



Governor's Office of
PLANNING AND BUDGET
THE STATE OF GEORGIA

How to Delegate Terms & Conditions

To execute the terms and conditions grant agreement, the grantee must sign the document through Adobe Sign. This agreement is sent to the POC indicated in the account, however the authorized official with the authority to execute legal agreements for your organization may differ from the grant account POC. If this is the case, you may delegate it to the appropriate person. Delegating is simple, however please note that the original email contains the delegation option within the body of the email, while the reminder emails require a few more steps. Please see the instruction below for delegating the terms and conditions through the email notifications received.

Option 1: Delegating from the Term and Conditions Adobe Sign Email

POCs receiving the initial terms and conditions email may refer to instructions found [here](#).

Option 2: Delegating from the Terms and Conditions Reminder Email

Each day, until the T&C expires, POCs will receive reminders to sign the agreement. If you are opening a reminder email, you may delegate the execution following the instructions below:

1. Grantee clicks on the 'Click here' link to open the T&C Agreement

QA ☆ Filter

GeorgiaGrants DO NOT REPLY
Reminder: Waiting for you to sign Impr... 10:39 AM
Please sign Improving Neighborhood Outcomes in ...

Yesterday

GeorgiaGrants DO NOT REPLY
Reminder: Waiting for you to sign L... Thu 10:39 AM
Please sign Improving Neighborhood Outcomes in ...

This week

GeorgiaGrants DO NOT REPLY
Reminder: Waiting for you to sign L... Wed 10:39 AM
Please sign Improving Neighborhood Outcomes in ...

GeorgiaGrants DO NOT REPLY
Reminder: Waiting for you to sign L... Tue 10:39 AM
Please sign Improving Neighborhood Outcomes in ...

GeorgiaGrants DO NOT REPLY
Reminder: Waiting for you to sign Co... Mon 05/29
Please sign Contingency Amendment Click here to r...

GeorgiaGrants DO NOT REPLY
Reminder: Waiting for you to sign Co... Mon 05/29
Please sign Contingency Amendment Click here to r...

Reminder: Waiting for you to sign Improving Neighborhood Outcomes in Disproportionally Impacted Communities Terms and Conditions

Please sign **Improving Neighborhood Outcomes in Disproportionally Impacted Communities Terms and Conditions**

[Click here](#) to review and sign **Improving Neighborhood Outcomes in Disproportionally Impacted Communities Terms and Conditions**.

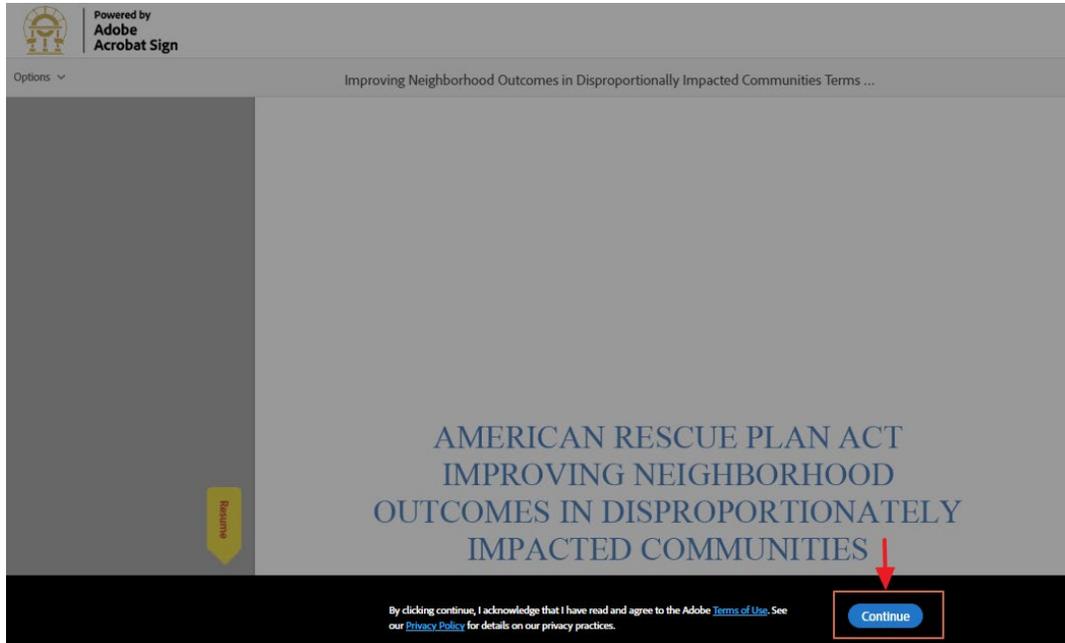
After you sign **Improving Neighborhood Outcomes in Disproportionally Impacted Communities Terms and Conditions**, all parties will receive a final PDF copy by email.

GeorgiaGrants DO NOT REPLY has requested that this reminder be sent. This reminder will be re-sent every day until completed. [Click here](#) if you wish to stop receiving reminders about this agreement. This document is available for signing until July 25, 2023 and will expire thereafter.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

2. Click on the 'Click here' link, and the Terms & Conditions Agreement is opened.

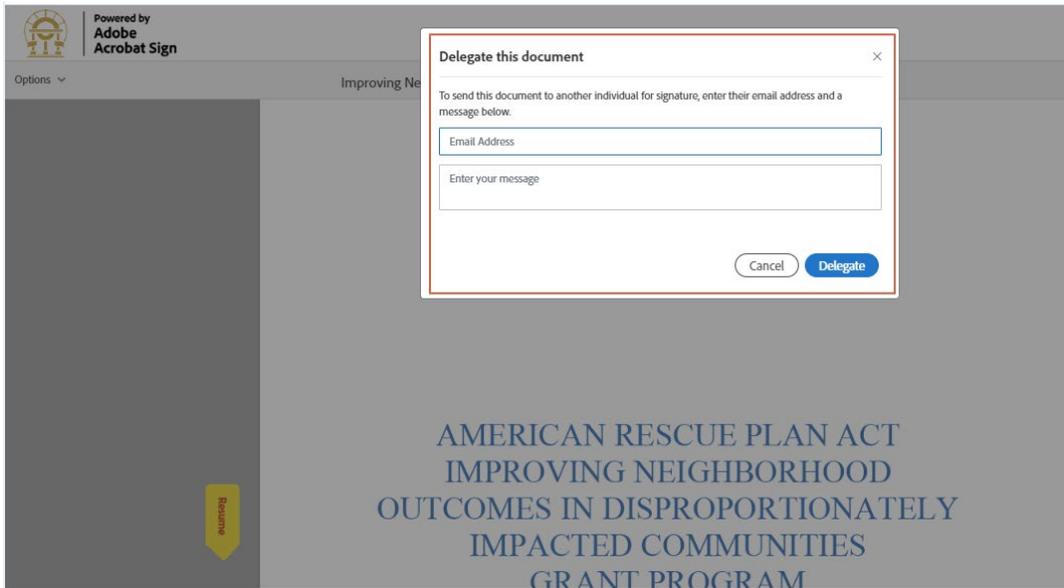
3. Click on the 'Continue' button



4. Click on the 'Options' on the left corner on the Agreement document, and select 'Delegate signing to another' from the drop-down list.



5. When grantee clicks on the 'Delegate signing to another', 'Delegate this document' box is displayed. Grantee will provide Email address & Enter the message.



6. When the grantee clicks on the 'Delegate' button, Terms & Conditions Agreement will be delegated to the party as per the email address entered by the Grantee.

