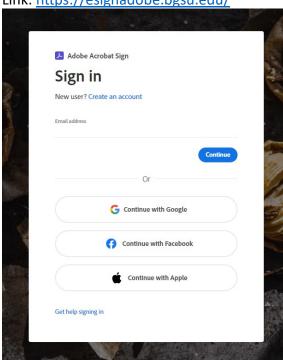


Fill and Send ICA in Adobe Sign

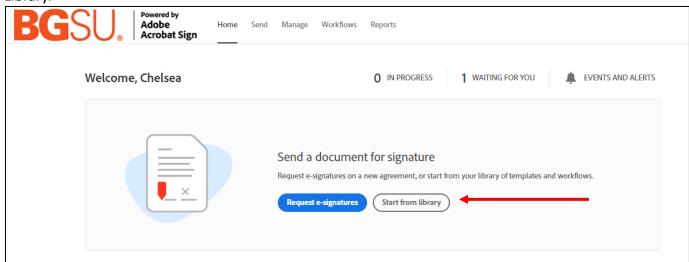
Follow these steps to complete the Independent Contractor Agreement and send it for signature all within Adobe Sign.

Accessing the Independent Contractor Agreement Template

1. Login to Adobe Sign with your BGSU email, then login with your BGSU Username if prompted. Link: https://esignadobe.bgsu.edu/



- NOTE: To send documents for signature in Adobe Sign, you must have a license to do so.
 Request this from ITS if you need it.
- 2. On the Home page, there is a recommendation to Send a Document for Signature. Click on "Start from Library."





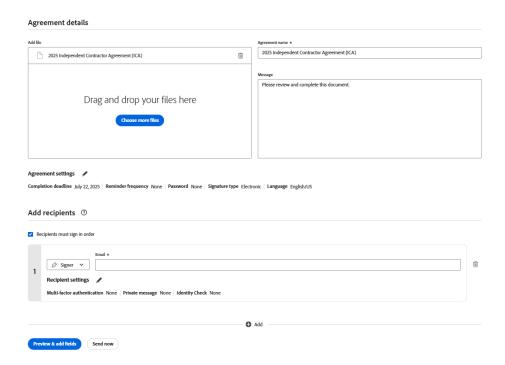
3. On the "Start from Library" menu, select the "Templates" option on the left side.



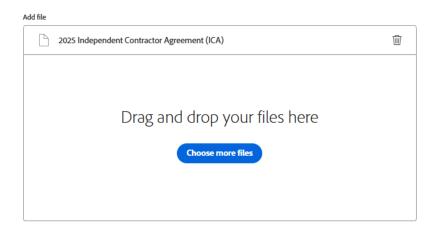
4. Within Shared Templates, select, "2025 Independent Contractor Agreement (ICA)" from the Share Templates, then click "Start."



You will land on this page:



5. If you have any additional documentation to upload, <u>such as a quote or detailed pricing sheet</u>, add it to the "Files" box. IMPORTANT – DO NOT FORGET TO ADD THESE HERE. You can either drag and drop or click "Choose more files" then select from your computer.



6. It is recommended that you add a reference to the Agreement Name so that you have this for easy finding. (Ex: 2025 Independent Contract Agreement (ICA)-Freddie Falcon)



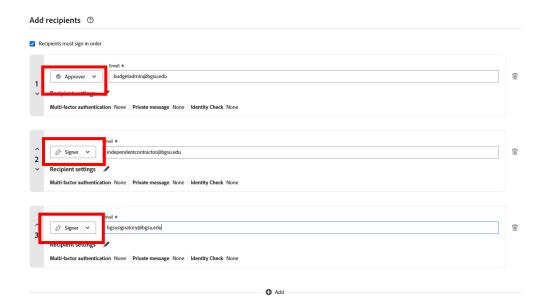
7. Click on the edit icon next to "Agreement Settings" at the top, if you want to adjust any reminder settings.





Preparing the Independent Contractor Agreement in Adobe Sign

8. You will need to add in your (3) three recipients' email addresses, in this order:



- First to sign (Approver): Your department Budget Administrator (Budget Admin initials required for anything \$15k or over)
- Second to sign (Signer): Independent Contractor
- Last to sign (Signer): The BGSU Signatory Authority

NOTE: If ICA is <u>below</u> \$15k and Budget Admin initials are **NOT wanted, please add your own email address in the first section as **(Approver)** and follow the instructions below.

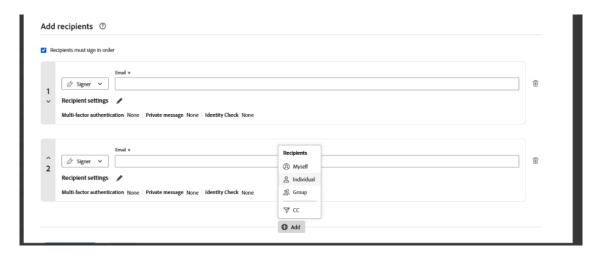
Once you are in the ICA, click on the initials section and it will automatically add your initials. Please click "Clear" and put "N/A" in this section. Click Apply



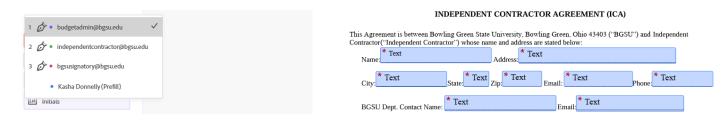
Budget Administrator Initials: NA

^{*}Budget Admin initials are required for anything \$15k or over*

To add extra lines for a recipients' e-mail address, click on the (+) Add button and select Individual.



- 9. Click **Preview & Add Fields** to preview the ICA. Adobe Sign will process the document before previewing.
 - NOTE: this is only a preview, do not attempt to fill in data on the contract here.
 - Before clicking "Send," double check that the correct Recipients are responsible for completing the correct fields on the ICA, and that you, the sender, are responsible for the pre-fill.



10. Click **"Send"** to be prompted to pre-fill the document with the details of the Independent Contractor agreement.





• If for some reason you get the below box, go ahead and click **Continue**.



Pre-filling the Independent Contractor Agreement in Adobe Sign

- 11. Pre-fill the document by filling in the information on the contract:
 - Ensure the Independent Contractor's full legal name (and DBA if applicable) is entered, along with their current address and contact information.
 - Enter the contact information of the BGSU Department hiring this Independent Contractor

Freddie Falcon	1001 E Wooster S			6t		
Name:		Address:				
Bowling Green	ОН	43403		freddie@bgsu.edu	419-372-0000	
City:	State:	Zip:	Email:		Phone:	
	BGSU Purchasing		purchasing@bgsu.edu			
BGSU Dept. Contact Name	Email:					

- Section 1.3: If services will only be provided on one day, select "Single Date" then type in the
 date of service. OR If services will be provided within a date range (i.e. a fiscal year), select
 "Custom Date Range" and enter a date range that is up to 365 days. A DATE OPTION MUST BE
 SELECTED.
- Section 1.4: If the Independent Contractor is providing services that usually require a license (i.e. massage therapy, veterinary services, food license, etc.), please select "Yes" then enter in the details of the license. If a license is not required, select "No" and move on to section 2.1.



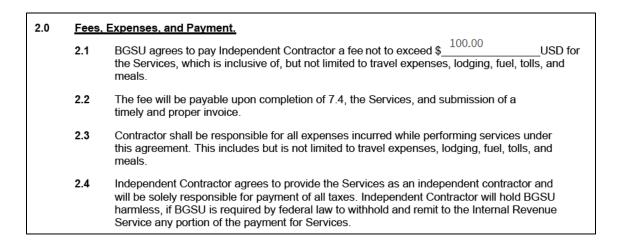
Example 1:

1.0	Scop	Scope of Services.			
	1.1	Independent Contractor agrees to provide services ("Services") as described on Attachment A , which is appended to and incorporated into this Agreement.			
	1.2	Independent Contractor agrees to provide the Services with the customary degree of care and skill.			
	1.3	Independent Contractor will provide the Services on the following date(s):			
		✓ Single Date			
	1.4	Does this service require a license in the state of Ohio? ☐ Yes ☑ No			
		License type:License number:#Expiration date:			

Example 2:

1.0	Scope	e of Services.			
	1.1	Independent Contractor agrees to provide services ("Services") as described on Attachment A , which is appended to and incorporated into this Agreement.			
	1.2	Independent Contractor agrees to provide the Services with the customary degree of care and skill.			
	1.3	Independent Contractor will provide the Services on the following date(s):			
		☐ Single Date			
		Date: Start Date: End Date: End Date:			
	1.4	Does this service require a license in the state of Ohio? ✓ Yes			
		License type: DVM License number:#_A12345 Expiration date: _05/01/2028			

• Section 2.1: Enter the grand total to be paid to the Independent Contractor. This is inclusive of all expenses such as travel and meals.





- Attachment A
 - REQUIRED:
 - Provide specific details on the services being rendered to BGSU by the Independent Contractor.
 - Provide specific details on when the services will be rendered (dates and time).
 - Provide specific details on where services will be rendered (where at on campus or elsewhere).
 - Pricing breakdown. Complete AT LEAST one of the three options:
 - Pricing per hour or other unit (i.e. session, day, game, etc.). If not applicable, enter N/A.
 - Pricing will be in a lump sum amount of... (i.e. a speaker is being paid a lump sum of \$500). Again, if not applicable, enter N/A.
 - If the Independent Contractor will be providing goods and services that are priced individually, please make sure you included it as an "Attachment B" – this is where you would have needed to add the additional file in Adobe Sign prior to hitting "Send."
 - See example on next page.



INDEPENDENT CONTRACTOR AGREEMENT (ICA)

ATTACHMENT A

NAME OF INDEPENDENT CONTRACTOR:

Freddie Falcon

REQUIRED:

SCOPE OF WORK (SERVICES DEFINED)

Services being rendered to BGSU:

Freddie Falcon is a professional mascot and will be providing their mascot services. Freddie will be responsible for boosting the overall morale of guests and participants of the game. Additionally, Freddie will assist with in-game programming during scheduled breaks.

When Services will be rendered to BGSU:

Services will be provided at the home BGSU Football game on August 29, 2024 against Fordham University.

Where Services will be rendered to BGSU:

Services will be rendered at Doyt Perry Stadium and it's facilities.

PRICING BREAKDOWN (AT LEAST ONE OF THESE THREE OPTIONS MUST BE COMPLETED)

Pricing Per Hour or Unit (if not applicable, please state N/A):

Pricing will be in a lump sum amount of (if not applicable please state N/A):

100.00 USD

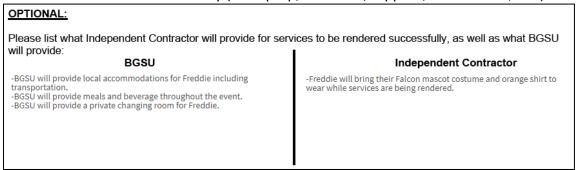
If applicable, please attach pricing sheet as Attachment B for any itemized goods or services.

N/A



OPTIONAL:

- This table is not required; however, the additional detail helps clearly define expectations of both the Independent Contractor and BGSU.
 - Under the BGSU section, enter anything that BGSU will be providing for the Independent Contractor to complete services (i.e. podium, AV connection for a presentation, an agenda 5 days in advance, etc.)
 - Under the Independent Contractor section, enter anything the Independent Contractor will be bringing for the services to be completed successfully (i.e. laptop, materials/supplies, instruments, etc.).



Sending the Independent Contractor Agreement for Signature

12. Once all the pre-filled fields have been completed, click "Click to Send" at the bottom of the Adobe Sign website.



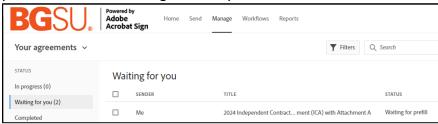
- 13. Adobe Sign will then send this to your Budget Administrator first to initial.
- 14. Once the Budget Administrator initials, it moves onto the Independent Contractor for signature.
- 15. After the Independent Contractor signs, the BGSU Signatory Authority will then need to sign.
- 16. After all three parties have signed, you will receive a notification via email that the Independent Contractor Agreement has been completed. Be sure to download a PDF copy. You will need the PDF copy to attach to any Supplier Requests as well as requisitions in Falcons Purch. If your Independent Contractor is completing their annual review, ensure they have a fully signed copy to upload with their OPERS form.



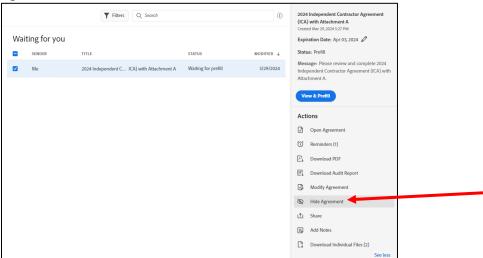


Other Factors to Consider

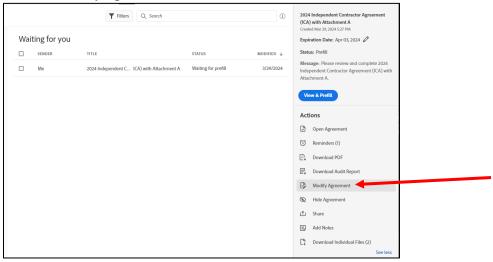
- If you complete steps 1-8 only, then close out of the ICA, the draft of the ICA will not save at all in Adobe Sign.
- Anything you complete in steps 9 and 10 will prompt the document to be saved in your "Waiting for you" section of Adobe Sign should you need to close out of the document or Adobe Sign altogether.



- Waiting For You section of Adobe Sign:
 - If you no longer want to send this ICA, select it, then on the right-side menu select "Hide Agreement" within the menu.



If you need to add additional documents, select the ICA, then on the right-side menu select, "Modify Agreement."

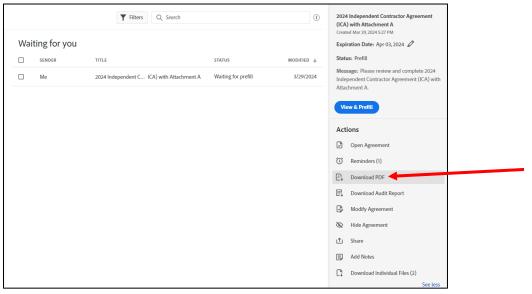




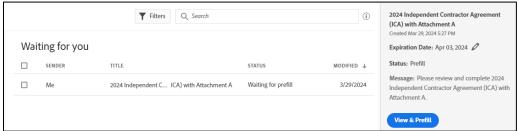
You will have the option to, "Drag More Files Here" or "Add Files." Once those have been added, click "Next."



If you need to download the ICA before sending for electronic signature for review, physical signature, etc. select the ICA, then on the right-side menu select, "Download PDF."

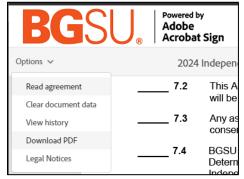


To resume pre-filling the ICA, select "View & Prefill" on the right-side menu. From there, you may then complete and send for electronic signature.





• If you complete the ICA in the pre-fill stage but will have all parties sign a physical copy of the contract, you can also select "Options" in the upper left corner of Adobe Sign, then Download PDF.



- After sending the Independent Contractor Agreement to be signed by all parties, no further edits can be made to the document.
 - How to cancel after sending for signature:
 - Go to the "In Progress" section of Adobe Sign (just above the "Waiting For You" section on the left side).



Select the document. On the right side, click "Cancel"

