

How to sign an agreement electronically or manually for GPO Members in GPOconnect

To access GPOconnect, use the following URL: <https://workspaceabc.force.com/gpoconnect>

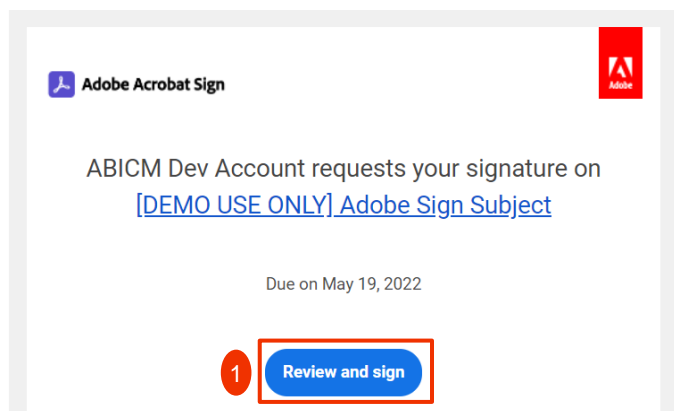
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- [Sign an agreement electronically via AdobeSign](#)
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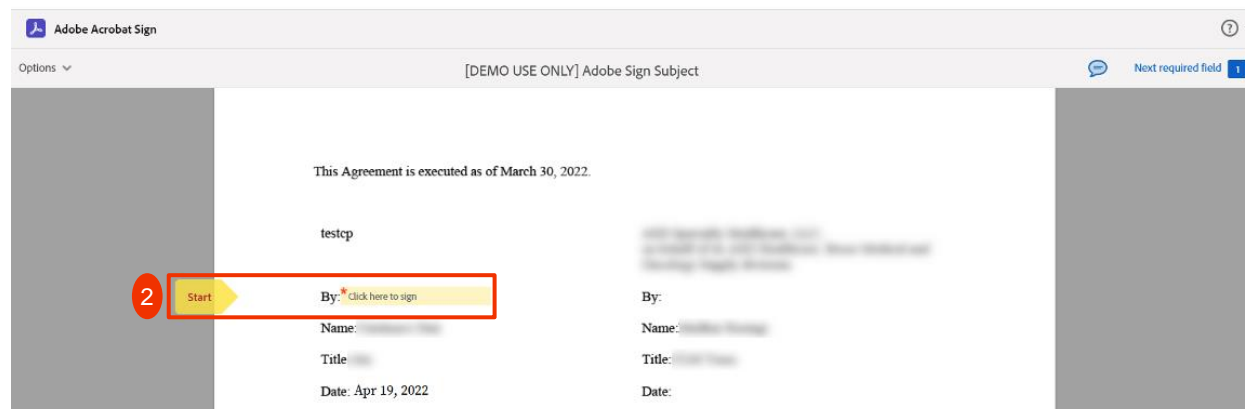
Sign an agreement electronically via AdobeSign

Note: Once an agreement has been signed internally, the status will move to *Waiting for External Signature*. When this happens, the designated external signatory will receive an email notification to sign the agreement.

1. Click **Review and sign** in the email notification.



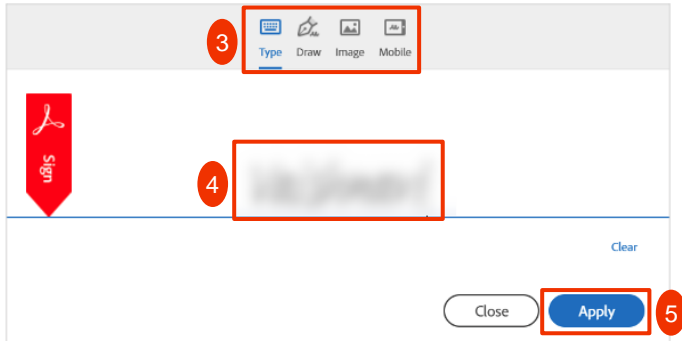
2. In the agreement, select **Click here to sign**.



Contract Signatures – GPO Member Quick Reference Card

How to sign an agreement electronically or manually for GPO Members in GPOconnect

- 3. Select the signature type.
- 4. Type your signature.
- 5. Click **Apply**.

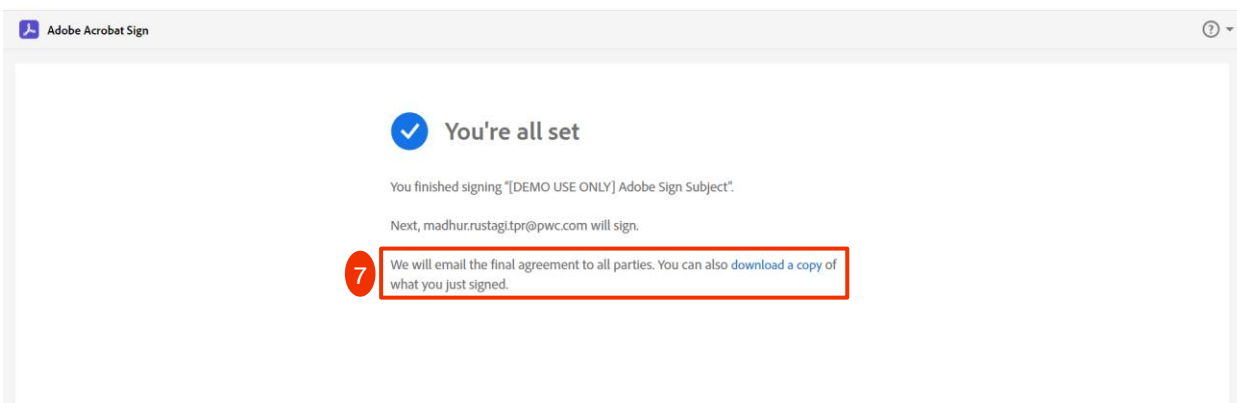


- 6. Verify your signature is updated in the agreement.



- 7. If desired, select **download a copy** in the confirmation page to download a copy of the signed agreement.

Note: Once both internal and external parties sign the agreement, the status will move to Executed.



Contract Signatures – GPO Member Quick Reference Card

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Sign an agreement manually (wet signature)

1. Once you are logged into GPOconnect, select the **Agreements in Progress** tile on the homepage.

Note: You can also access this page in the navigation menu by selecting **Membership** and **Agreements in Progress**.

The screenshot shows the GPOconnect homepage dashboard. The 'Agreements in Progress' tile is highlighted with a red box and a red circle containing the number 1. Other tiles include 'Rosters Published as of June 24, 2022', 'Overdue Payments', 'Sites Enrolling', and 'Manage Baseline'.

2. Select the desired task on the **Agreements in Progress** tab.

The screenshot shows the GPOconnect 'Agreements in Progress' page. The 'GPO Membership NDA' task is highlighted with a red box and a red circle containing the number 2. The page shows a table with columns for Task, Type, Status, and Created Date.

Task	Type ↓	Status	Created Date
GPO Membership NDA	Agreement	Waiting For Approval	March 31, 2022
GPO Participation Agreement	Agreement	Waiting For Approval	March 31, 2022

Contract Signatures – GPO Member Quick Reference Card

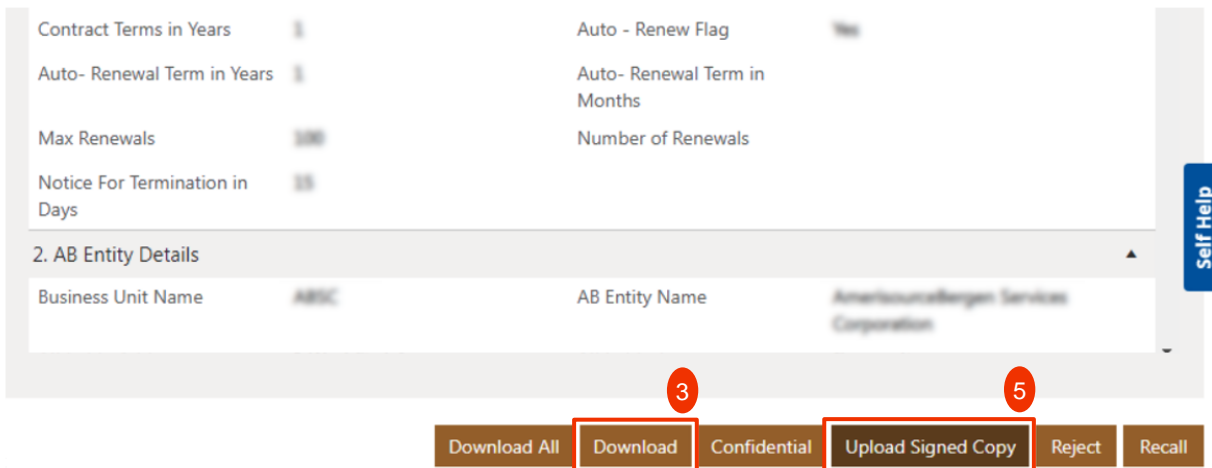
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3. You will be navigated to an external webpage in Icertis. Scroll down and select **Download** to download the agreement.

Note: The designated external signatory will also receive an email notification when the status has moved to **Waiting for External Signature**. The email includes a link to download the agreement.

4. Print the agreement and manually sign in the designated places. Scan and save the signed copy.

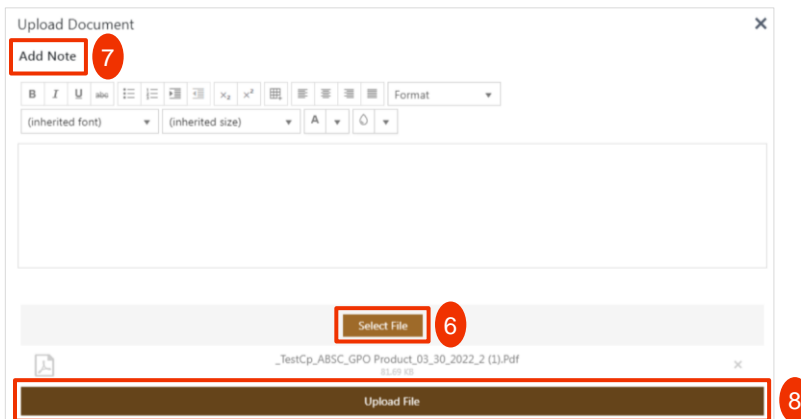
5. Navigate back to the Icertis webpage, and select **Upload Signed Copy**.



6. Click **Select File** and select the signed copy from your file finder.

7. If applicable, add a note.

8. Click **Upload File**.



9. Once both parties have signed the agreement, the status will move to **Executed**.

