a Note to Michael Baumann Add

Envelope Settings

Recipient Information
 Allow recipient(s) to change signing responsibility.

Reminders and Expirations
Envelope will expire on 5/28/2016.
Signer will be warned of expiration on 5/18/2016
Signer will be reminded on 2/3/2016.
Then, every 5 days after that.

Reminders Enabled
Send a reminder email to the signer in 5 day(s).
After the first reminder, send a reminder every 5 day(s).
Expire envelope in 120 day(s).
Warn signer of envelope expiration 10 day(s) before it will expire.

Next Send Now Undo Back Save Draft Discard Changes Use Advanced Sending

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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.

18. Close box shown below

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 'Wisconsin Department of Transportation' with ID 19870963. The main content area displays a document titled 'MEMORANDUM' from the Wisconsin Department of Transportation. The document text includes a subject line 'Title: Test Project' and a 'RECOMMENDATION FOR APPROVAL' section. A yellow dialog box is overlaid on the document, containing the text: 'Drag a tag onto the document to assign a task to a recipient.' and 'To tag for a different recipient, click on that recipient's name on the left.' The dialog box also shows a list of tags: Signature, Optional Signature, and Initial. A red box highlights the dialog box, and a red arrow points to it from the left. The bottom of the interface shows a 'Send' button and navigation options like '<Go Back', 'Save Draft', and 'Discard Changes'.

19. Verify the Message field is correct and follows requirements

The screenshot shows the DocuSign envelope setup interface. A red arrow points to the 'Message' field, which contains the text: "Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf". The interface also shows a 'To' field with the recipient's name and email, and a preview of a 'CORRESPONDENCE MEMORANDUM' document.

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

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

Message: Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf

Tag for: Michael Baumann [mich...]

Signature
Optional Signature
Initial
Optional Initial
Signer Attachment
Full Name
First Name
Last Name
Email Address
Company
Title
Date Signed
Approve
Decline
Data Field
Check Box
Radio Button
Drop Down
Note
Formula

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: Charter Communications
Utility Type: Communication Line

Project ID's
Design: 1055-11-00
Construction: 1055-11-71
Right of Way: 1055-11-21
UTL No.: 85
Utility: 1055-11-41

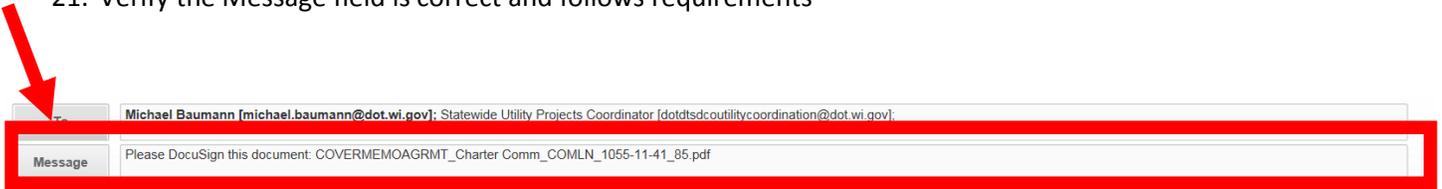
RECOMMENDATION FOR APPROVAL:
The cost estimate and work plan for this project has been reviewed and is reasonable. The estimate and agreement are recommended for approval on behalf of the Department of Transportation.

Sign Here
Transportation Region

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

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20. This image is a blow up of the image on the previous page
21. 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.

22. Scroll down to see the following
23. Review where the Signature and Date Signed tags are located
24. 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

The screenshot shows a DocuSign envelope setup interface. The browser address bar indicates the URL is <https://na2.docusign.net/Member/EnvelopeSetu>. The page header includes the Wisconsin Department of Transportation logo and navigation tabs: Home, Manage, Send, Dashboards, Reports. The recipient is Michael Baumann [michael.baumann@dot.wi.gov]. The message is: "Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf".

The 'Tag for:' sidebar on the left lists various tags for the document, including Signature, Date Signed, and others. A red arrow points to the 'Sign Here' tag, which is positioned above the first signature line in the main content area. The main content area is titled 'Utility type: Communication Line' and contains a 'RECOMMENDATION FOR APPROVAL' section. The text reads: "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, there are two signature lines. The first line is for the 'Transportation Region' and the second is for 'Statewide Utility Projects Coordinator'. A red box highlights the signature lines, and a red arrow points to the 'Sign Here' tag in the sidebar, which is positioned above the first signature line. Below the signature lines, there are checkboxes for document requirements.

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)
- The original of the DT1541-Audit DT1542-Lump Sum DT1575-Municipal Agreement in the amount of \$10,000.00, included in this agreement amount is a reimbursement compensation ratio percentage of 100.00%.
- One copy of Charter Communications plans and estimates, including a summary worksheet showing the major cost areas and total cost.

25. Your name defaults in the Tag for field

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

The screenshot displays the DocuSign envelope setup 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 recipient information is 'Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator [dotdtsdcoutilitycoordination@dot.wi.gov];'. The message text is 'Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf'. The document title is 'Utility type: Communication Line'. The 'Tag for:' dropdown menu is set to 'Michael Baumann [mich...]' and is highlighted with a red box and arrow. The 'RECOMMENDATION FOR APPROVAL' section contains the following text: '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 are two rows of signature and date fields. The first row is for the 'Regional Utility Coordinator' and the second is for the 'Statewide Utility Projects Coordinator'. The 'Sign Here' and 'Date Signed' labels are highlighted with a red box and arrow. The 'Documents' panel on the right shows two documents, 'COVER...' and another document with a '2' icon. The bottom of the interface includes a 'Send' button, navigation options ('Preview', '<Go Back', 'Save Draft', 'Discard Changes'), and a 'Use Advanced Sending' checkbox. The footer contains the DocuSign logo and copyright information: 'English (US) * Terms Of Use | Support | Feedback | Intellectual Property | Privacy Policy Copyright © 2016 DocuSign, Inc. All rights reserved.'

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

The screenshot shows a DocuSign interface for a document titled "COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf". The recipient is Michael Baumann, Statewide Utility Projects Coordinator. The document content includes a "RECOMMENDATION FOR APPROVAL" section, a "Transportation Region" section with signature lines for "Regional Utility Coordinator" and "Statewide Utility Projects Coordinator", and a list of required materials for parcel processing. A red arrow points to the "Tag for:" dropdown menu, which is currently set to "Statewide Utility Project".

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 [down arrow] _____ Date Signed _____
Regional Utility Coordinator Date

Sign Here [down arrow] _____ Date Signed _____
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)
- The original of the DT1541-Audit DT1542-Lump Sum DT1575-Municipal Agreement in the amount of \$10,000.00, included in this agreement amount is a reimbursement compensation ratio percentage of 100.00%.
- One copy of Charter Communications plans and estimates, including a summary worksheet showing the major cost areas and total cost.

28. 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 setup interface. At the top, the browser address bar shows the URL <https://na2.docuSign.net/Member/EnvelopeSetup>. The navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The recipient is Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator [dotdtsdcouilitycoordination@dot.wi.gov]. The message text is 'Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf'. The document title is 'Statewide Utility Project' and the utility type is 'Communication Line'. The document content includes a 'RECOMMENDATION FOR APPROVAL' section, a signature line for the 'Bureau of Technical Services (BTS)' (Statewide Utility Projects Coordinator), and a list of checkboxes for document requirements. A red box highlights the signature and date fields for the BTS coordinator, and a red arrow points to the 'Sign Here' tag.

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 _____

Bureau of Technical Services (BTS)

Sign Here _____ Date Signed _____
Statewide Utility Projects Coordinator _____ Date _____

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)
- The original of the DT1541-Audit DT1542-Lump Sum DT1575-Municipal Agreement in the amount of \$10,000.00, included in this agreement amount is a reimbursement compensation ratio percentage of 100.00%.
- One copy of Charter Communications plans and estimates, including a summary worksheet showing the major cost areas and total cost.

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

The screenshot shows the DocuSign interface for a document titled "COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf". The recipient is Michael Baumann. The "Tag for" dropdown menu is highlighted with a red box and arrow, showing "Michael Baumann [mict]". The document content includes a "RECOMMENDATION FOR APPROVAL" section, signature lines for the "Transportation Region" and "Bureau of Technical Services (BTS)", and a list of required materials for parcel processing. The interface also features a navigation bar with "Home", "Manage", "Send", "Dashboards", and "Reports" options, and a footer with "Send", "Preview", "<Go Back", "Save Draft", "Discard Changes", and "Use Advanced Sending" buttons.

30. Click Preview

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

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

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

Message: Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf

Tag for: Michael Baumann [mich] Standard Custom

Signature Optional Signature Initial Optional Initial Signer Attachment Full Name First Name Last Name Email Address Company Title Date Signed Approve Decline Data Field Check Box Radio Button Drop Down Note Formula

Utility Type: Communication Line

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 Line] Date Signed [Date Line]
Regional Utility Coordinator Date

Bureau of Technical Services (BTS)

Sign Here [Signature Line] Date Signed [Date Line]
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)
- The original of the DT1541-Audit DT1542-Lump Sum DT1575-Municipal Agreement in the amount of \$10,000.00, included in this agreement amount is a reimbursement compensation ratio percentage of 100.00%.
- One copy of Charter Communications plans and estimates, including a summary worksheet showing the major cost areas and total cost.

Send Preview Go Back Save Draft Discard Changes Use Advanced Sending

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31. Review document

The screenshot shows a web browser window displaying an email from Michael Baumann. The email content is a correspondence memorandum from the Wisconsin Department of Transportation. The memorandum is dated 5/10/2015 and is addressed to Michelle Ledzian, Statewide Utility Projects Coordinator. The subject is 'Test Project' with various details including limits, highway, county, utility company name, and project ID's. A 'RECOMMENDATION FOR APPROVAL' section states that the cost estimate and work plan are reasonable and recommended for approval. The document is signed by the Transportation Region, with a 'Sign Here' button and a 'Date Signed' field. The interface includes navigation buttons like 'Send', 'Go Back', 'Save Draft', and 'Discard Changes', and a footer with 'POWERED BY DocuSign' and copyright information.

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

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

Message: Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf

Tag for: Michael Baumann [mich] Exit Preview | Auto-Advance | Signature Tag Properties Label: Signature 11 From top: 737.5 From left: 137.5 Scale: 0.9%

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: Charter Communications
Utility Type: Communication Line

Project ID's
Design: 1055-11-00
Construction: 1055-11-71
Right of Way: 1055-11-21
UTL No.: 85
Utility: 1055-11-41

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

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

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32. Click Send

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 'Send' tab is active. Below the navigation bar, the recipient information is displayed: Michael Baumann [michael.baumann@dot.wi.gov]; Statewide Utility Projects Coordinator [dotdsdcoutilitycoordination@dot.wi.gov]. The message text reads: Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf. The document preview area shows a document titled 'Highway Construction Plan - Date: 5/10/2015' with a yellow 'Preview' stamp. The document content includes a checkbox for 'Highway Construction Plan - Date: 5/10/2015', a paragraph about utility facilities, a paragraph about pole relocation, a table of credits, and a paragraph about funding. The 'Send' button is located at the bottom left of the document preview area and is highlighted with a red box and a red arrow pointing to it. The footer of the interface contains the DocuSign logo and copyright information: Copyright © 2016 DocuSign, Inc. All rights reserved.

33. Click Yes

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 Michael Baumann [michael.baumann@dot.wi.gov], Statewide Utility Projects Coordinator. The message asks to DocuSign the document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf.

The document preview area shows a yellow 'Preview' watermark and a red box around a 'Sign Now' dialog box. The dialog box contains the text: 'Would you like to sign your envelope now?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. Below the dialog box, the document content is visible, including a checkbox for 'Highway Construction Plan - Date: 5/10/2015' and a list of credits applied to the parcel:

Credits applied to this parcel and amount of credit:			
<input type="checkbox"/> Used Life	\$0.00	<input type="checkbox"/> Salvage	\$0.00
<input type="checkbox"/> Betterment	\$0.00	<input type="checkbox"/> Plant Loss	\$0.00

The funding for this project is 100% State Funds.
All required permits shall be approved by the official approving authority prior to construction activity.

34. Click Continue

DocuSign Envelope ID: 4C1568A1-E842-4288-BEFF-93C81D3B6EC2

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: Charter Communications
Utility Type: Communication Line

Project ID's
Design: 1055-11-00
Construction: 1055-11-71
Right of Way: 1055-11-21
UTL No.: 85
Utility: 1055-11-41

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

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35. Click Start

The screenshot shows a web browser window displaying a DocuSign envelope. The address bar shows the URL: <https://na2.docusign.net/Signing/?i=6871b7db9>. The page header includes the text "Please review the documents below." and "OTHER ACTIONS". A red box highlights a yellow "START" button, with a red arrow pointing to it from the left. The envelope content 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 No Name, Southeast Transportation Region, Region Utility Coordinator. The subject is "Project Information - Include" with details: Title: Test Project, Limits: Here - There, Highway: STH, County: Anywhere, Utility Company Name: Charter Communications, and Utility Type: Communication Line. Project ID's are listed as Design: 1055-11-00, Construction: 1055-11-71, Right of Way: 1055-11-21, UTL No.: 85, and Utility: 1055-11-41. A "RECOMMENDATION FOR APPROVAL:" section states that the cost estimate and work plan have been reviewed and are reasonable. At the bottom, there is a signature line for the "Transportation Region" with a "SIGN" button, a signature line for the "Regional Utility Coordinator", and a date line for "1/29/2016". The footer includes "Powered by DocuSign" and "English (US) | Terms Of Use & Privacy | Copyright © 2016 DocuSign Inc."

36. Click Sign

The screenshot shows a web browser window with a DocuSign document. The document content includes:

- Header: Southeast Transportation Region, Region Utility Coordinator
- Subject: Project Information -- Include (Title: Test Project, Limits: Here - There, Highway: STH, County: Anywhere, Utility Company Name: Charter Communications, Utility Type: Communication Line) and Project ID's (Design: 1055-11-00, Construction: 1055-11-71, Right of Way: 1055-11-21, UTL No.: 85, Utility: 1055-11-41)
- Section: **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.
- Signature Line: **Transportation Region**
A yellow arrow labeled "SIGN" points to a yellow button with a "SIGN" label and a downward arrow. This button is highlighted with a red box. A red arrow also points to the text above it.
- Signature Line: _____ 1/29/2016
Regional Utility Coordinator Date
- Section: **Bureau of Technical Services (BTS)**

Statewide Utility Projects Coordinator Date
- Text: **The following materials relating to the subject project are required for parcel processing. Please complete checkboxes prior to submittal.**
- 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)
 - The original of the DT1541-Audit DT1542-Lump Sum DT1575-Municipal Agreement in the amount of \$10,000.00, included in this agreement amount is a reimbursement compensation ratio percentage of 100.00%.

Footer: Powered by DocuSign, English (US) | Terms Of Use & Privacy | Copyright © 2016 DocuSign Inc.

37. Click Finish

https://na2.docusign.net/Signing/?i=6871b7db9 DocuSign, Inc. [US] DocuSign

File Edit View Favorites Tools Help
Convert Select

Southeast Transportation Region
Region Utility Coordinator

Subject: Project Information – Include
Title: Test Project
Limits: Here - There
Highway: STH
County: Anywhere
Utility Company Name: Charter Communications
Utility Type: Communication Line

Project ID's
Design: 1055-11-00
Construction: 1055-11-71
Right of Way: 1055-11-21
UTL No.: 85
Utility: 1055-11-41

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 Baumann
Regional Utility Coordinator

1/29/2016
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)

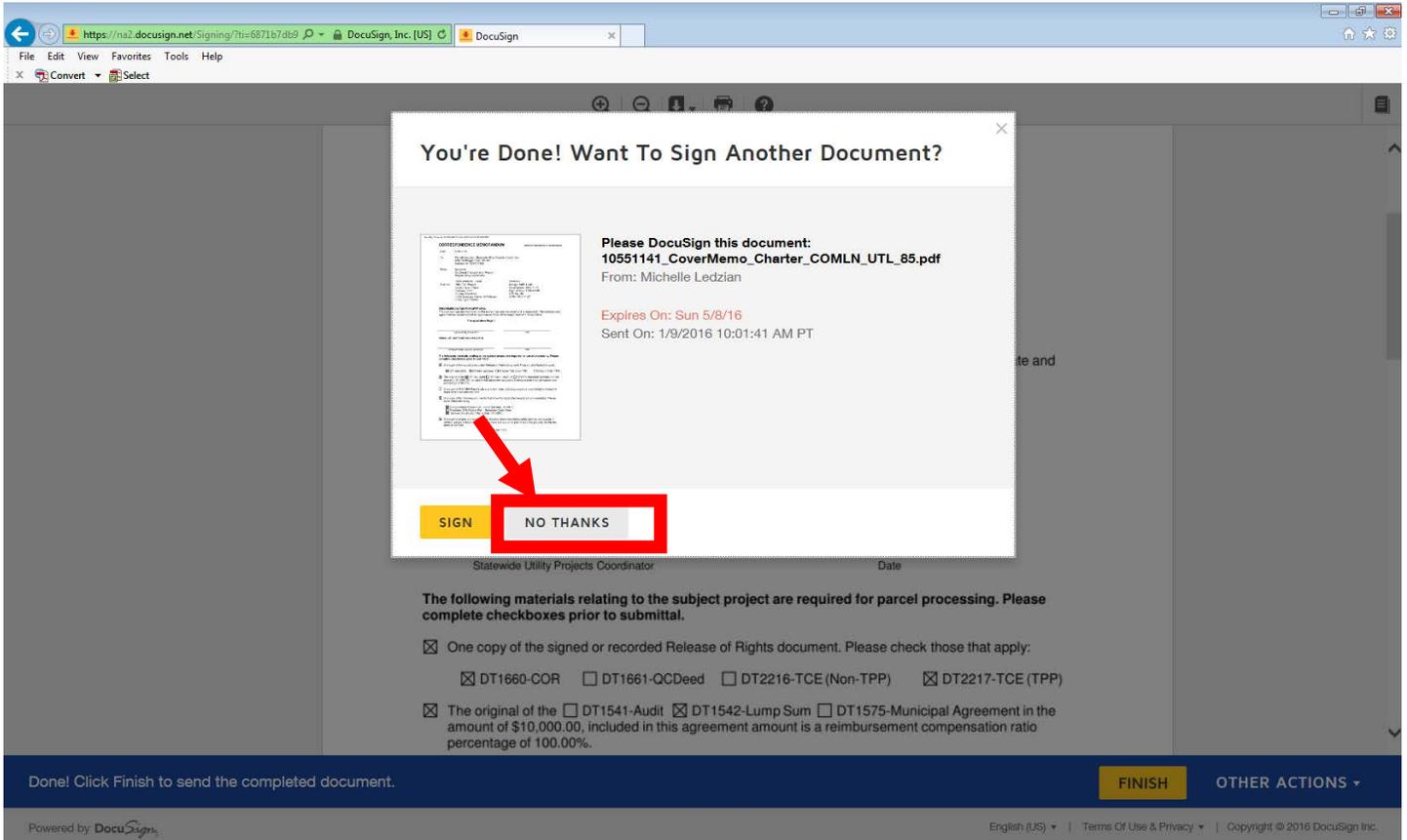
The original of the DT1541-Audit DT1542-Lump Sum DT1575-Municipal Agreement in the amount of \$10,000.00, included in this agreement amount is a reimbursement compensation ratio percentage of 100.00%.

Done! Click Finish to send the completed document.

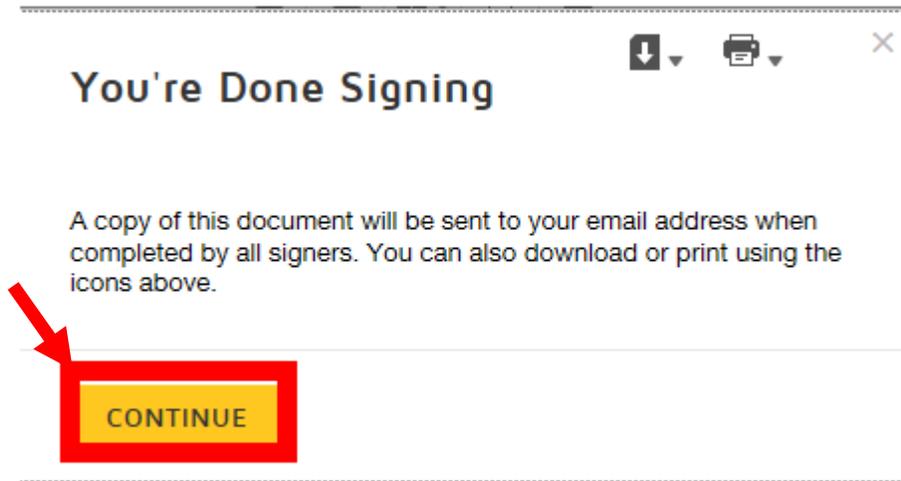
FINISH OTHER ACTIONS ▾

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38. Click NO THANKS



39. 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.

40. Submittal of the Correspondence Memorandum to Region Utility Coordinator and BTS Utility Unit is complete

The screenshot shows the DocuSign web interface for a user from the Wisconsin Department of Transportation. The interface includes a navigation menu with options like Home, Manage, Send, Dashboards, and Reports. A table lists envelopes with columns for To, Subject, Sent, Completed, and Status. The first envelope is 'In Process' and the second is 'Voided'. Below the table, the 'Summary' tab is selected for the first envelope, showing its subject, page count, and a list of actions: sent, signed, and next to sign.

To	Subject	Sent	Completed	Status
Michael Baumann; Statewide Utility Coordinator - Statewide Utility Projects Coordinator	Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf	1/29/2016 8:38:19 AM PT		In Process
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		Voided

Summary | Document

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

Envelope Subject: Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLN_1055-11-41_85.pdf

Pages: 2

1. Sent by Michael Baumann (michael.baumann@dot.wi.gov) | 1/29/2016 8:35:21 AM PT
2. Signed by Michael Baumann (michael.baumann@dot.wi.gov) | 1/29/2016 8:38:18 AM PT
3. Next to sign Statewide Utility Projects Coordinator (dotdtsdcouilitycoordination@dot.wi.gov)

41. Continue using DocuSign or Logout of DocuSign

42. Complete steps in "Tracking DocuSign Documents"