How to Complete the Infrastructure Provisioning Agreement with DocuSign

For:

Applicants
How to Complete IPA as an Applicant

DocuSign Process:

1. You will have received an email from Telstra regarding an Infrastructure Provisioning Agreement that looks like this:

2. Click and open the email – you will see that the email will be Telstra branded and have all the information regarding the IPA. Click on the “Review Document” button.
3. Click on the “Continue” button to access and view the document

4. Review the document carefully then click “Start” or “Next” next to action the document
5. Choose either Approve or Decline

Approving the Document

a) When you click the “Approve” button – click continue to complete

b) Your actions on the document have been completed.

c) Once all actions are completed on the document you will receive an email notifying the document has now been completed and a copy of the completed document will be attached within the email.
Declining the Document

a) If you click the “Decline” button a “Caution” window will appear, Click Continue to decline the document.

b) A window will then appear requesting a reason for the declining, this field is mandatory as the text will be sent back to the sender of the document for feedback on the reason for declining the document.

c) All actions on the document have been completed.
6. Once all actions on the document have been completed you will be redirected to the Telstra Smart Community home page as below: