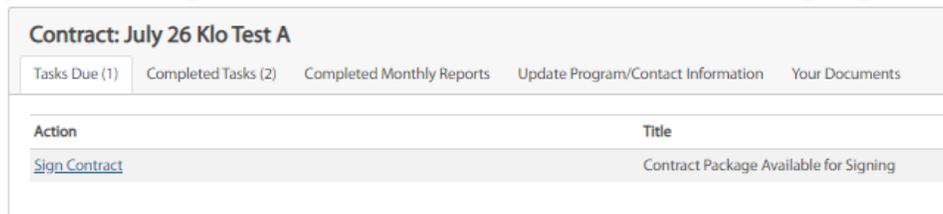


Signing Branch Contracts

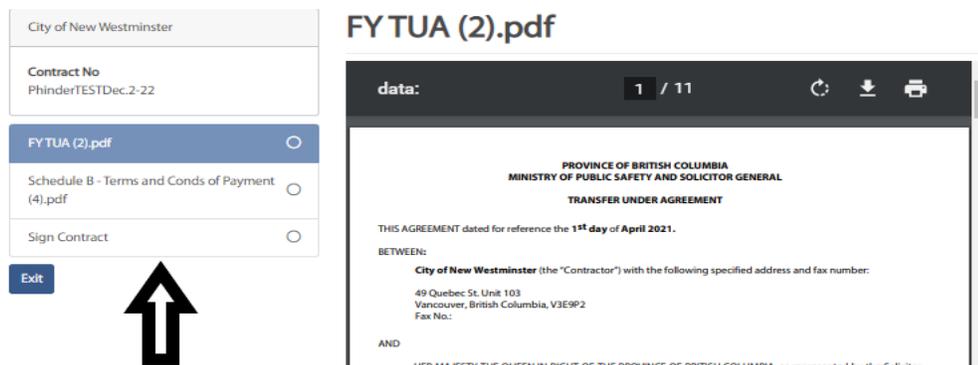
The branch contracts are required to be signed by both the service provider’s contractor contact (signing authority) and the Director of the Community Programs Unit by the beginning of the fiscal year by April 1st of every year. All contracts will be available in the COAST service provider portal for signature. Contractors will be notified of when the contract is ready to sign in the portal and are required to follow the steps below to ensure the contract is signed in a timely manner:

Steps to sign contracts:

1. By clicking on the **“sign contract”** link highlighted below in the COAST service provider portal, service providers will be able to access the contract for signing.



2. **Navigating the Contract** – The contract is embedded in this link including the body of the contract (e.g. Transfer Under Agreement, Continuing Agreement) and the Schedules (e.g. Schedule B Fees/Payments etc.). Service providers will land on the first document on the left panel list and will be able to scroll up and down the individual document to review the content (see illustration below). The contract package usually consists of 8 – 9 individual PDF documents. Service providers are able to download each document by clicking on this icon  within the PDF view. Please review the whole PDF document by clicking on the **“Next”** button.



Community Safety and Crime Prevention Branch (CSCP) COAST – New Contract Management System How to Sign Branch Contracts



3. Once the contract documents are reviewed, the **Sign Contract** signature box will appear in the COAST service provider portal, similarly to when completing the application package.
4. **Authorization**
 - a. Please select your name in the **Authorized Signing Officer** dropdown menu.
 - b. Sign your application - please use your cursor device (e.g. mouse) to provide a digital signature. If unsatisfied with the signature, please click on **Clear** button to remove and try again. Click on **Sign** button to display the timestamp.
 - c. Once the contract has been signed, please click on **Submit** button to submit the application. A green success banner will display to confirm that the contract journey is complete.

A screenshot of the COAST service provider portal's signature interface. At the top, there is a dropdown menu labeled "Authorized Signing Officer" with "Alissia Nielsen - Executive Director" selected. Below this is a box containing contact information for Alissia Nielsen: Executive Director, Alissia.Nielsen@test.com, (555) 555-5555, 49 Quebec St., Unit 103, Vancouver, British Columbia V3E9P2. Below the contact info is a line of text: "By signing and submitting, the parties have executed this agreement as follows." Underneath is a signature area with the instruction "Please add your signature here with you finger or other pointing device." A hand-drawn signature is visible in the box. At the bottom of the signature area, there is a "Clear" button on the left and a "Signed on Jul 26, 2020" timestamp on the right. At the very bottom of the interface are two buttons: "Previous" on the left and "Submit" on the right.

5. **Completed Task** – Once the contract has been submitted within the COAST service provider portal it will display on the Service Provider Dashboard view under the Completed Tasks tab.
6. Congratulations! You have successfully signed your contract. Once the contract has been signed by the branch, a notification will appear in the COAST service provider portal. At this point the signed contract can be printed from the portal.