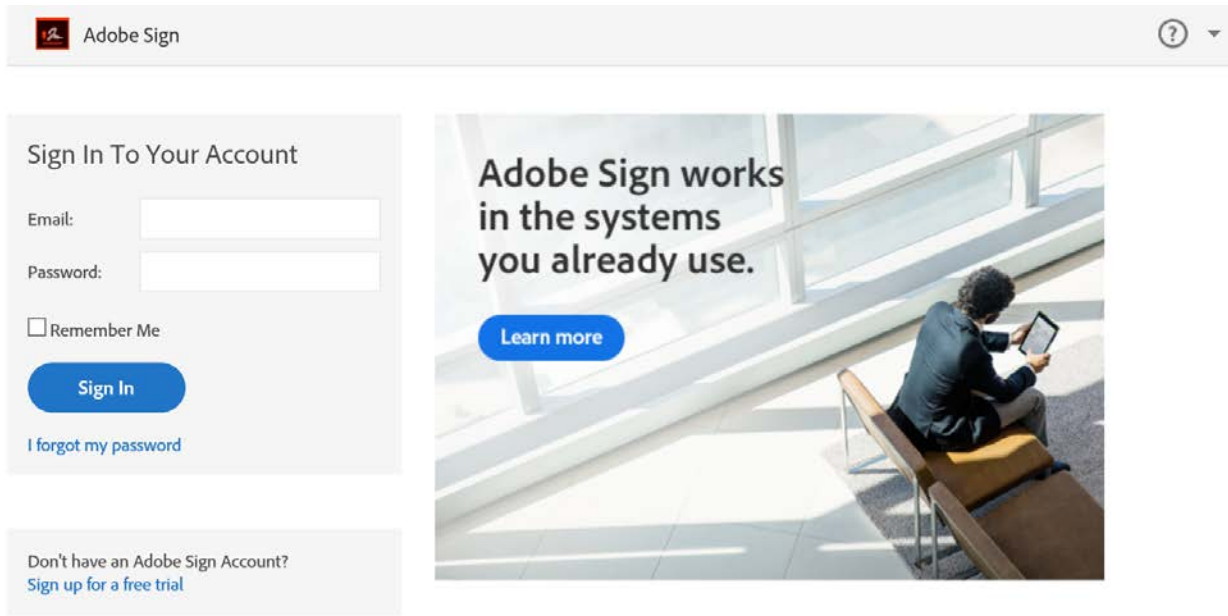


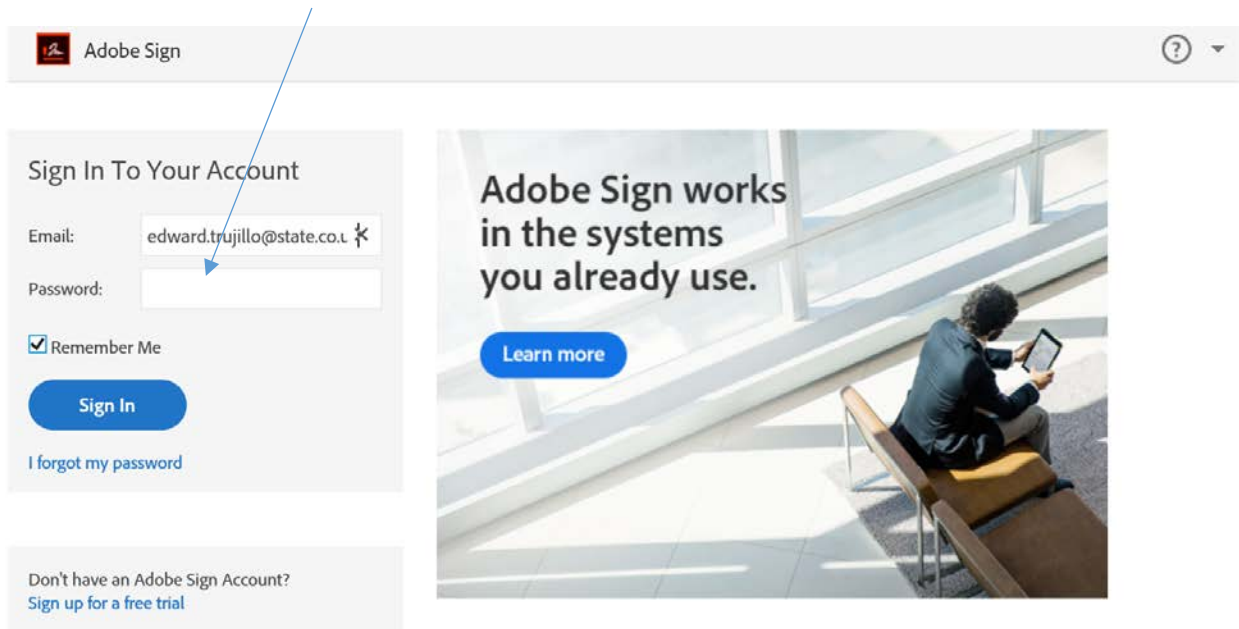
## ADOBE Sign Log-in Instructions for the CDOT Forms 473/474-21

Open the following link to get started.

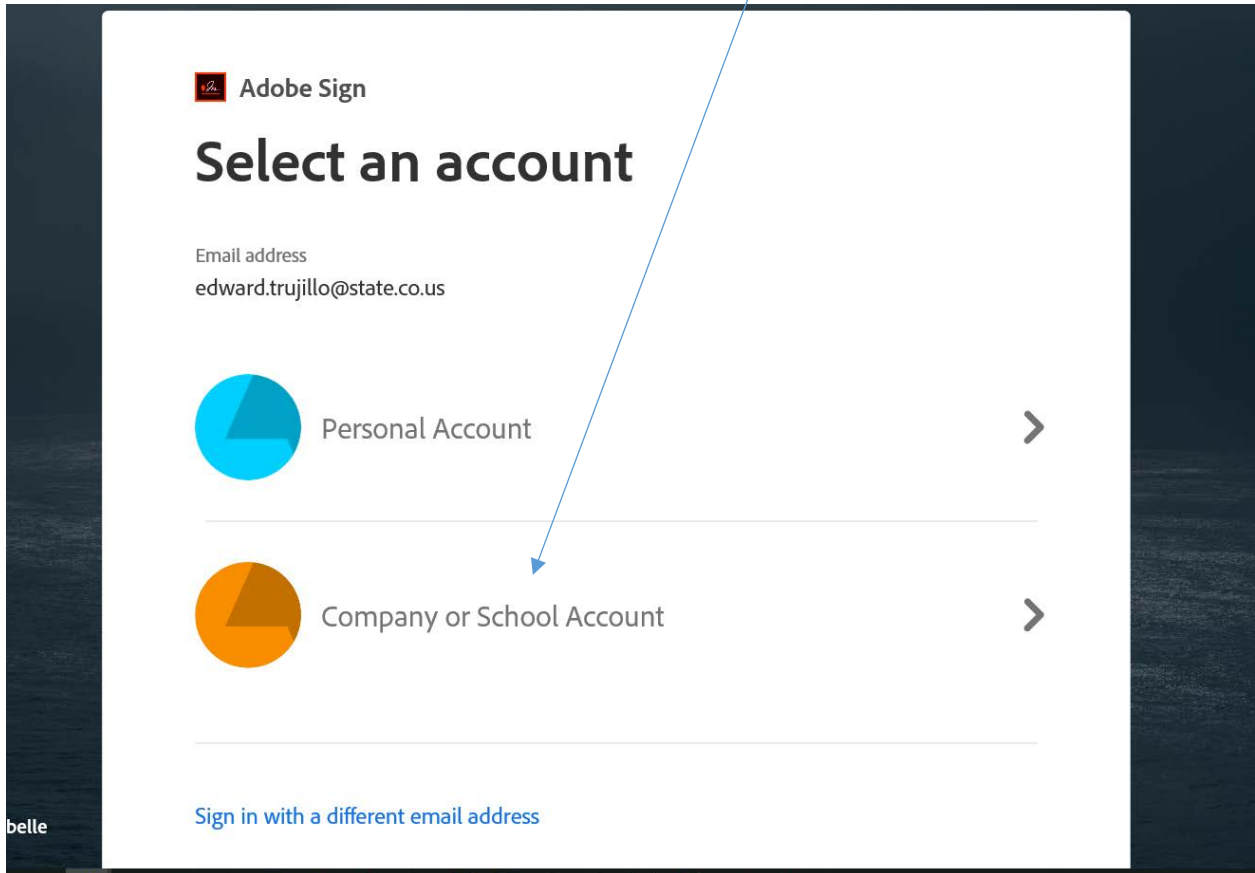
<https://secure.echosign.com/public/login>



Enter your CDOT E-Mail address no password is needed then check "Remember Me" check box, Place your cursor on the Password block and hit "ENTER" on your key board.



Choose "Company or School Account"



Enter your organizational account as follows and Sign in:



# State of Colorado - SSO Portal

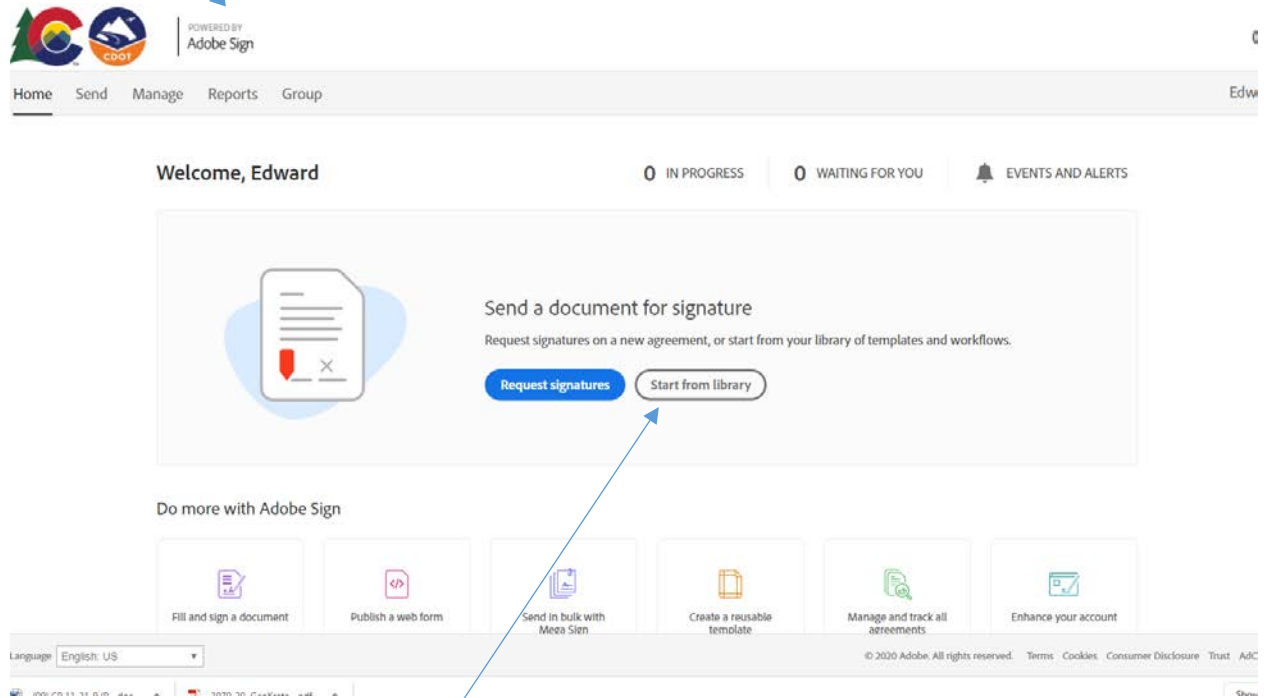
Sign in with your organizational account

 ✕

Sign in

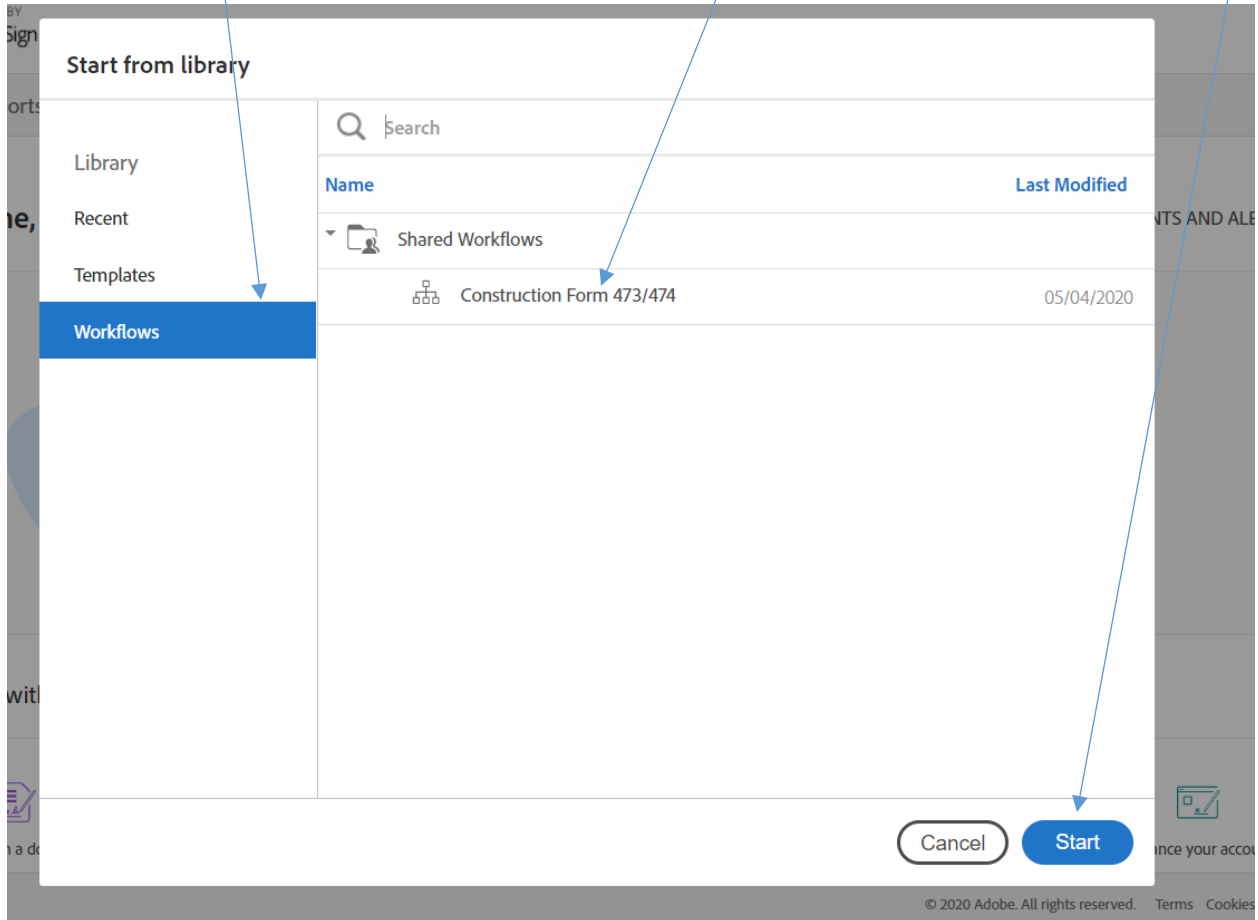
© 2013 Microsoft

You now have access to Adobe Sign, verify that the CDOT Logo is visible that will tell you that you have accessed the Adobe Sign program correctly.



Click on "Start from library" Box

Click on "Workflows" Then the shared workflows will be available for your use, click on the available workflow in this case it will be "Construction Form 473/474". Highlight the workflow and click on "Start"



Enter the e-mails in order of the list that has been given, starting with the Independent Assurance (IA) personnel responsible for initiating the Adobe Sign 473/473 form.

The screenshot shows the Adobe Sign interface for a document titled "Construction Form 473/474". The interface includes a navigation bar with "Home", "Send", "Manage", "Reports", and "Group" options, and a user profile for "Edward". Below the title, there is a "Recipients" section with a "Guided Help" button on the right. The recipients list includes:

- IA (Independent Assurance Program) \***: A recipient named "Myself" is selected, with an "Email" button and a help icon.
- RME (Region Materials Engineer) \***: A recipient field labeled "Enter recipient email" with an "Email" button and a help icon.
- Project Tester \***: A recipient field labeled "Enter recipient email" with an "Email" button and a help icon.
- PE (Project Engineer) \***: A recipient field labeled "Enter recipient email" with an "Email" button and a help icon.
- RE (Resident Engineer) \***: A recipient field labeled "Enter recipient email" with an "Email" button and a help icon.
- Finals Material Coordinator or Finals Administrator \***: A recipient field labeled "Enter recipient email" with an "Email" button and a help icon.

A blue arrow points from the text above to the "Myself" recipient entry in the list.

Enter CC e-mail of persons not on the workflow list but that should get the signed document.

CC | [Hide](#)

Cc

Enter CC's emails

Document Name \* Message Template v

Form 473/474

Message \*

Please complete and or sign/seal each form where indicated.

Files

Construction Form 473/474 *	Construction Materials Form 4 73/474 FINAL
--------------------------------	---

Options

Set Reminder

The \* are required but should already be filled out with the appropriate information. When all is completed click "Send" and the document will automatically start circulating through the signing process.

Send

Copy of Audit Report the date and time are in Greenwich Mean Time (GMT)  
subtract 9 hours to get Mountain Standard Time.



audit report.pdf

### EXAMPLE OF SIGNED CDOT 473/474 with Attachments

Double click to open the document:



Construction  
Materials Form 473\_

Note: To view the PDF's us the electronic version of the 2021 FMM.