

Guide to approval of task agreements in DocuSign

Version 2.0 – 15-09-2021

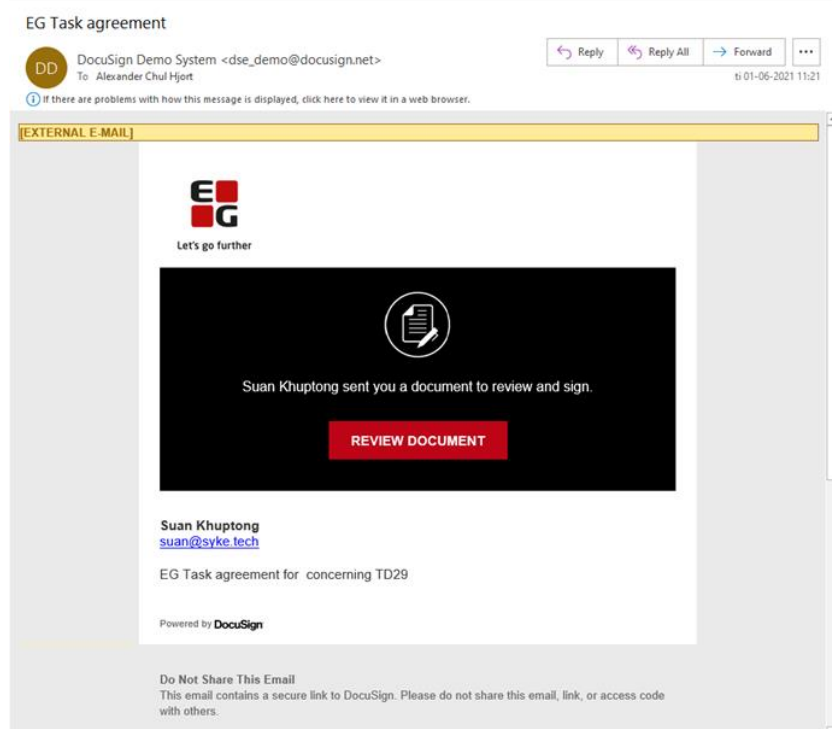
All task agreements, that is your order of eg courses or hours, must be approved in our Contract Management System, DocuSign - regardless of the amount

In practice, this means that you will receive an email with a link to DocuSign, where you can approve the order with a few clicks. Once you have approved your order digitally, the task will automatically be applied to the upcoming invoice, as agreed.

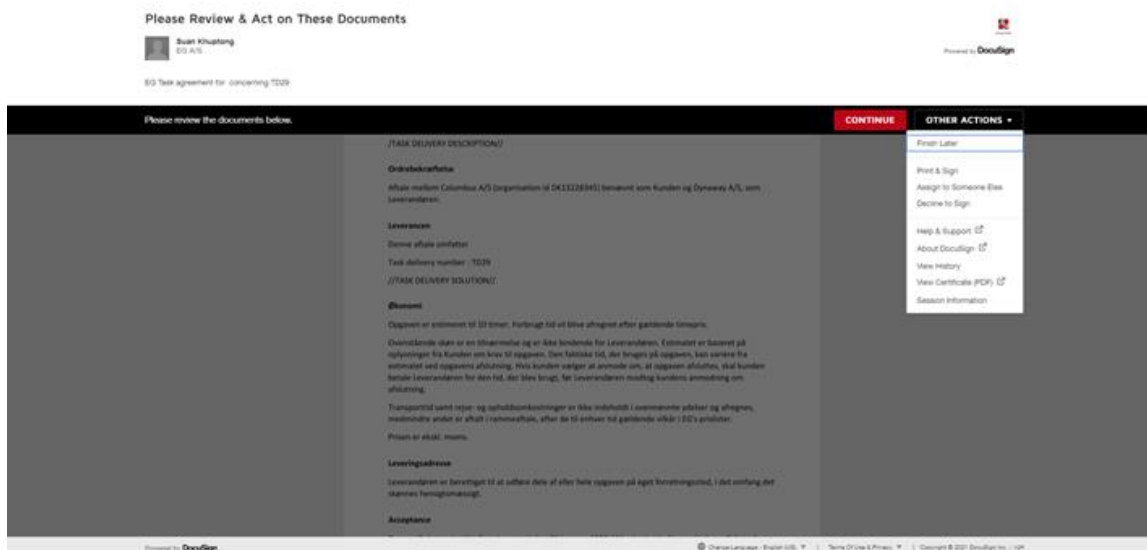
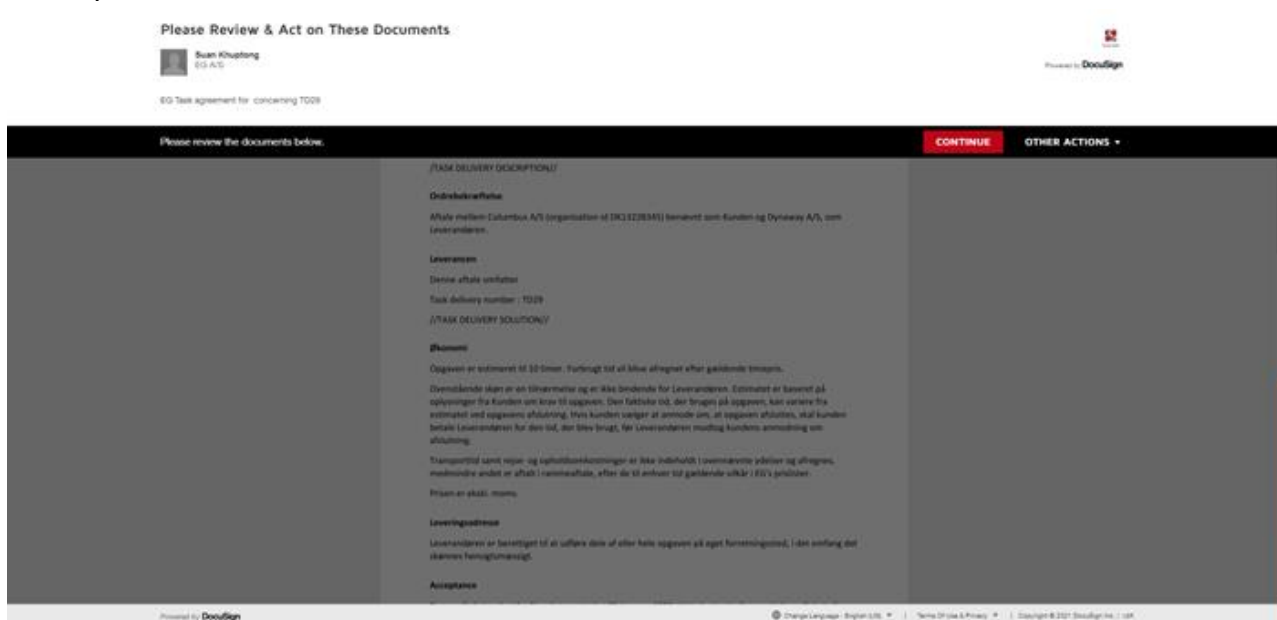
The procedure is an advantage for both you and for us as a supplier, as we thus secure a common contractual basis before we start solving the task.

Here is a short user guide.

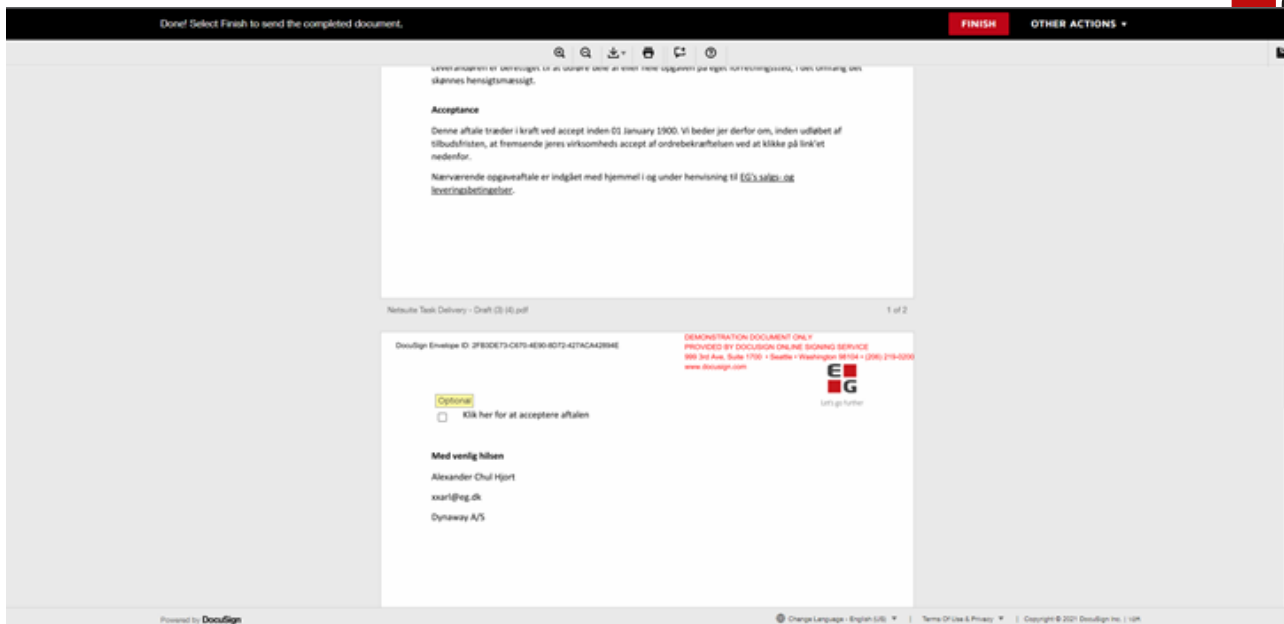
When you need to approve a task agreement, you will receive an email from our Contract Management System DocuSign with the heading **EG Task agreement**.



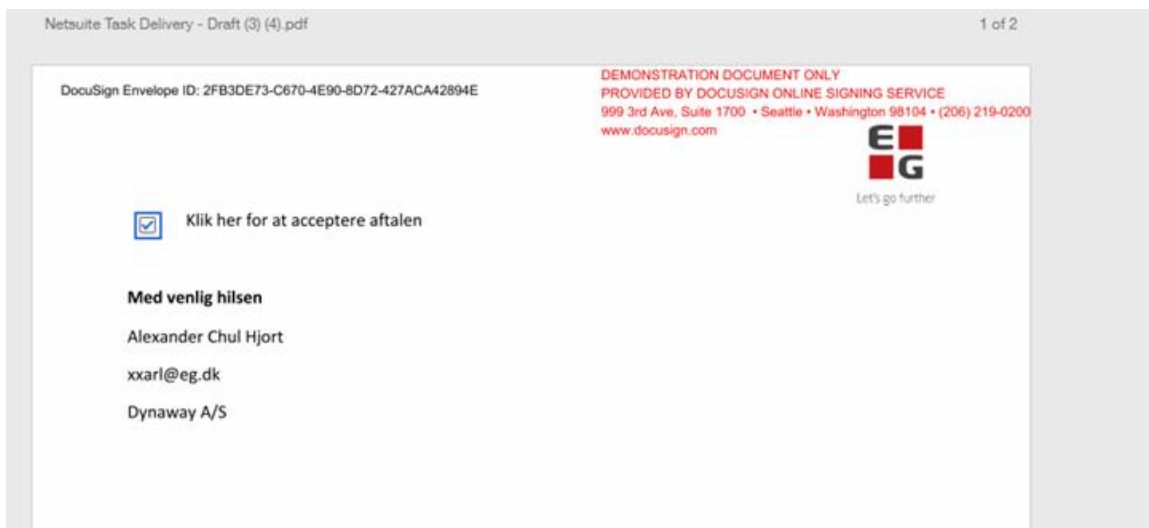
To read the contents of the task agreement, press the red button, REVIEW DOCUMENT, after which you will have access to the text itself.



To approve or possibly reject the submitted task agreement, press the Continue button.



Then click "Click to accept", tick and click "Finish"



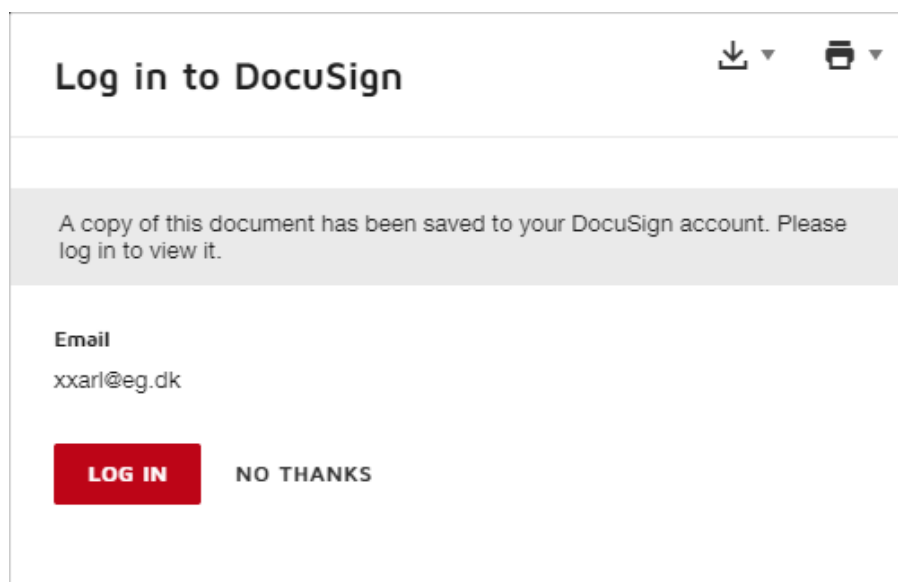
You can now download or print the agreement.

Under the menu item **Other actions** you can choose between a number of different options:

- Finish later
- Print & Sign
- Assign to someone else
- Decline to sign
- Help & Support
- About DocuSign

- View history
- View certificate
- Session information

If you want to save this and other task agreements together in DocuSign, you can create yourself as a user.



Log in to DocuSign

A copy of this document has been saved to your DocuSign account. Please log in to view it.

Email
xxari@eg.dk

LOG IN NO THANKS

If you have further questions or problems approving a task agreement, please contact support.

Best regard

EG