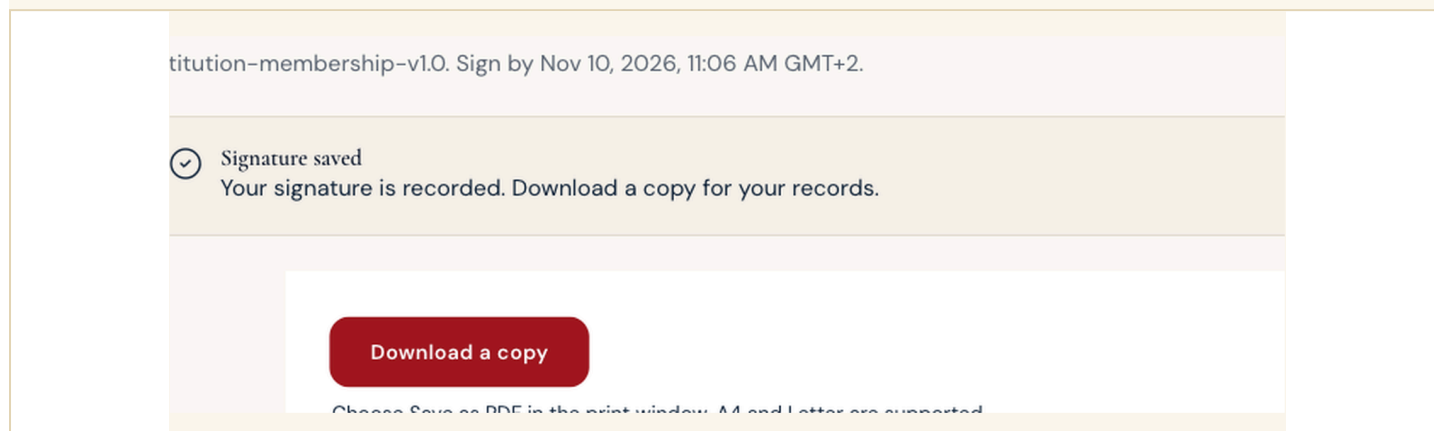




Send and sign an agreement

Find it again: [Admin workspace](#) > [Agreements](#)



Daisy Ross and Angela Brooks. Fictional local training example.

Your five-step checklist

- 1 Open the form.** In Agreements, click Send an agreement. Choose the institution membership template.
- 2 Review and send.** Fill the prefilled schedule values. Choose Outside person for a leader without an account, enter their name and email, and click Add outside signer. Save draft, review the document and signing order, then Send agreement.
- 3 The school leader signs.** Open the private link on a phone. Read the document and schedule. Confirm all fifteen clauses, type a full legal name, add an optional drawing, and check the signature consent. Tap Sign. Save a copy before closing.
- 4 Daisy countersigns.** Open Waiting on FWS and the signed request. Review the progress and document, then complete the single countersign form. Confirm every clause, type Daisy Ross, check consent, and click Countersign.
- 5 Keep the finished copy.** Open the signed record, click Download a copy, then choose Save as PDF and Save. Check that both signatures appear in the certificate.

Read the status: Sent means waiting for a signer. Signed means waiting for FWS. Executed means both have signed.

Signing links are private, last thirty days, and work once. A different authorized person must countersign. Practice with fictional records.