

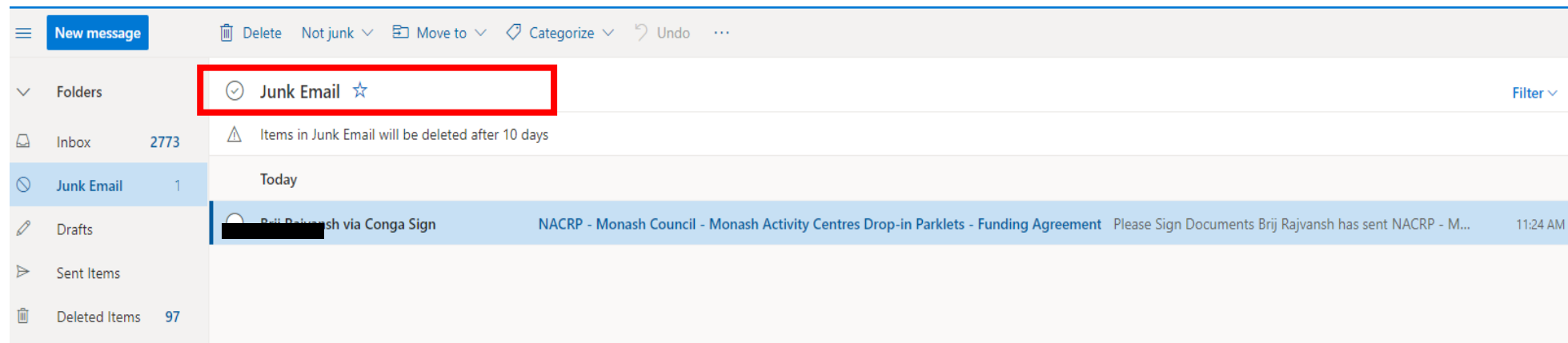
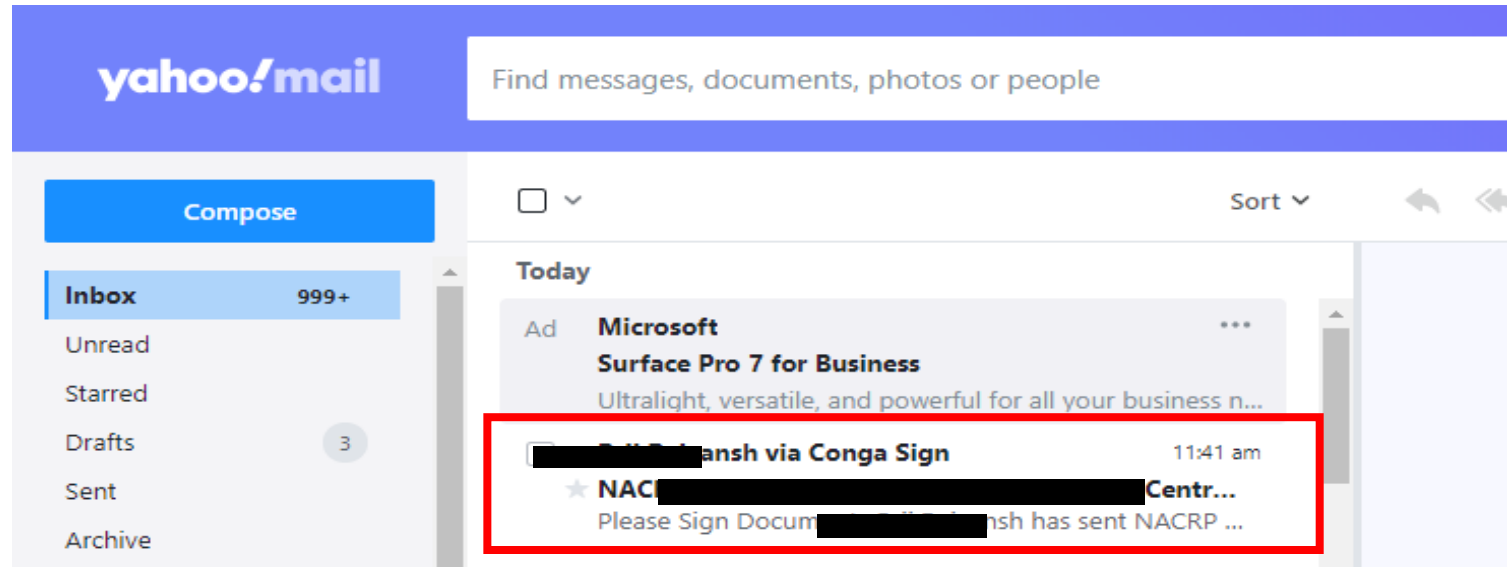


Conga Sign Guide for Tiny Towns Fund Grant Recipients

Note: This document is solely designed to support Tiny Towns Fund grant recipients with signing Grant Agreements through the Departments Conga Sign system

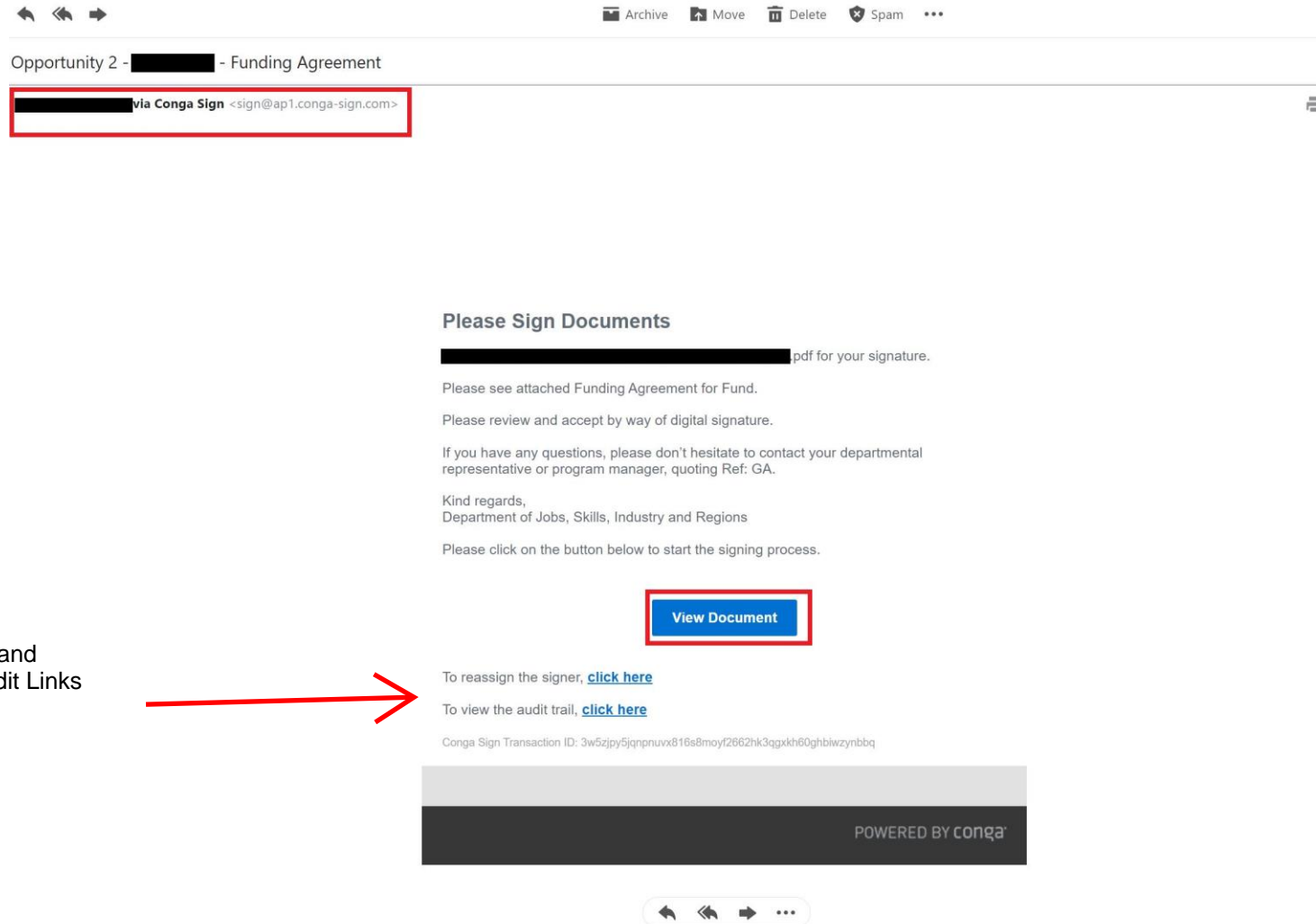
Conga Sign Transaction for Recipient

- You as the Recipient will receive an email from "Sender Name via Conga Sign" - E.g. John Smith via Conga Sign
- In some cases this email may go to your junk or spam folders. Please ensure you check those folders as it is not spam.



Conga Sign Transaction for Recipient

1. The email is managed by Conga Sign domain
2. Open the email and click View Document to open the document.
 - You can also reassign it to new person/signer or check audit trail by clicking the appropriate links in the email.



Reassign and
Check Audit Links



Conga Sign Transaction for Recipient

1.If you would like to reassign the document to alternate signer, click the reassign link to forward. For example: the person signing the document must be authorised to do so. If you are not authorised to sign such documents on behalf of the organisation you must reassign it to an authorised person.



Archive Move Delete Spam ...

Opportunity 2 - [REDACTED] - Funding Agreement

[REDACTED] via Conga Sign <sign@ap1.conga-sign.com>



Please Sign Documents

[REDACTED].pdf for your signature.

Please see attached Funding Agreement for Fund.

Please review and accept by way of digital signature.

If you have any questions, please don't hesitate to contact your departmental representative or program manager, quoting Ref: GA.

Kind regards,
Department of Jobs, Skills, Industry and Regions

Please click on the button below to start the signing process.

[View Document](#)

To reassign the signer, [click here](#)

To view the audit trail, [click here](#)

Conga Sign Transaction ID: 3w5zjpy5jqnpruvx816s8moyf2662hk3qgkxh60ghbiwzymbq

POWERED BY CONGA



Conga Sign Transaction for Recipient



1. To reassign the document, fill in the details of new signer and click on *Send Now* button and it will be forwarded to that person for signing.

CONGA SIGN
Reassign Signer

Cancel Send Now

English

*First Name

*Last Name

*Email Address

Language

Optional Message

Conga Sign Transaction for Recipient

1. Before you can sign the document, you will need to consent to the terms of the Electronic Record and Signature. Please click 'I Agree' to proceed).
Note - Further information can be found by clicking the link

The screenshot displays a web interface for signing a document. At the top left, the logo for 'LIVE IN MELBOURNE' is visible. The top right corner contains two buttons: 'Cancel Transaction' and 'Complete Signing'. Below the header, the document title 'Funding Agreement 22 june.pdf' is shown. The main content area displays the document's header, which includes the text 'OFFICIAL' and the logo of the 'Department of Jobs, Skills, Industry and Regions'. The title of the document is 'GRANT AGREEMENT', followed by several redacted sections. Below the redactions, the text reads: 'THE STATE OF VICTORIA as represented by its DEPARTMENT OF JOBS, SKILLS, INDUSTRY AND REGIONS AND'. At the bottom of the page, a blue bar contains a red-bordered box with the text: 'By clicking "I Agree", you agree that you have reviewed the [Electronic Record and Signature Disclosure](#), and you consent to the use of electronic records and signatures in the review and execution of this document.' To the right of this text is a white button labeled 'I Agree'. A red arrow points from the bottom right towards the 'I Agree' button.

Conga Sign Transaction for Recipient

1. Once you have Agreed to the Terms, you are now able to read and review the document in full.
2. Scroll down to the area where to apply signature - This is usually a BLUE box. Click the Blue box to add your signature
 - Name and title of signatory is displayed where necessary
 - Note that Complete Signing button on top right corner is disabled until signature is added.

The screenshot shows the Conga Sign Document interface. At the top left, there is a logo for 'CONGA SIGN Sign Document'. At the top right, there are two buttons: 'Cancel Transaction' and 'Complete Signing', with the latter highlighted by a red box. Below the header, the document title 'Funding Agreement.pdf' is displayed. The main content area shows the document text, which includes the following sections:

Executed as an Agreement.

EXECUTED by
in his/her capacity as

Department of Jobs, Skills, Industry and Regions, for and on behalf of **THE CROWN IN RIGHT OF THE STATE OF VICTORIA AS REPRESENTED BY ITS DEPARTMENT OF JOBS, SKILLS, INDUSTRY AND REGIONS**

Signature of
This document was electronically signed in accordance with the Electronic Transactions (Victoria) Act 2000

Date

SIGNED by Department of Jobs, Precincts and Regions
[Redacted] in accordance with s127 of the *Corporations Act 2001* (Cth) by two of its Directors or a Director and a Company Secretary

X Signature [Blue box]

Signature of Director
This document was electronically signed in accordance with the Treasury Laws Amendment (2021 Measures No. 1) Act 2021.

Daffy Duck
Name of Director

Signature of
This document was electronically signed in accordance with the Treasury Laws Amendment (2021 Measures No. 1) Act 2021.

Name of

Conga Sign Transaction for Recipient

1. The person signing the agreement can select the signature applied by Conga, or they can choose to 'sign' (draw) their signature using a touch screen or mouse. There is also the option to upload your own.

Executed as an Agreement.

EXECUTED by
in his/her capacity as

Department of Jobs, Skills, Industry and Regions, for and on behalf of **THE CROWN IN RIGHT OF THE STATE OF VICTORIA AS REPRESENTED BY ITS DEPARTMENT OF JOBS, SKILLS, INDUSTRY AND REGIONS**

Signature Style Selection

CHOOSE STYLE DRAW UPLOAD YOUR OWN

Confirm your name and choose signature style. * Are required fields.

* Full Name * Initials

[View Additional Styles](#)

By clicking "Adopt Signature and Sign", I understand that I am signing this document. [Adopt Signature and Sign](#)

Signature of Executive Director
This document was electronically signed in accordance with the Treasury Laws Amendment (2021 Measures No. 1) Act 2021.

Signature of
This document was electronically signed in accordance with the Treasury Laws Amendment (2021 Measures No. 1) Act 2021.

Bugs Bunny
Name of Executive Director

Name of

Conga Sign Transaction for Recipient

1. Once the Signature is applied, the Complete Signing button will be enabled. Click Complete Signing button to complete the transaction.

The screenshot displays the Conga Sign Document interface. At the top left, the logo 'CONGA SIGN Sign Document' is visible. On the top right, there are two buttons: 'Cancel Transaction' and 'Complete Signing', with the latter highlighted by a red rectangular box. Below the header, the document title 'Funding Agreement.pdf' is shown. The main content area contains the following text:


Department of Jobs, Skills, Industry and Regions, for and on behalf of **THE CROWN IN RIGHT OF THE STATE OF VICTORIA AS REPRESENTED BY ITS DEPARTMENT OF JOBS, SKILLS, INDUSTRY AND REGIONS**

Signature of _____

This document was electronically signed in accordance with the Electronic Transactions (Victoria) Act 2000

Date _____

SIGNED by Department of Jobs, Precincts and Regions
(ABN: 8 [REDACTED]) in accordance with s127 of the *Corporations Act 2001* (Cth) by two of its Directors or a Director and a Company Secretary:



Signature of Director _____

This document was electronically signed in accordance with the Treasury Laws Amendment (2021 Measures No. 1) Act 2021.

Signature of _____

This document was electronically signed in accordance with the Treasury Laws Amendment (2021 Measures No. 1) Act 2021.

Daffy Duck _____

Name of Director _____ Name of _____

- 14 -

Conga Sign Transaction for Recipient

1. Once you have signed the agreement, the department will then countersign and it, thus 'executing' the agreement. A copy of the 'executed' agreement will be sent to all parties via a Conga email. It will look something like this. Please ensure you check your junk or spam folders.

The image shows a screenshot of a Yahoo! Mail interface. On the left is the inbox sidebar with categories like 'Compose', 'Inbox (999+)', 'Unread', 'Starred', 'Drafts (3)', 'Sent', and 'Archive'. The main view shows a list of emails under the heading 'Today'. One email is selected, titled 'Signing Complete for [redacted] Funding Agreement.pdf'. The email content features the Conga Sign logo, a red-bordered box containing the text 'Signing Complete!', and a message stating that the funding agreement PDF is fully executed. Below this is a link to view the audit trail. A red arrow points to a PDF attachment at the bottom of the email, labeled 'Final 'executed' agreement'. The footer of the email includes the Conga Global Headquarters address and the text 'POWERED BY CONGA'.



End
Thank You

