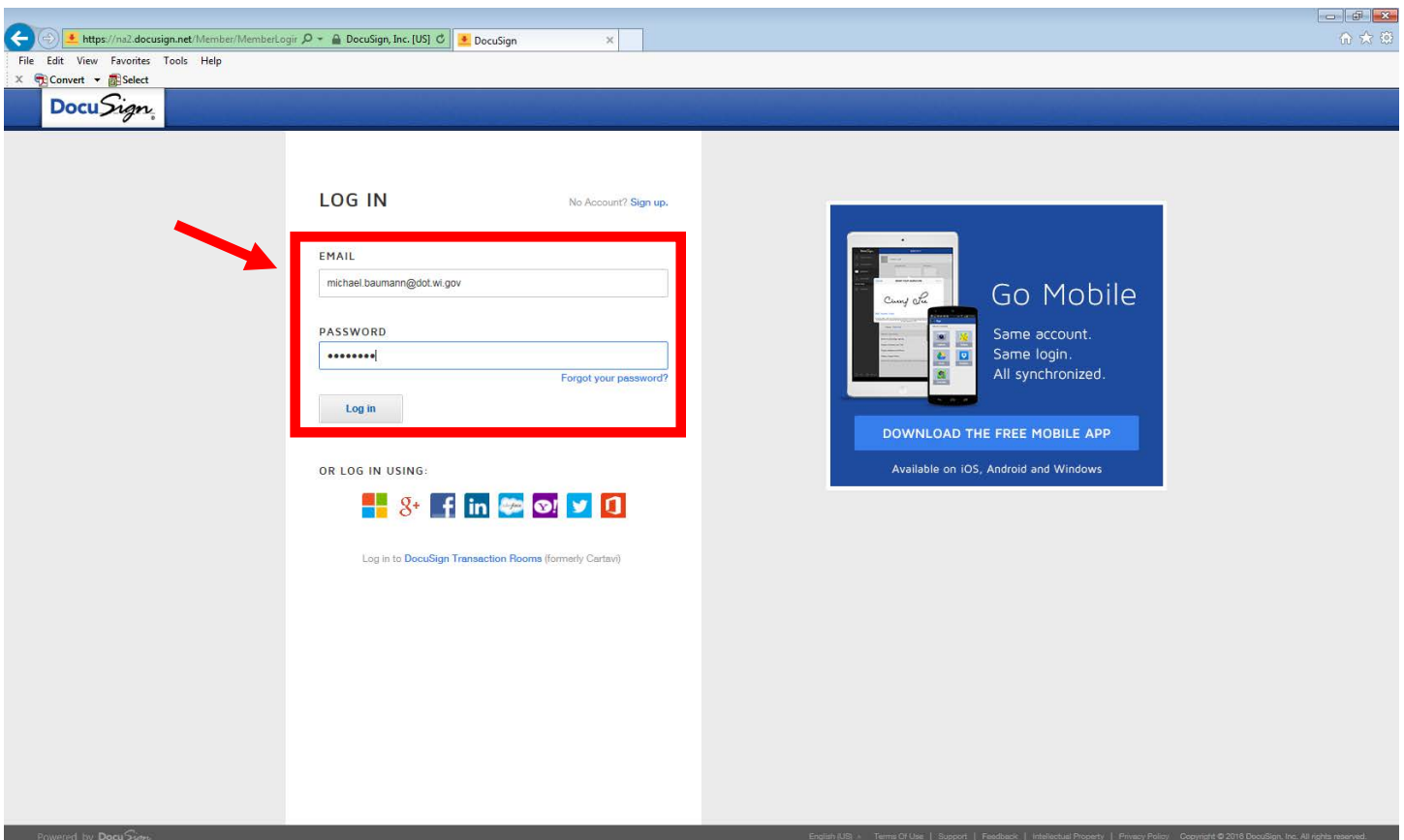


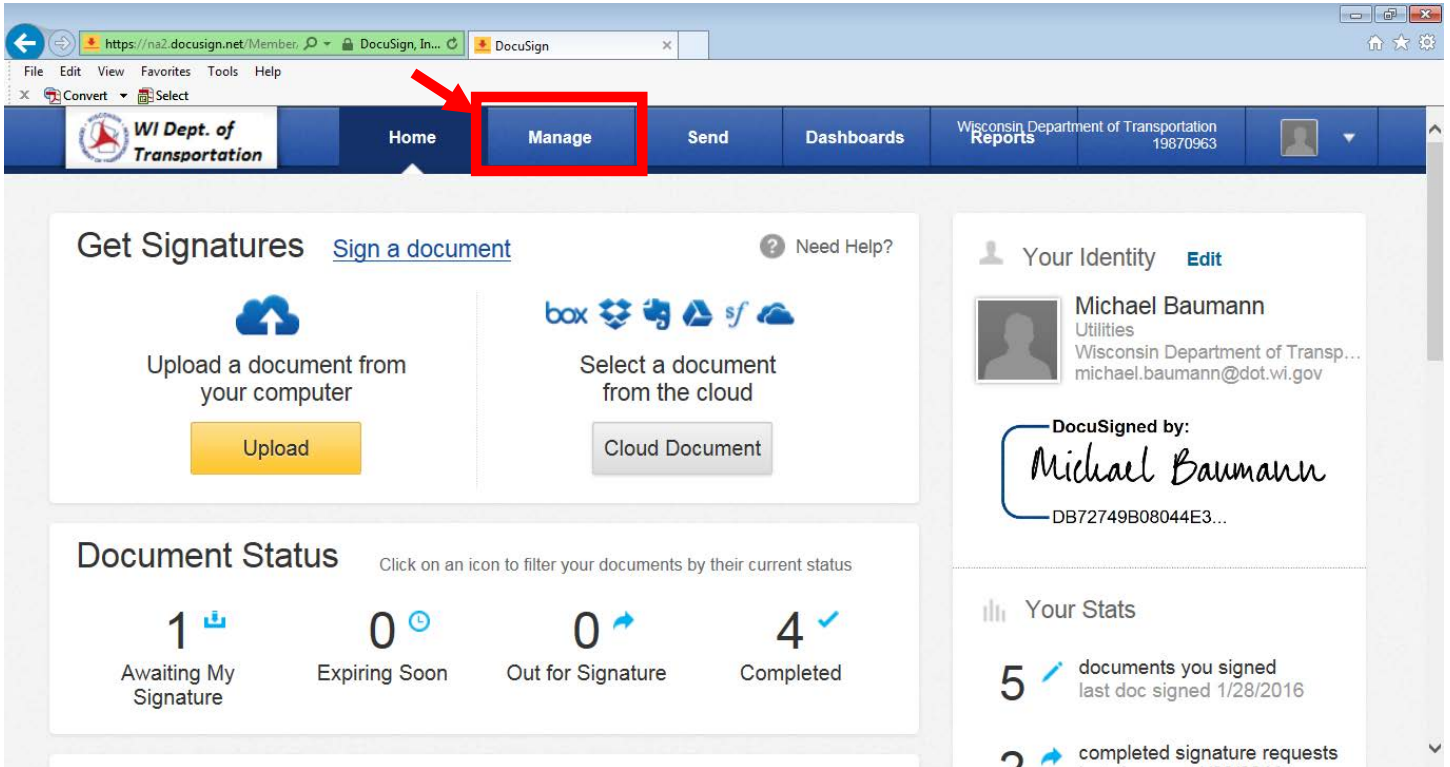


Tracking DocuSign Documents

1. Click on the link below to connect you to the WisDOT Production Environment in DocuSign
<https://www.docusign.net/Member/MemberLogin.aspx>
2. Type in your email address and your password that you registered in DocuSign
3. Click LOG IN



4. Click Manage



Note: Once you click LOG IN, DocuSign will open and you will be at your homepage.

5. Click Sent
6. Confirm document was sent to BTS Utility Unit

The screenshot shows the DocuSign web interface for the Wisconsin Department of Transportation. The top navigation bar includes 'Home', 'Manage', 'Send', 'Dashboards', and 'Reports'. The user is logged in as 'Wisconsin Department of Transportation 19870963'. The main area displays a list of envelopes with columns for 'To', 'Subject', 'Sent', 'Completed', and 'Status'. A red box highlights the 'Sent (2)' folder in the left sidebar and the first envelope in the list, which is in 'In Process' status. A second red box highlights the 'Status' column header. Below the list, the 'Summary' tab is selected, showing the envelope status as 'In Process' and a list of actions: 1. Sent by Michael Baumann, 2. Signed by Michael Baumann, and 3. Next to sign Statewide Utility Projects Coordinator.

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

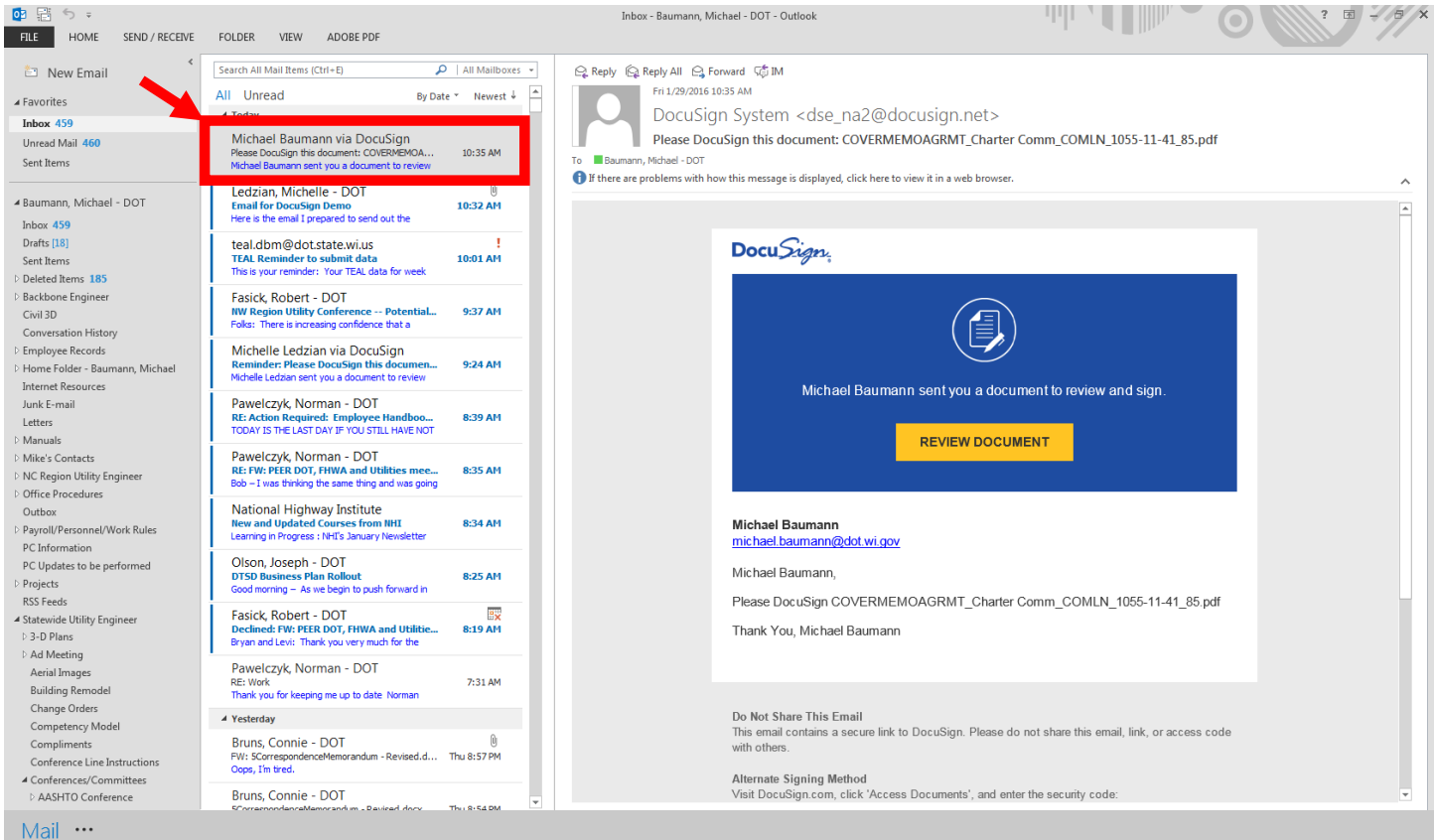
Envelope Status: In Process [Hide Completed](#)

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)

- Open and Log into Microsoft Outlook
- Follow the policy and procedures already established for retaining official records by accessing the information on the DOTNET at this link: <http://dotnet/bmsrecords/index.html>



9. You will receive a message from DocuSign when the person whose signature it requires views the document
10. Follow the policy and procedures already established for retaining official records by accessing the information on the DOTNET at this link: <http://dotnet/bmsrecords/index.html>

The screenshot shows an Outlook inbox with a list of messages on the left and a detailed view of a DocuSign notification on the right. A red arrow points to the selected message in the list.

Message List:

- DocuSign via DocuSign
Completed: Please DocuSign this docume... 10:52 AM
Your document has been completed. REVIEW
- DocuSign via DocuSign**
Statewide Utility Projects Coordinator vL... 10:51 AM
Statewide Utility Projects Coordinator viewed
- Michael Baumann via DocuSign
Please DocuSign this document: COVERMEMOAGR...
Michael Baumann sent you a document to review 10:35 AM
- Ledzian, Michelle - DOT
Email for DocuSign Demo
Here is the email I prepared to send out the 10:32 AM
- teal.dbm@dot.state.wi.us
TEAL Reminder to submit data
This is your reminder: Your TEAL data for week 10:01 AM
- Fasick, Robert - DOT
NW Region Utility Conference -- Potential...
Folks: There is increasing confidence that a 9:37 AM
- Michelle Ledzian via DocuSign
Reminder: Please DocuSign this documen...
Michelle Ledzian sent you a document to review 9:24 AM
- Pawelczyk Norman - DOT
RE: Action Required: Employee Handboo...
TODAY IS THE LAST DAY IF YOU STILL HAVE NOT 8:39 AM
- Pawelczyk Norman - DOT
RE: FW: PEER DOT, THWA and Utilities mee...
Bob - I was thinking the same thing and was going 8:35 AM
- National Highway Institute
New and Updated Courses from NHI
Learning in Progress : NHI's January Newsletter 8:34 AM
- Olson, Joseph - DOT
DTSD Business Plan Rollout
Good morning - As we begin to push forward in 8:25 AM
- Fasick, Robert - DOT
Declined: FW: PEER DOT, THWA and Utilitie...
Bryan and Levi: Thank you very much for the 8:19 AM
- Pawelczyk Norman - DOT
RE: Work 7:31 AM
Thank you for keeping me up to date. Norman

DocuSign Notification Details:

DocuSign System <dse_na2@docusign.net>
Fri 1/29/2016 10:51 AM
Statewide Utility Projects Coordinator viewed Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLNL_1055-11-41_85.pdf

To: Baumann, Michael - DOT
If there are problems with how this message is displayed, click here to view it in a web browser.

DocuSign Message Content:

Statewide Utility Projects Coordinator viewed Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMLNL_1055-11-41_85.pdf.

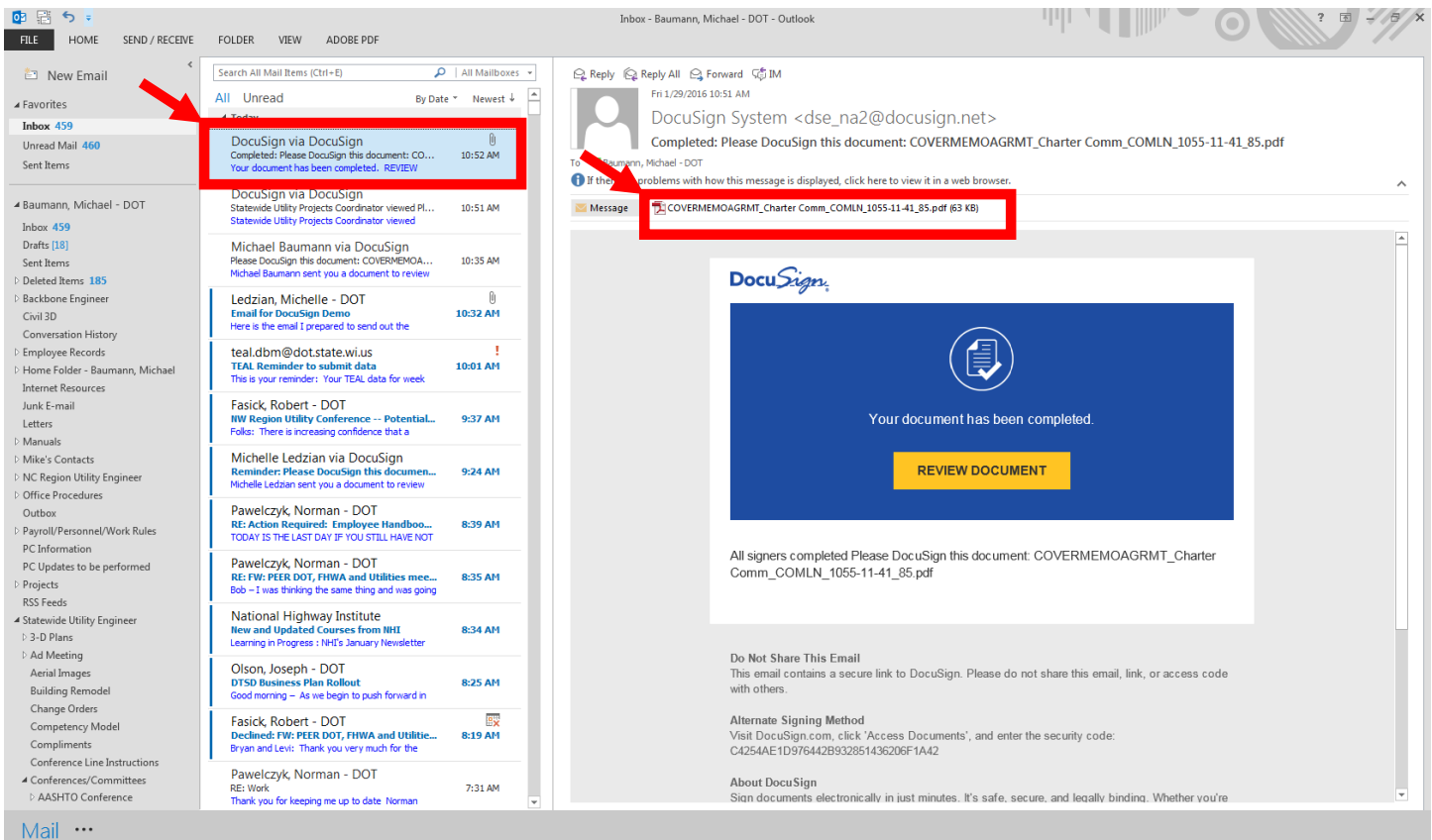
REVIEW DOCUMENT

At 1/29/2016 8:50:53 AM PDT, Statewide Utility Projects Coordinator opened and viewed your documents, COVERMEMOAGRMT_Charter Comm_COMLNL_1055-11-41_85.pdf.

Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

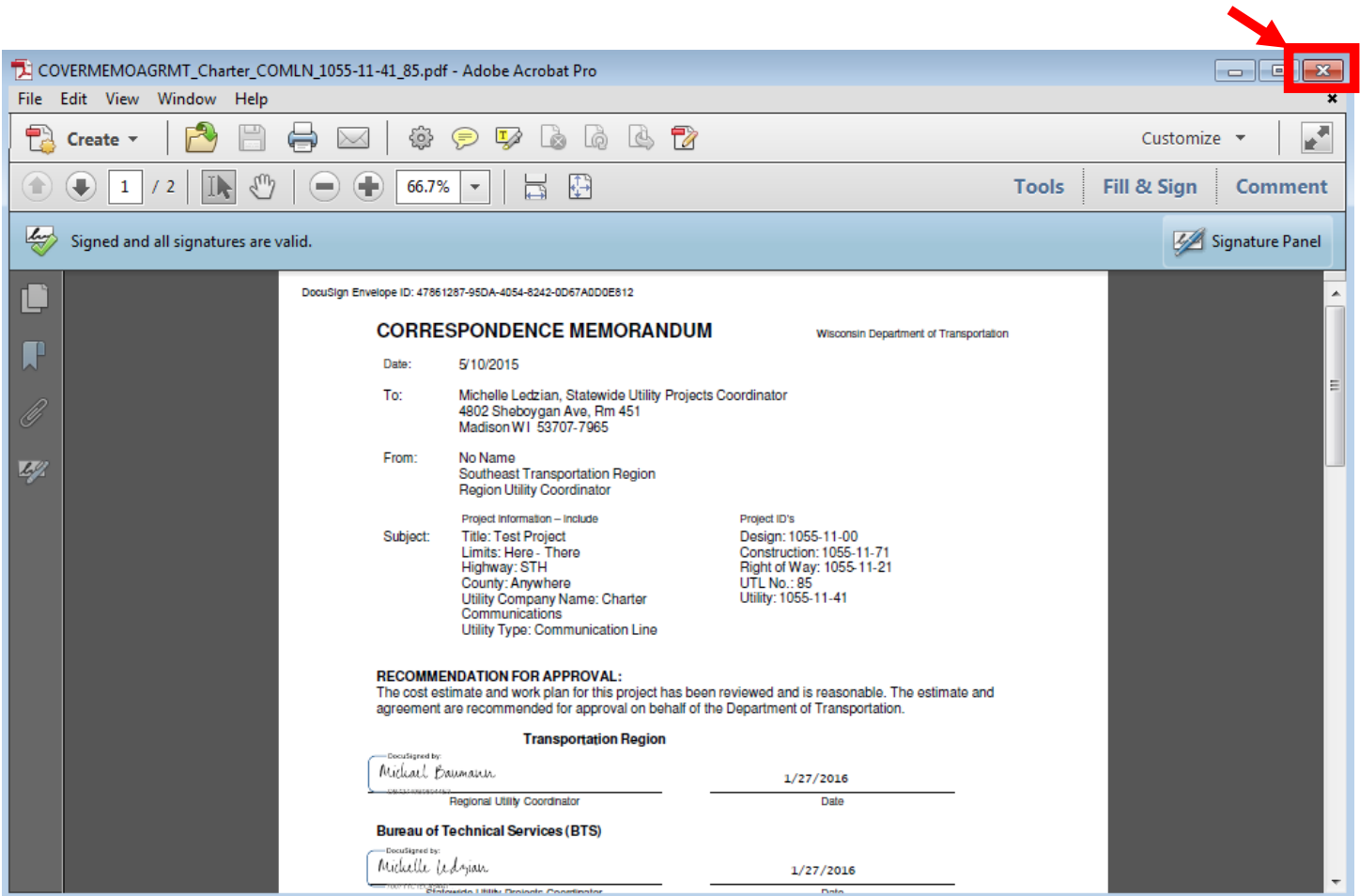
Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
6194CBBE08894F5EB63DD5FDAAEB022D2

11. Time passes
12. Following the review and approval process by BTS Utility Unit, you will receive an e-mail in Outlook from DocuSign
13. Locate the e-mail from DocuSign
14. Double click on the .pdf



Note: Clicking on REVIEW DOCUMENT will bring you into DocuSign to see the completed document. This document will be stored in DocuSign for a period of time.

15. Browse your LAN drives to find the appropriate file retention location (this location will vary per region office)
16. Save .pdf to the appropriate file retention storage location
17. Close .pdf



18. Locate the e-mail from DocuSign

19. Follow the policy and procedures already established for retaining official records by accessing the information on the DOTNET at this link: <http://dotnet/bmsrecords/index.html>

The screenshot shows the Outlook interface with the 'Inbox' pane on the left and the main email view on the right. A red arrow points to the 'DocuSign via DocuSign' email in the inbox list. The main view displays the content of this email, which is a notification from DocuSign System stating that a document has been completed and providing a 'REVIEW DOCUMENT' button.

Inbox List:

- DocuSign via DocuSign
Completed: Please DocuSign this document: CO...
Your document has been completed. REVIEW 10:52 AM
- DocuSign via DocuSign
Statewide Utility Projects Coordinator viewed Pl...
Statewide Utility Projects Coordinator viewed 10:51 AM
- Michael Baumann via DocuSign
Please DocuSign this document: COVERMEMOAGRMT...
Michael Baumann sent you a document to review 10:35 AM
- Ledzian, Michelle - DOT
Email for DocuSign Demo
Here is the email I prepared to send out the 10:32 AM
- teal.dbm@dot.state.wi.us
TEAL Reminder to submit data
This is your reminder: Your TEAL data for week 10:01 AM
- Fasick, Robert - DOT
NW Region Utility Conference -- Potential...
Folks: There is increasing confidence that a 9:37 AM
- Michelle Ledzian via DocuSign
Reminder: Please DocuSign this document...
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Bryan and Levi: Thank you very much for the 8:19 AM
- Pawelczyk Norman - DOT
Thank you for keeping me up to date Norman 7:31 AM

Selected Email Content:

DocuSign System <dse_na2@docuSign.net>
Completed: Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMMLN_1055-11-41_85.pdf

To: Baumann, Michael - DOT

If there are problems with how this message is displayed, click here to view it in a web browser.

Message: COVERMEMOAGRMT_Charter Comm_COMMLN_1055-11-41_85.pdf (63 KB)

DocuSign Notification:

DocuSign

Your document has been completed.

REVIEW DOCUMENT

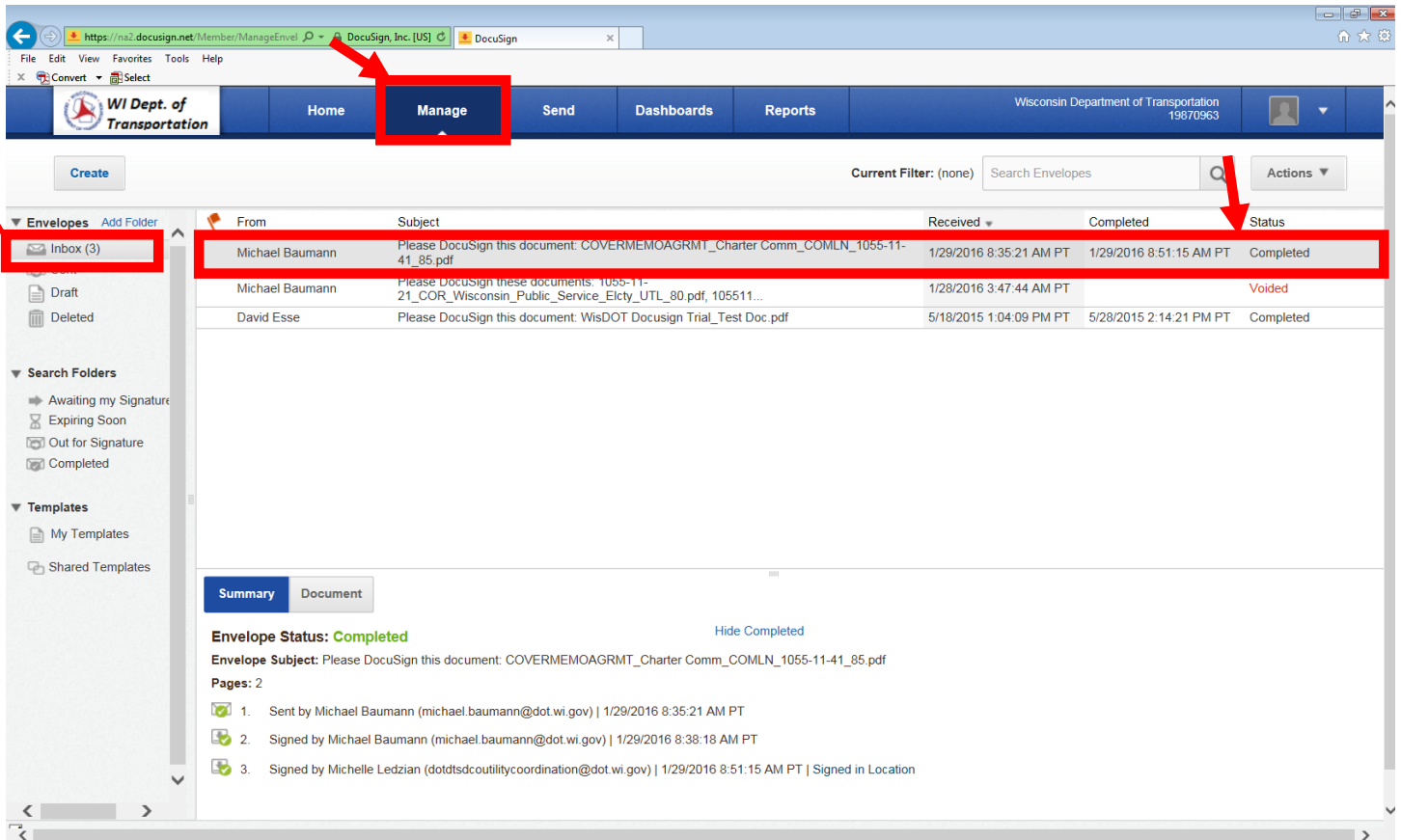
All signers completed Please DocuSign this document: COVERMEMOAGRMT_Charter Comm_COMMLN_1055-11-41_85.pdf

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Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
C4254AE1D976442B932851436206F1A42

About DocuSign
Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're

- 20. If not already logged in, Open DocuSign as shown in Steps 1 thru 3
- 21. Click Manage
- 22. Click Inbox
- 23. Locate and verify that Status on document was changed to completed



- 24. Continue using DocuSign or Logout of DocuSign