

# Information Sheet

## How to electronically sign a Victorian Common Funding Agreement

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### DFFH has changed the way we send and sign contracts

#### The old process – a pdf file, print, sign and scan or electronic signature

- Previously the Victorian Common Funding Agreement (VCFA) or 'contract' was sent for signature via email from the team administering the DFFH grant program.
- The contract was provided as a PDF document.
- The contract was signed by:
  - printing the document for physical signature (by the two Authorised Representatives), then scanned and emailed back to the Department; or
  - inserting electronic signatures into the PDF document, saving a new version and emailing back the Department.
- Completing a Vendor Details Request form containing the organisations banking details so that payment could be made.

#### The new process – electronic signing through Conga Sign

- Contracts are digitally generated with electronic signing functionality.
- Two signatures are required on every contract – signatories must be two members of the Organisation with the authority to do so, such as a director, chairperson, chief executive officer, president, principal, treasurer, or other similar authorised role.
- The contract is sent to the first authorised representative. Once they have signed the contract, the document is automatically sent to the second authorised representative.

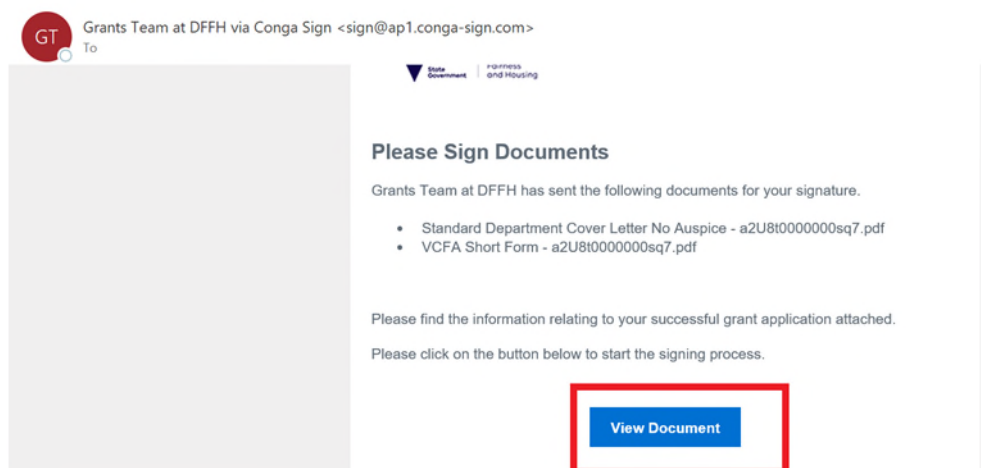
##### How are contracts sent?

- The VCFA and a letter from the Department are sent via email from Grants Team at DFFH via Conga Sign [sign@ap1.conga-sign.com](mailto:sign@ap1.conga-sign.com). An example email is provided below.
- If you receive an email from [sign@ap1.conga-sign.com](mailto:sign@ap1.conga-sign.com) this is not spam.
- We recommend that you check spam or junk folders if you do not receive your contract.

OFFICIAL



Families,  
Fairness  
and Housing

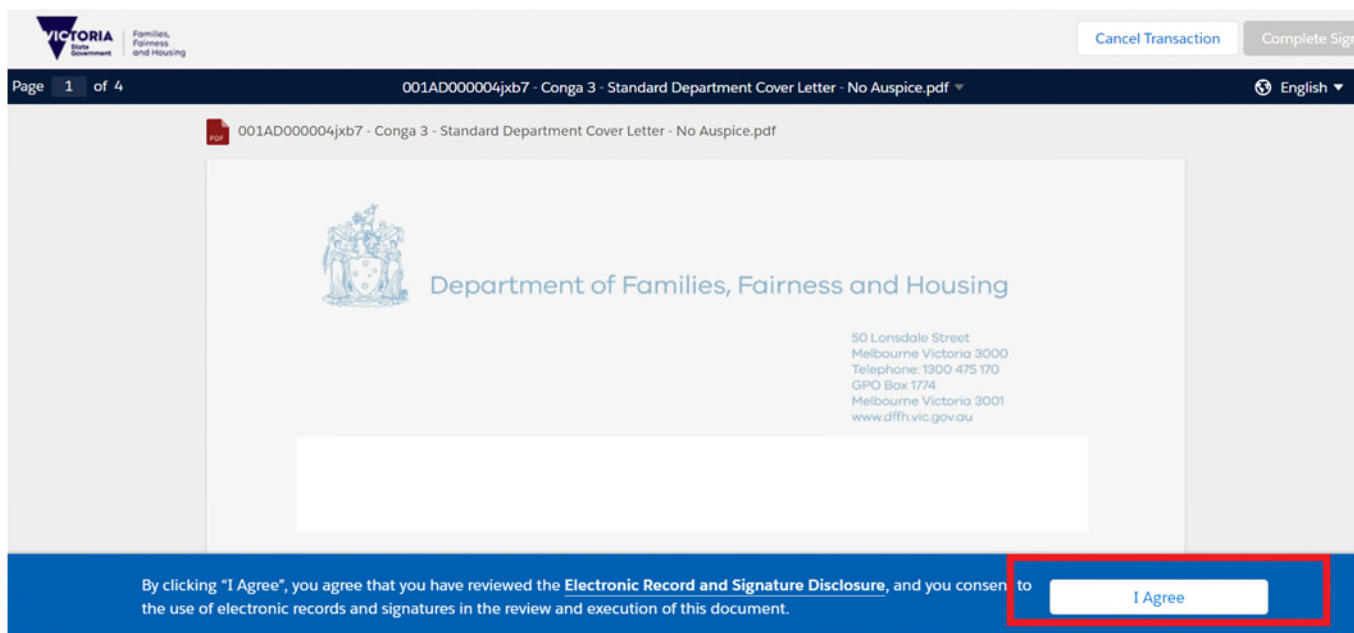


Example email from [sign@ap1.conga-sign.com](mailto:sign@ap1.conga-sign.com)

## How to sign the contract

These instructions will guide you through the process.

- In the email from [sign@ap1.conga-sign.com](mailto:sign@ap1.conga-sign.com), click '**View Document**' to get started.
- A letter from the department and the VCFA will open in your web browser.
- Click '**I Agree**' to begin the signing process (shown below).



- Throughout the document, the icon **C Next** indicates fields that the signatory must complete – see example below.



- You will be provided with the option to choose your signature style. You can either choose a style, draw your signature or upload your own.



Signature Style Selection

CHOOSE STYLE DRAW UPLOAD YOUR OWN

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

- Once a signature style has been accepted, complete the highlighted fields including **Name** and **Position**.

**Complete this section including your name and position details**

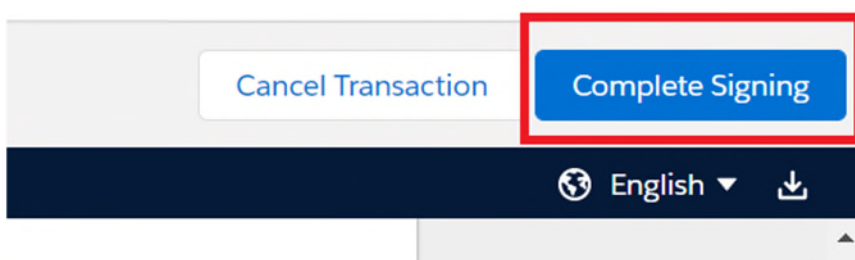
Name and position of authorised representative	Name: Test Signer
Sign here: 	Position: Title
	Date: 13/10/2022
Name and position of second authorised representative	Name:
	Position:
Sign here:	Date:

- The authorised representative will also be prompted to supply the organisation's banking details for payment. These fields are highlighted in the contract.

You must provide banking details for payment directly into a bank account. Your banking details will not be used by Us for any other purpose.

Contact name:	<input type="text" value="Name"/>
Phone number:	<input type="text" value="Phone"/>
Email address:	<input type="text" value="Email"/>
Account Name:	<input type="text" value="Account Name"/>
BSB Code Number:	<input type="text" value="BSB"/>
Bank Account Number:	<input type="text" value="Account Number"/>
Name of Bank or Financial Institution	<input type="text" value="Bank Name"/>

- When all fields have been completed, click '**Complete Signing**'



Cancel Transaction Complete Signing

English

- The contract is automatically emailed to the second authorised representative for signature.
- When the second authorised representative completes the process, the contract is automatically sent back the Department.
- No further action is required from the organisation.
- The organisation will be emailed a copy of the co-signed contract when all parties have completed the signing process.