



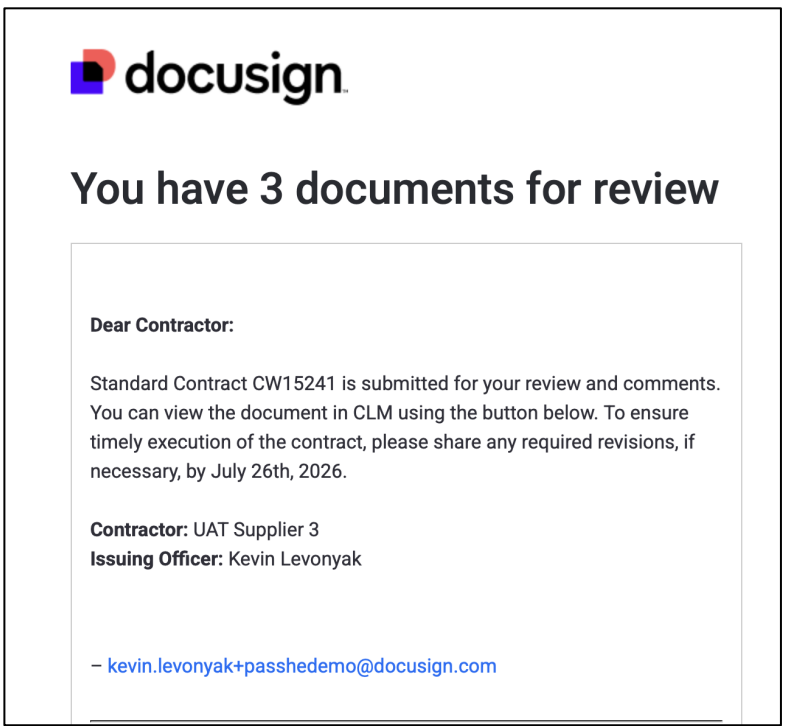
DocuSign CLM External Review Process

Review Documents through Email or Online

The following steps will walk through the 2 ways to review and submit documents with PASSHE Procurement. You can only use one method and only submit one time. After submitting your comments and any changed documents, a confirmation email will be sent.

1. Receive DocuSign CLM email from PASSHE Procurement Team
2. Choose to review through email or online
3. Open and view all attached documents
4. Download any document you wish to change
5. Open the document in Word to edit
6. Save document
7. Attach the document(s) to the email or online review
8. Add comments and information
9. Submit or send the review
10. Receive confirmation email

Step-by-Step Walk Through with Screenshots

- | | | |
|----|---|---|
| 1. | Receive email via DocuSign with attached review documents |  |
|----|---|---|



You have 3 documents for review

Dear Contractor:

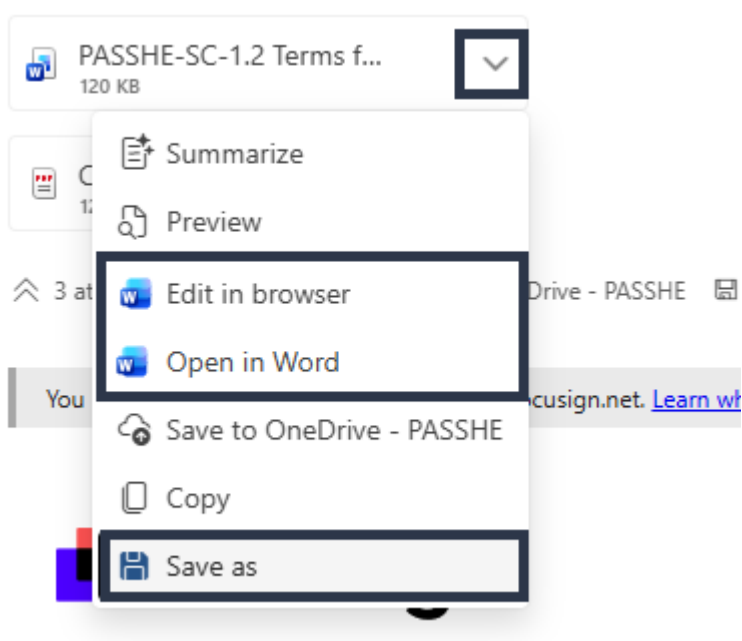
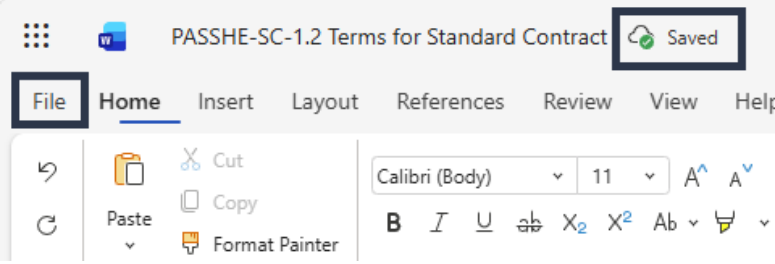
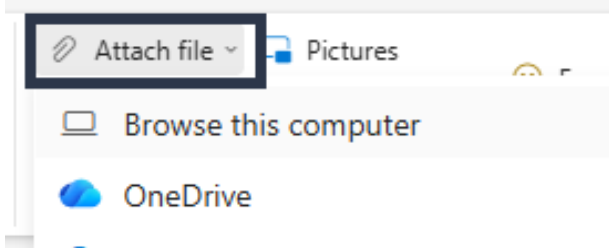
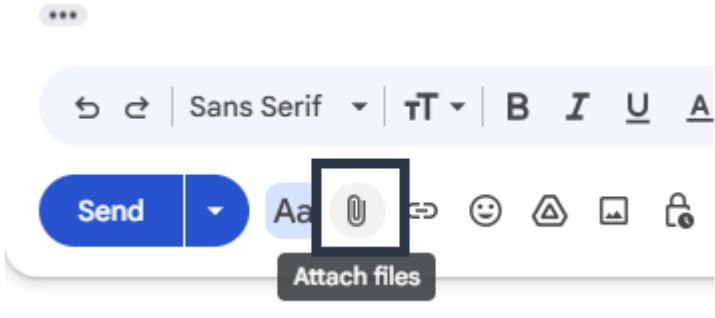
Standard Contract CW15241 is submitted for your review and comments. You can view the document in CLM using the button below. To ensure timely execution of the contract, please share any required revisions, if necessary, by July 26th, 2026.

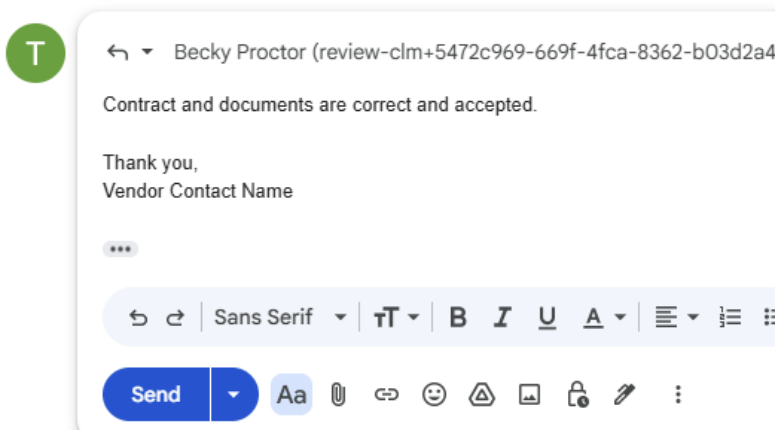
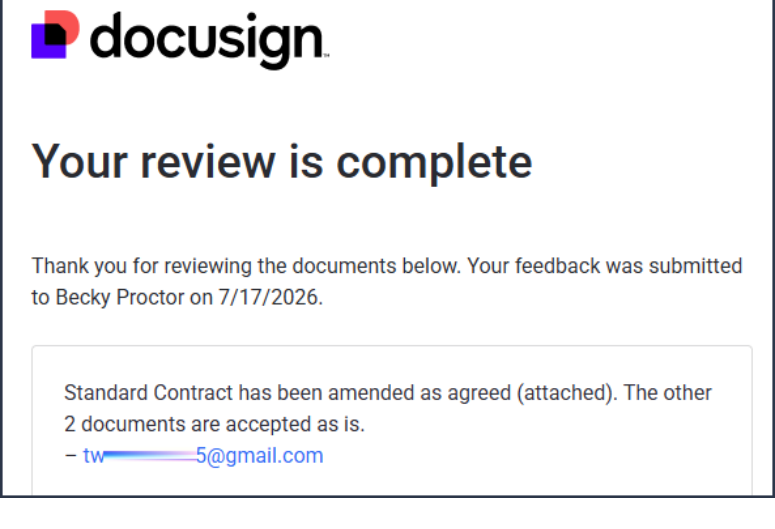
Contractor: UAT Supplier 3

Issuing Officer: Kevin Levonyak

– kevin.levonyak+passhedemo@docuSign.com

2.	Choose method to Review 1. Reply to Email, add comments, and attach all edited files, send 2. Online Review, attach edited files, add comment, confirm, and submit (page 5)	There are two ways to review: Reply to this email Download the attachments, review them and then reply directly with any new versions. Review the document online Use our secure review platform to view and edit the documents right from your browser. Review online ⚠ You can only reply to this email once. Make sure you've attached all your feedback or changes before you reply. Testing CLM Standard Contract.docx Due on: 7/26/2026 PASSHE-SC-1.2 Terms for Standard Contract Attachment.docx Due on: 7/26/2026 Testing CLM Contractor Attachment.docx Due on: 7/26/2026
Option 1: Reply to Email		
1.	Open email and review all attachments. If no changes need to be made, skip to step 5, page 4.	4 Attachments • Scanned by Gmail ⓘ ⬇️ ⚙️ Add all to Drive KU - 31 KB Mid-Atlant... PASSHE-SC-1.2 T... 120 KB PASSHE-SC-1.2 Terms f... CW35462 126 KB Att... 3 attachments (277 KB) ⬇️ Save all to OneDrive ⚙️ Save All Attachments

2.	Download any documents that need to be changed by clicking the download arrow in Gmail , or in Outlook  and choosing to open in Word or Save As and choosing a folder location on your computer.	
3.	With the document open in Word, make edits and then save the file again. (If Word is not saving edits automatically, choose File, and then Save or Save As.)	
4.	With the original email open, click to reply to the email. Then attach the updated document(s) file.	Outlook  GMail 

5.	Add a comment to the email. Including any update information, or confirmation that documents are accepted as-is. Click to Send	 The screenshot shows a Docusign email interface. At the top, there's a header with a back arrow and a dropdown menu, followed by the name 'Becky Proctor' and a long alphanumeric ID. Below this, the text 'Contract and documents are correct and accepted.' is displayed. A 'Thank you,' message is followed by a placeholder 'Vendor Contact Name'. A three-dot menu is visible. At the bottom, there's a rich text editor toolbar with options for undo, redo, font face (Sans Serif), font size (12), bold, italic, underline, text color, background color, bulleted list, numbered list, and link. A 'Send' button is prominently displayed in blue.
6.	Confirmation Email will be sent by DocuSign CLM.	 The screenshot shows a Docusign confirmation email. The Docusign logo is at the top left. The main heading is 'Your review is complete'. Below this, a message states: 'Thank you for reviewing the documents below. Your feedback was submitted to Becky Proctor on 7/17/2026.' A box at the bottom contains the text: 'Standard Contract has been amended as agreed (attached). The other 2 documents are accepted as is.' followed by a signature line: '- tw5@gmail.com'.

Option 2: Review Online

1.

Online Review

In the email, click the link to **Review online**.

There are two ways to review:

Reply to this email

Download the attachments, review them and then reply directly with any new versions.

Review the document online

Use our secure review platform to view and edit the documents right from your browser.

[Review online](#)

2.

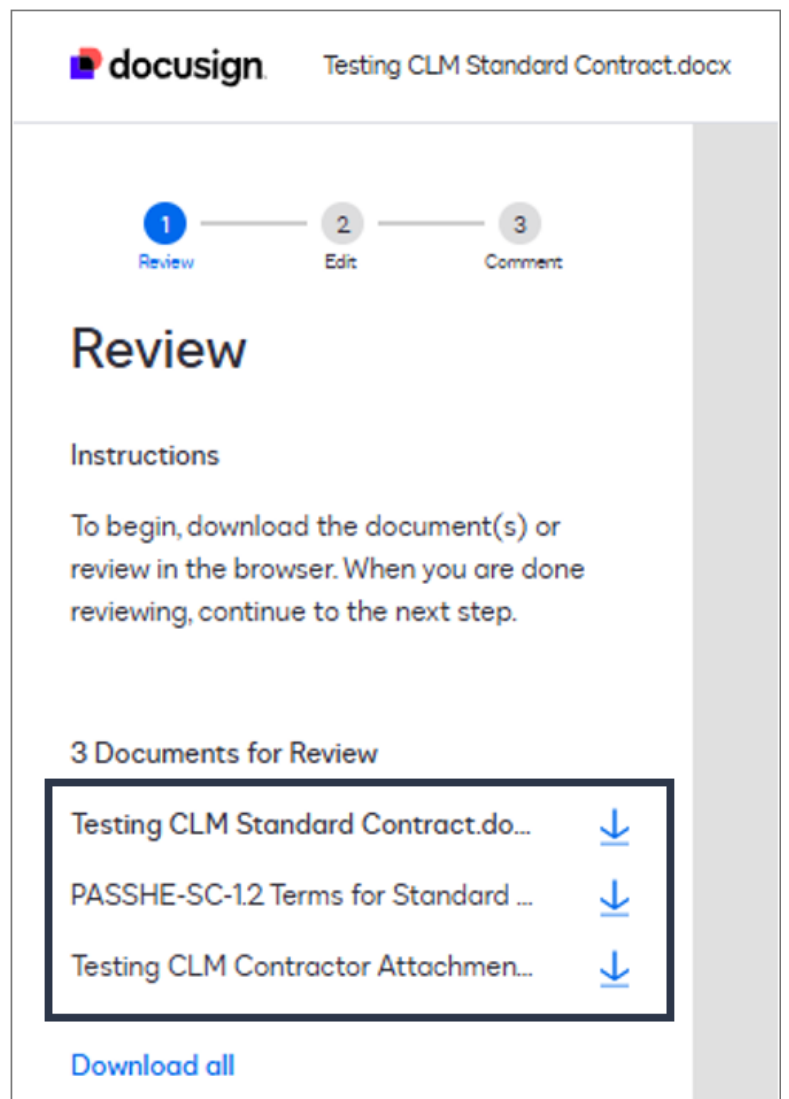
Acknowledge Steps

1. Download or read documents
2. Upload any changes
3. Add information in Comment Field

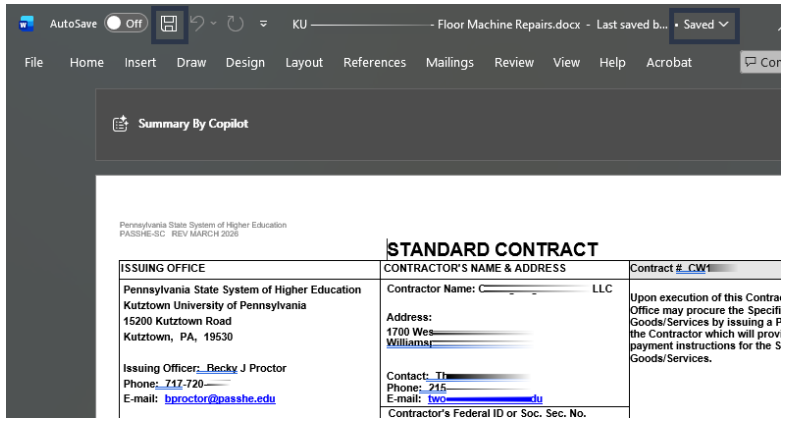
Click **Got it** to continue.

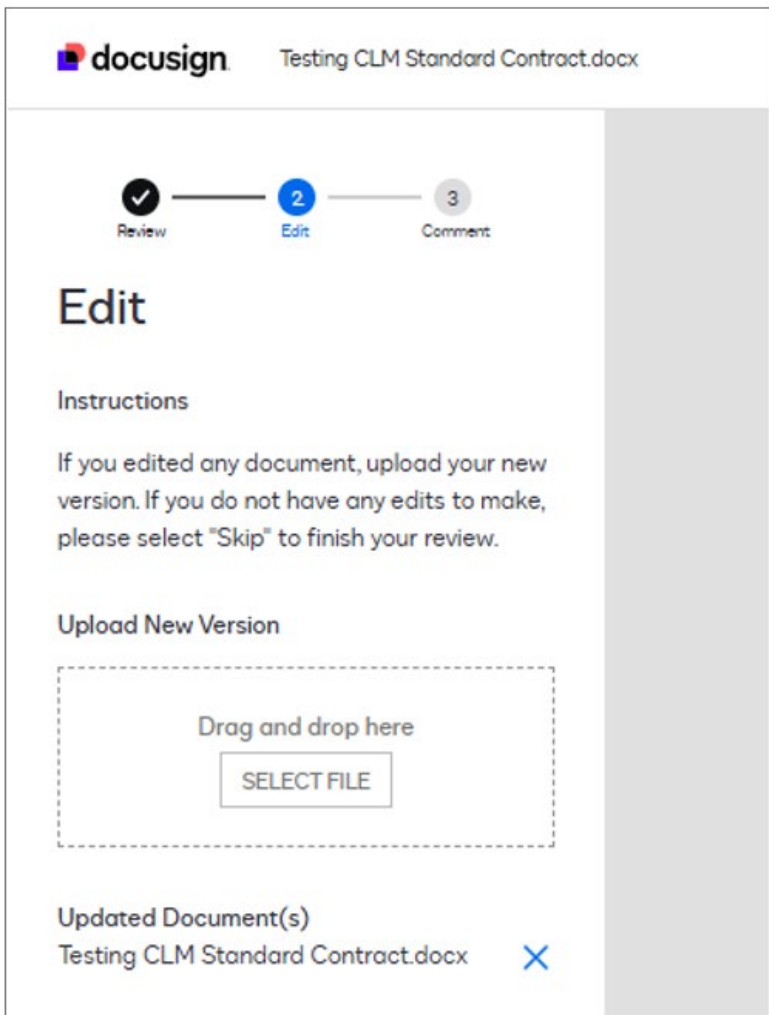
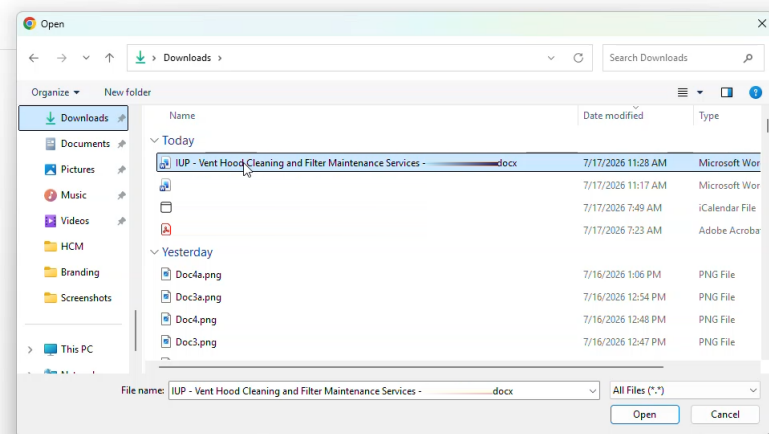
The screenshot shows a dark-themed web interface. At the top, there are fields for 'TERM: The later of the Effective Date or ____ to ____' and 'CONTRACT NO: \$10.00'. Below these is a 'SPECIFICATIONS' section. A white dialog box is centered on the screen with the title 'How to Complete Your Review'. Inside the dialog, it says: 'There are a few ways you can update or comment on these documents to complete your review for Kevin Levonyak.' Below this, it lists 'How to complete your review:' followed by three steps: 1. Download or read the document in the browser, 2. If you update the document, upload a new version, and 3. Add notes or a message in the Comments field. At the bottom of the dialog is a blue button labeled 'Got it'. Below the dialog, there is a link: 'Not klevonyak@springcm.com? [Add your information](#)'. At the very bottom of the page, there is a footer that reads 'COMMONWEALTH ATTORNEY APPROVALS APPROVED AS TO FORM AND LEGALITY'.

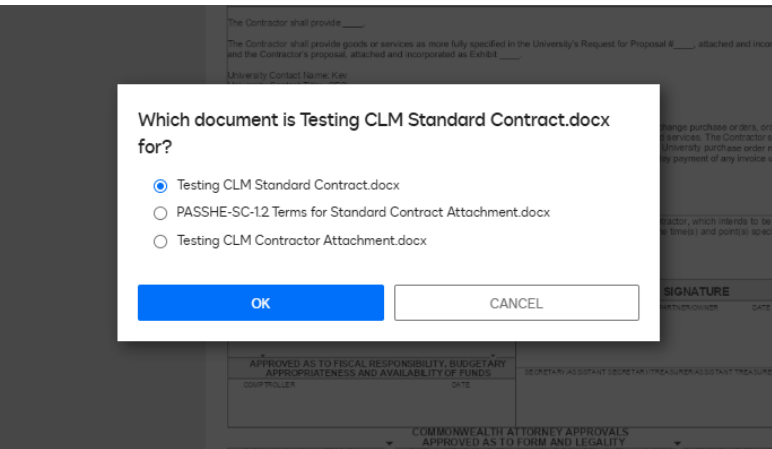
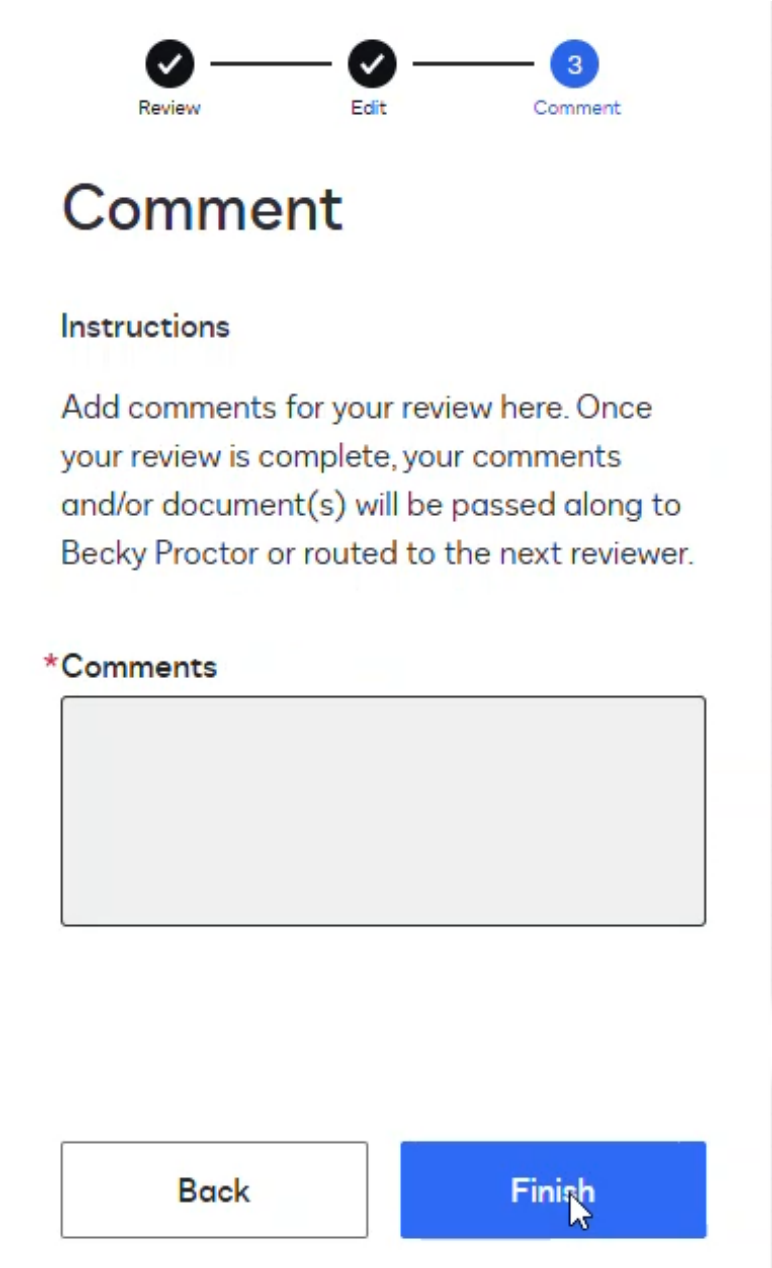
3. Click the name of each document to read and review.
- If changes are needed, click the download arrow beside the document name .

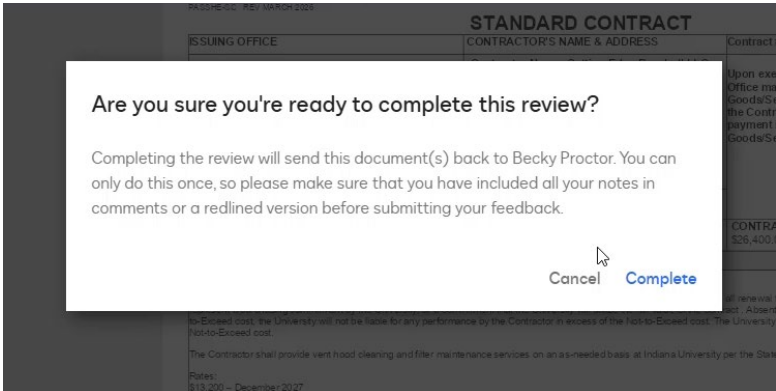
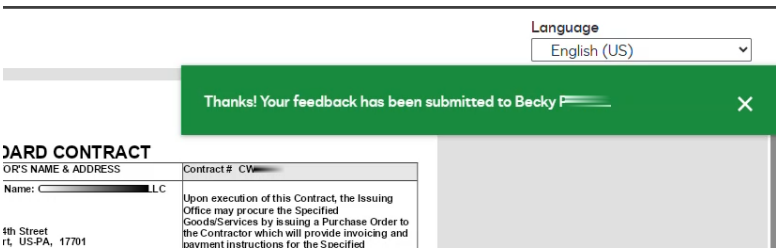


4. Open the document in Word, make changes, and save.



5a.	Drag and drop the file into the Upload New Version box, or Click to Select File	
5b.	- Navigate to the folder and click to choose the document - Click to Open	

6.	Choose the document you are changing and click OK.	
7.	Add comments and information for the Procurement Team. Adding a comment is a required step before clicking to Finish.	

8.	You may only submit the review once. Ensure that all comments and documents are completed and attached before clicking Complete .	
9.	A pop-up notification confirms that the review was successfully submitted.	
10.	A Confirmation Email will be sent by Docusign CLM.	