

DocuSign Directions

CONTRACT WAIVER FORM

Step 1: General Information

- A. Fill out the information for Event Contact (contact person for the event responsible for filling out the Contract Cover Sheet) and Advisor. **Note: only Pitt emails are accepted.**
- B. Click "Begin Signing".

Step 2: Event Contact fills out the Contract Waiver Form

- A. After completing Step 1, the Event Contact will receive an email from Lynne Miller, the SORC Coordinator. The email will contain a Validation Code. Click "Resume Signing" button in the email, type in the Validation Code, and click "Validate". If you accidentally close out of the document while filling it out, you can come back to this email and click "Resume Signing" to re-open the document.
- B. Read the Electronic Record and Signature Disclosure. Check the box "I agree to use electronic records and signatures" and then click "Continue".
- C. Fill out the Student Organization Contact Information section.
- D. Indicate the Type of Contract (consult <http://www.studentaffairs.pitt.edu/sorc/funding/contracts/> for details).
- E. Fill out the Collaboration Information section.
- F. Fill out Event Information section.
- G. Complete the Waiver Questions Section.
- H. In the Student Organization Signature section, fill in your name in the field titled "SUBMITTED BY", then click "Sign." **By signing, the Event Contact acknowledges that he or she has provided accurate information regarding the event.** Select a signature, and click "Finish". The form is then emailed to the Advisor for approval.

Step 3: Advisor signs the Contract Waiver Form

- A. The Advisor will receive an email from Lynne Miller, the SORC Coordinator. The email will contain a link to review the Contract Waiver Form. Click "Review Documents" in the email. If you accidentally close out of the document while reviewing it, you can come back to this email and click "Review Document" to re-open it.
- B. Read the Electronic Record and Signature Disclosure. Check the box "I agree to use electronic records and signatures" and then click "Continue".
- C. Review all information on the document. Note: the Advisor will not be able to make edits to the document. If any information on the document needs to be changed, Click "Other Actions" on the upper right hand corner of the page, and click "Finish Later". Please contact the Event Coordinator regarding any changes that need to be made.
- D. If the information on the document is correct, read and acknowledge the statement in the Student Organization Signature section. **By signing, the Advisor acknowledges that the student organization has provided accurate information regarding the event.**
- E. Click "Sign." Select a signature, and click "Finish". The completed Contract Waiver Form will then be emailed to the Event Contact.

Step 4: Event Coordinator submits the completed Contract Waiver Form.

- A. Once the Advisor has signed the document, the Event Coordinator will receive a copy of the completed document via email. **The completed document and the speaker bio(s) must be brought in to the SORC office at least 21 days prior to the date of the event.**