

## DocuSign Quick Guide For WDI Executive Signatory

1. You will receive an email from DocuSign for you to sign the legal contractual document.  
**(A)** Click the link to open the document to begin the signature process through DocuSign.  
**(B)** Click the link to the NexGEN document for approvers and additional information.  
(Please see How To Login Into NexGEN And Navigate section on this guide.)  
**(C)** Quick summary about the document;
  - **Project:** The project name.
  - **RI:** The Walt Disney Imagineering Responsible Individual of the document.
  - **Vendor:** The vendor company of the document.
  - **Award Value for this Transaction:** The awarded/agreed upon value.
  - **Cumulative Award Value:** Cumulative value of contract, prior approved change order/s and current document.
  - **Scope:** Description of the scope of the document.



WDI NexGen sent you a document to review and sign.

**REVIEW DOCUMENT**

**A**

**WDI NexGen**  
[WDI.NexGEN@Disney.com](mailto:WDI.NexGEN@Disney.com)

Please see the attached Agreement for your signature via DocuSign. Approvals have been obtained in NexGEN. Once fully executed, a notification will be sent to you advising that a fully executed copy is available for download for a brief period of time.

This Change Order can be viewed in NexGEN at **B**  
[https://wdiappstest2.prolianceondemand.com:443/#!/credit/wdi\\_test/delosnextgenpilot/global-delosbrand-pilot/43344040-bbc5-4482-aab4-60ff96504077](https://wdiappstest2.prolianceondemand.com:443/#!/credit/wdi_test/delosnextgenpilot/global-delosbrand-pilot/43344040-bbc5-4482-aab4-60ff96504077)

**Project:** WDW - DHS / DLR - DL Delos  
**RI:** Responsible Individual 2 [Delos & HK]  
**Vendor:** [US] ADVANCED ENTERTAINMENT TECHNOLOGY **C**  
**Award Value for this Transaction:** 21000  
**Cumulative Award Value:** 23478.00  
**Scope:** [DEAD] Lean CO with CD Test Part 2 - 01/23/2020

Powered by **DocuSign**

2. Please read the Electronic Record and Signature Disclosure.  
Click **CONTINUE** to proceed to use DocuSign on the document.
3. Locate the section in the document to input the Signature and Date.  
(Generally the last page of the document.)
4. You will need to drag and drop fields to the appropriate section in the document.  
**(A)** Click the **Signature** field and hold to drag.  
**(B)** Click the **Date Signed** field and hold to drag.



*Tip: If adjustments needs to be done.*

- Click and hold the field where you placed the field in the document and adjust.
- Double-clicking on the placed fields (ex. Date) will allow you to edit the field value.

**FIELDS**

- Signature **(A)**
- Initial
- Stamp
- Date Signed **(B)**

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- Name
- First Name
- Last Name
- Email Address
- Company
- Title

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- Text
- Checkbox

ART  
FACSIMILES, ELECTRONIC  
SIGNATURES, COUNTERPARTS

12.1 This Agreement (or any Modification or Amendment) executed by electronic counterparts as necessary or convenient to the parties hereto and the same instrument shall be deemed to constitute one and the same instrument. This Agreement (or any Modification or Amendment) executed by electronic counterparts shall be as effective and binding as if executed by the counterparts in paper form.

12.2 Notwithstanding anything to the contrary contained herein, any Modification or Amendment to this Agreement that is signed, does not constitute a signed electronic counterpart of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed as of the day and year first above written.

**OWNER:**  
WALT DISNEY IMAGINEERING

DocuSigned by:  
 **(A)**

Authorized Signature \_\_\_\_\_  
1A75D5CCB399410

Name Rich Owens

Title Manager

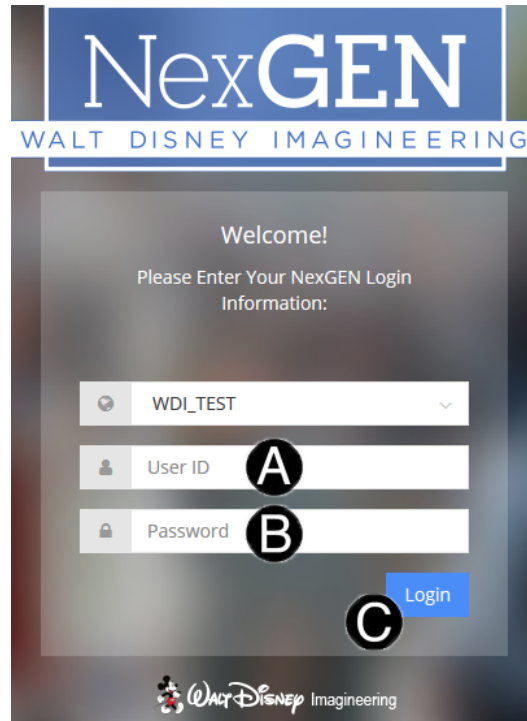
Date 1/22/2020 **(B)**

5. After you have placed your signature and date into the document, click **FINISH** to continue.
6. A pop-up window will appear if you want to print or download.  
 Tip: You can also download the document in NexGEN.
7. Click **CONTINUE** to complete DocuSign.



## How To Login Into NexGEN And Navigate

- Click the NexGEN link in the DocuSign email notification to view the document.
  - Enter your NexGEN username.
  - Enter your NexGEN password.
  - Click Login.



- Once in the document. Navigate to the Financial Summary And Event History.
  - Scroll down in the document to the Financial Summary (**Approval Details** for Change Orders) to review the allocation of **(A)** Assigned Budget, **(B)** Contingency Use, and **(C)** Awarded/Agreed Value.

Financial Summary					
Contract Total	<b>(C)</b>	\$1,234.00	Assigned Budget Total	<b>(A)</b>	\$0.00
Fee Total		\$1,234.00	Contingency Source / (Use)	<b>(B)</b>	\$1,234.00
Reimbursable		\$0.00			

- Scroll down in the document to the Event History and click expand **(A)** to view who has approved prior to your signature.

Event History									
PROJECT	DOCUMENT	TIMES REPEATED	DATE	ACTIVITY	STATE	DAYS IN STATE	BY USER	RECIPIENTS	
WDW - DHS / DLR - DL Delos	Contract (Master)	1	01/21/2020	EnterState	LOA : Finance : Analyst/Sr. Analyst	0	NexGEN System Backend User	Project Finance + Lead Finance 2 [Delos]	