How to Complete the Infrastructure Provisioning Agreement with DocuSign

For:

Authorised Delegate
How to Complete IPA as an Authorised Delegate (Authority to Sign)

DocuSign Process:

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

   ![Email from Telstra](image1)

2. Click and open the email – you will see that the email will be Telstra branded and have all the relevant information regarding the IPA. Click on the “Review Document” button

   ![Review Document button](image2)
3. Click on the continue button to view the document

4. Review the document carefully then click “Start” or “Next” next to action the document
5. Click on the drop down box and select either Approve or Decline

Approving the Document

a) When you select the “Approve” drop down option, a signature button will appear as well as a position text box that are both mandatory.
b) If you haven’t used DocuSign before, a window will appear that will ask you to adopt your signature. The signature you choose will be an electronic representation of your signature. Once you have selected, Click “Adopt and Sign”

![DocuSign signature adoption window]

© By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

© ADOPT AND SIGN  CANCEL

c) Click “Finish” to complete the document.
d) Your actions on the document have been completed.
e) 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) When you select the “Decline” drop down option, a “Decline” button will appear, Click to Decline the document

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

![Image of decline to sign window]

d) 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:

![Image of Telstra Smart Community home page]