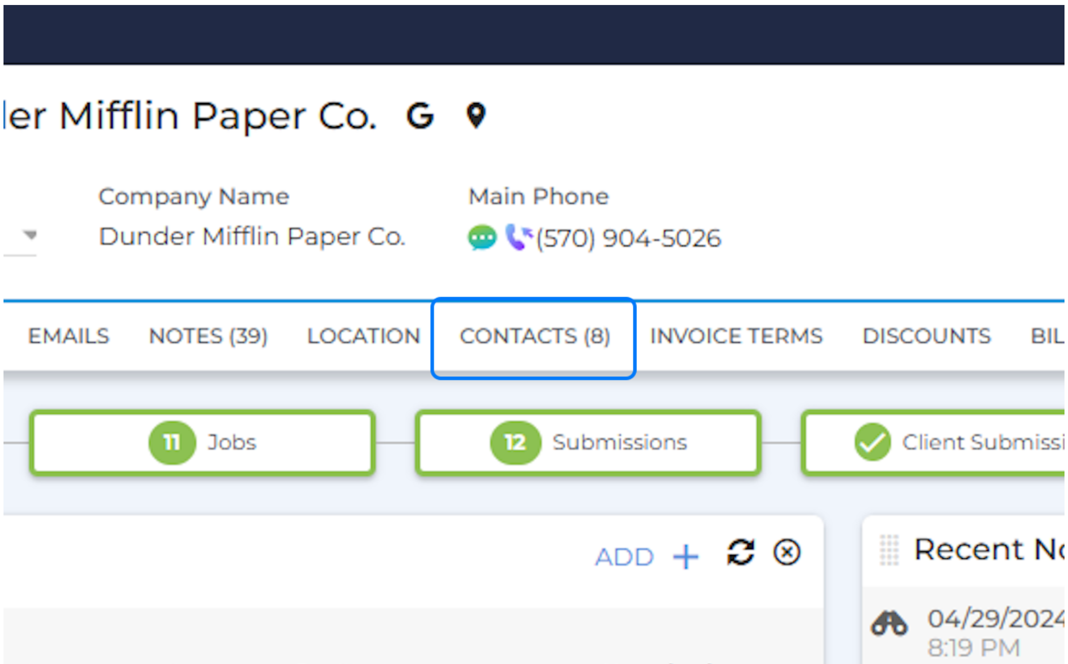
Using Secure Signing on Bullhorn to Send Templates

25 Steps View most recent version

Created by	Creation Date	Last Updated
Shane Burrell	Jul 09, 2024	Jul 09, 2024

STEP 1

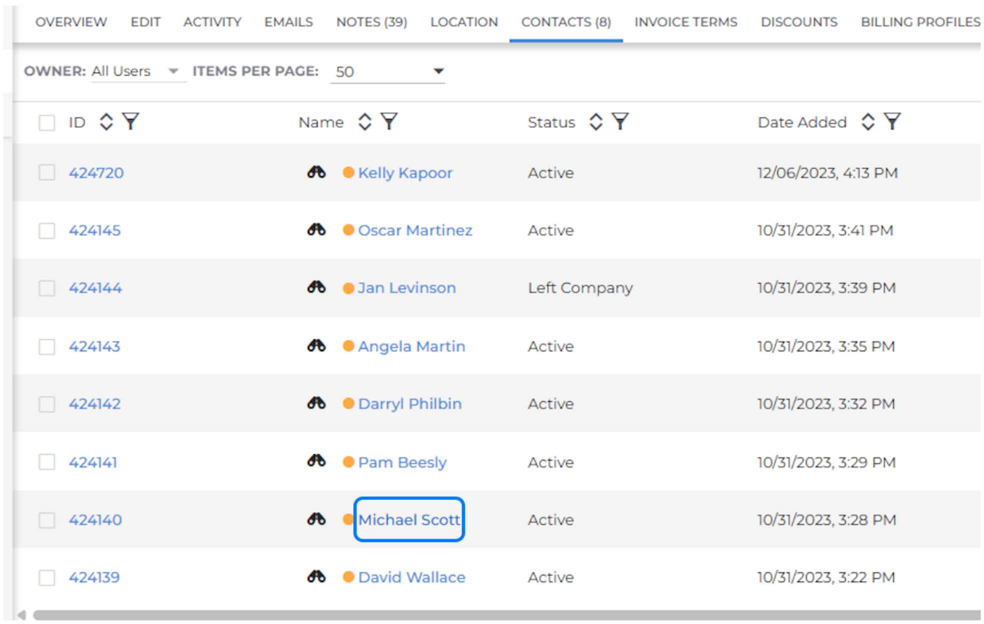
From the Company record, locate the CONTACTS tab.



STEP 2

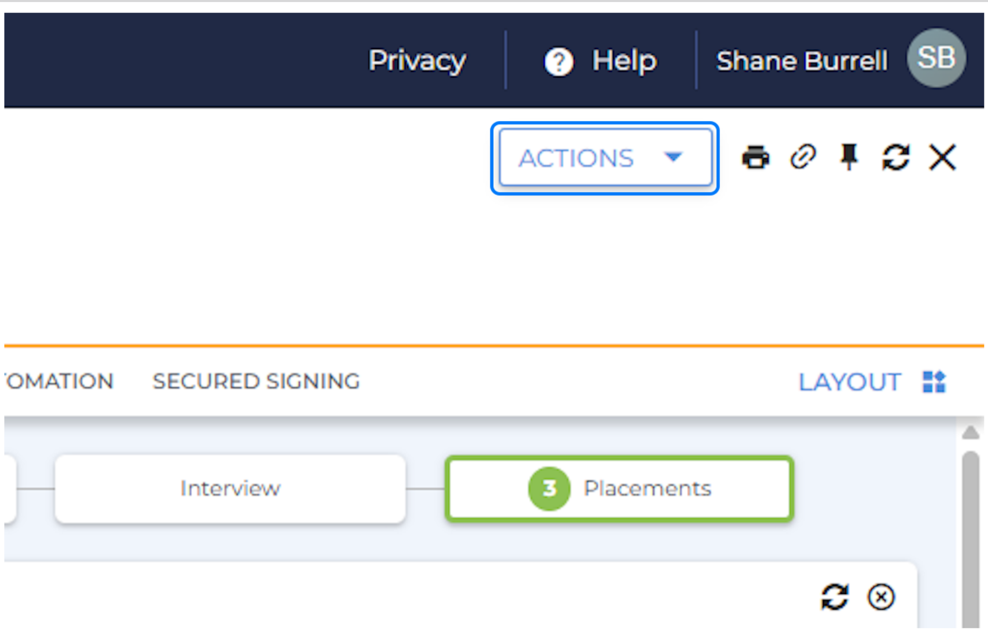
Select the primary contact who will be signing the agreement.

Note: You can add additional contacts later in the process if necessary



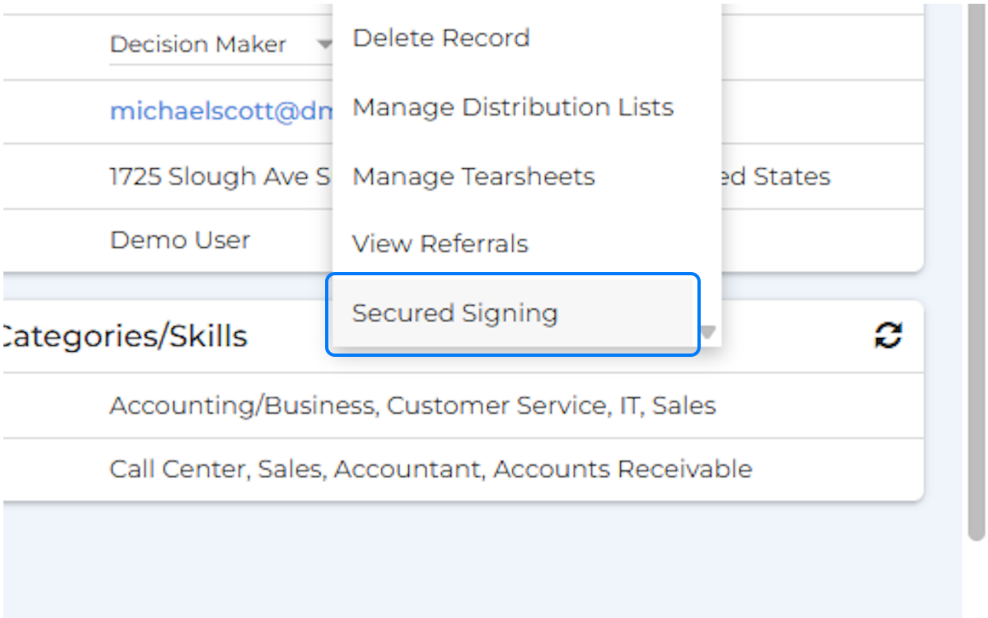
STEP 3

Click on the ACTIONS dropdown.



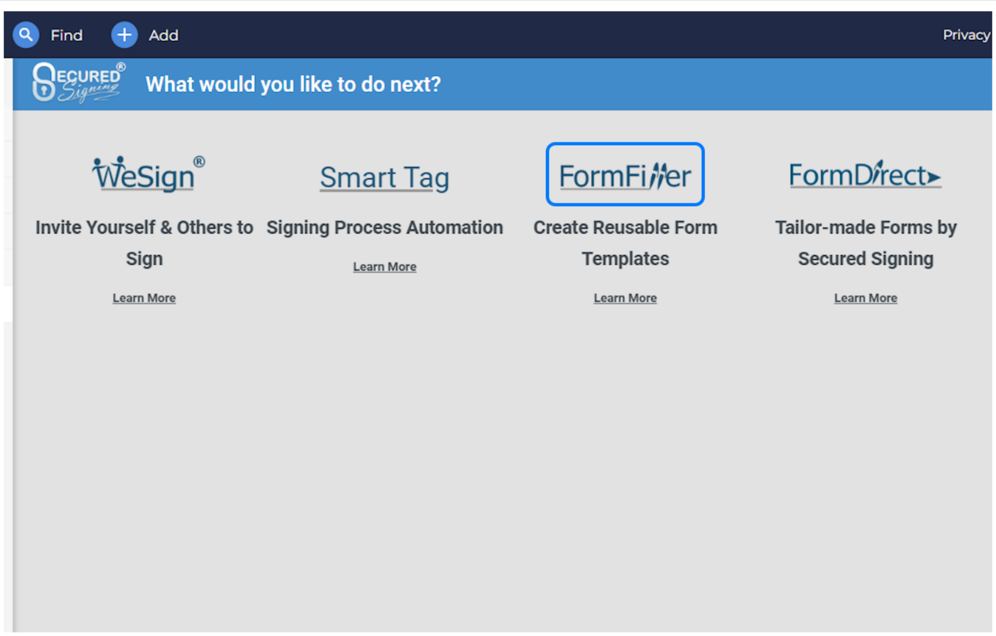
STEP 4

Select the Secured Signing option.



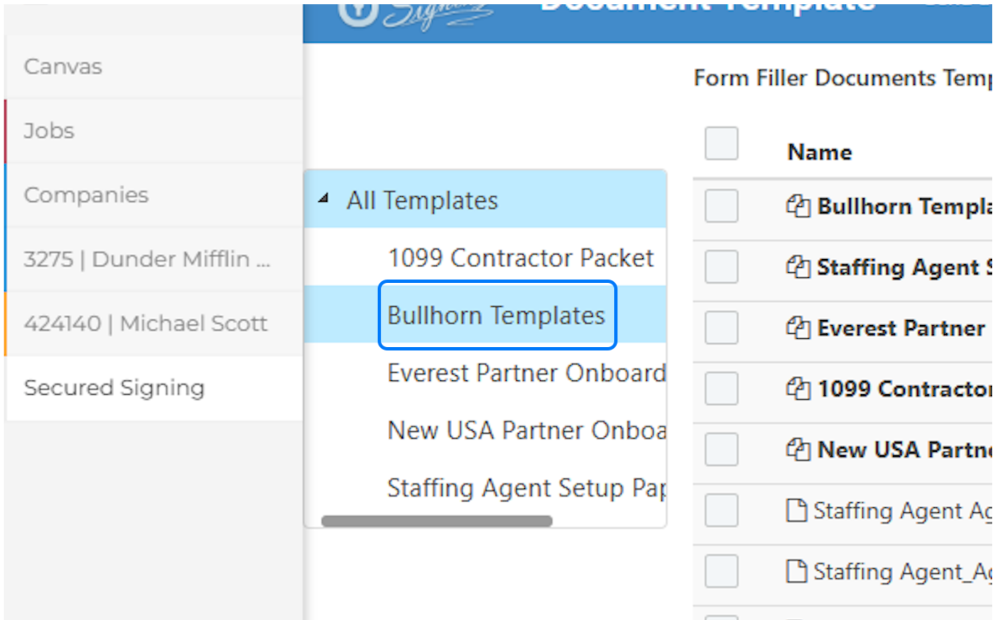
STEP 5

Use the FormFiller option to send out templates that are already created within the system.



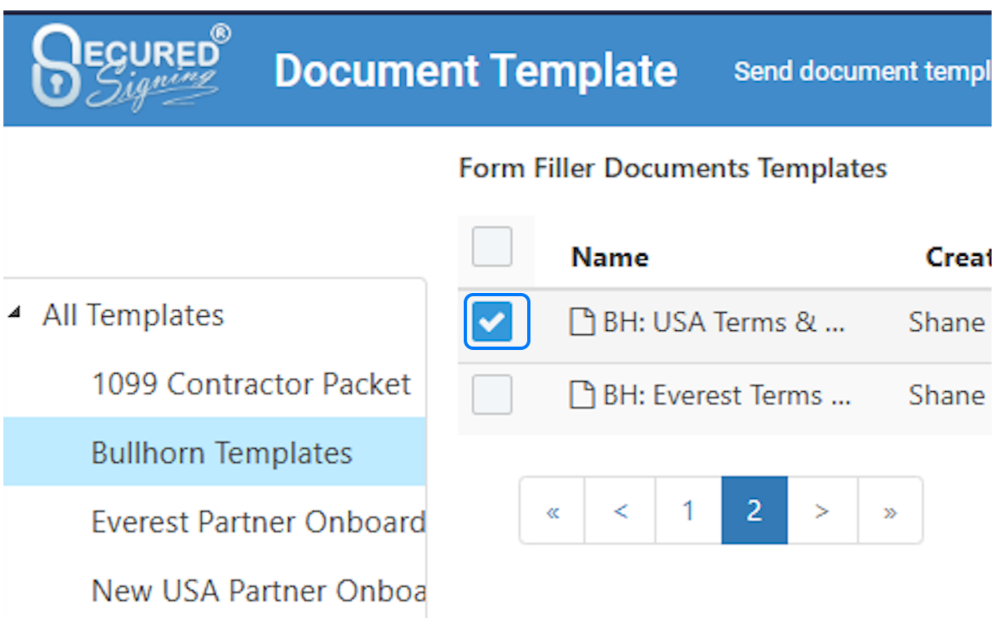
STEP 6

Click on Bullhorn Templates to display options that are setup and integrated with Bullhorn fields.



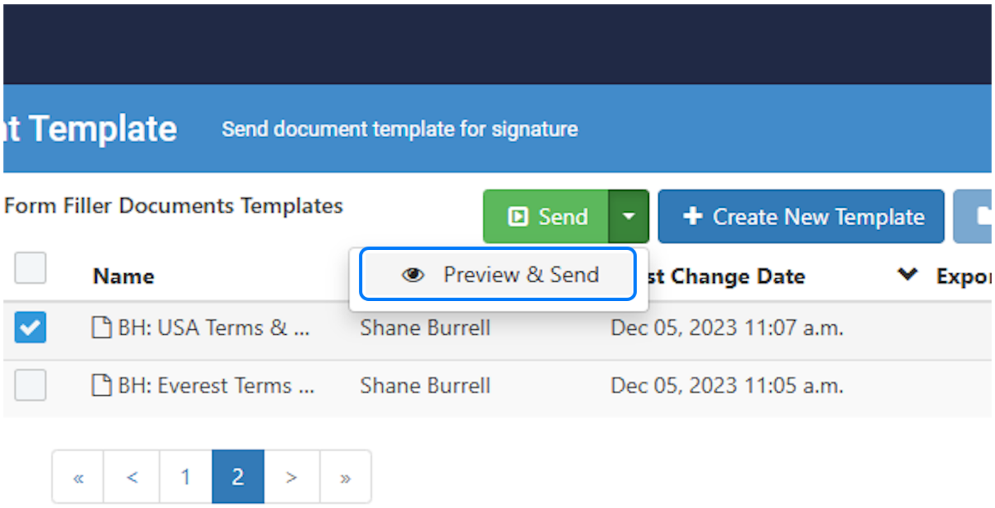
STEP 7

Select the checkbox next to the template(s) you wish to send.



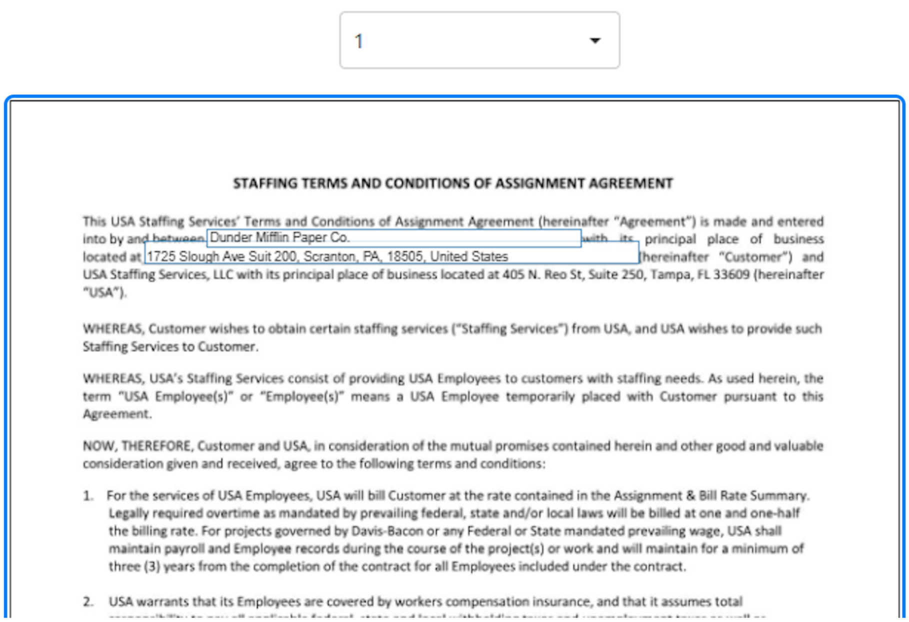
STEP 8

Click on the arrow next to the Send button, then choose Preview & Send



STEP 9

The document will appear with prepopulated information if setup via the Bullhorn integrated template.



1

STAFFING TERMS AND CONDITIONS OF ASSIGNMENT AGREEMENT

This USA Staffing Services' Terms and Conditions of Assignment Agreement (hereinafter "Agreement") is made and entered into by and between Dunder Mifflin Paper Co. with its principal place of business located at 1725 Slough Ave Suit 200, Scranton, PA, 18505, United States (hereinafter "Customer") and USA Staffing Services, LLC with its principal place of business located at 405 N. Reo St, Suite 250, Tampa, FL 33609 (hereinafter "USA").

WHEREAS, Customer wishes to obtain certain staffing services ("Staffing Services") from USA, and USA wishes to provide such Staffing Services to Customer.

WHEREAS, USA's Staffing Services consist of providing USA Employees to customers with staffing needs. As used herein, the term "USA Employee(s)" or "Employee(s)" means a USA Employee temporarily placed with Customer pursuant to this Agreement.

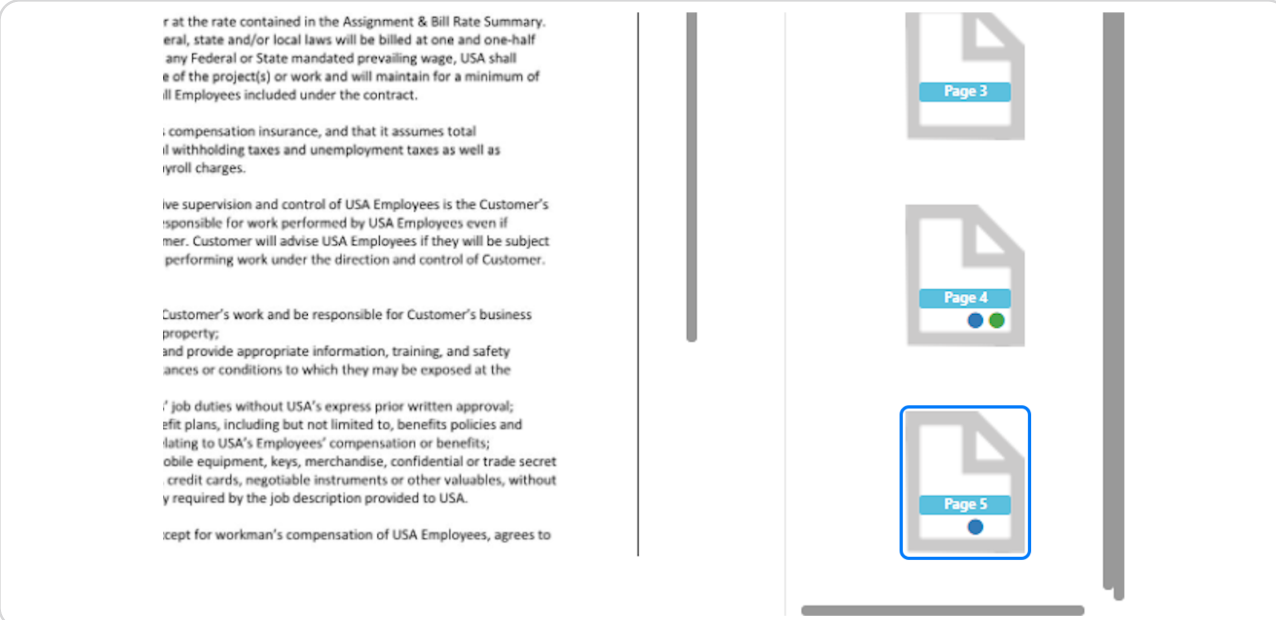
NOW, THEREFORE, Customer and USA, in consideration of the mutual promises contained herein and other good and valuable consideration given and received, agree to the following terms and conditions:

1. For the services of USA Employees, USA will bill Customer at the rate contained in the Assignment & Bill Rate Summary. Legally required overtime as mandated by prevailing federal, state and/or local laws will be billed at one and one-half the billing rate. For projects governed by Davis-Bacon or any Federal or State mandated prevailing wage, USA shall maintain payroll and Employee records during the course of the project(s) or work and will maintain for a minimum of three (3) years from the completion of the contract for all Employees included under the contract.

2. USA warrants that its Employees are covered by workers compensation insurance, and that it assumes total

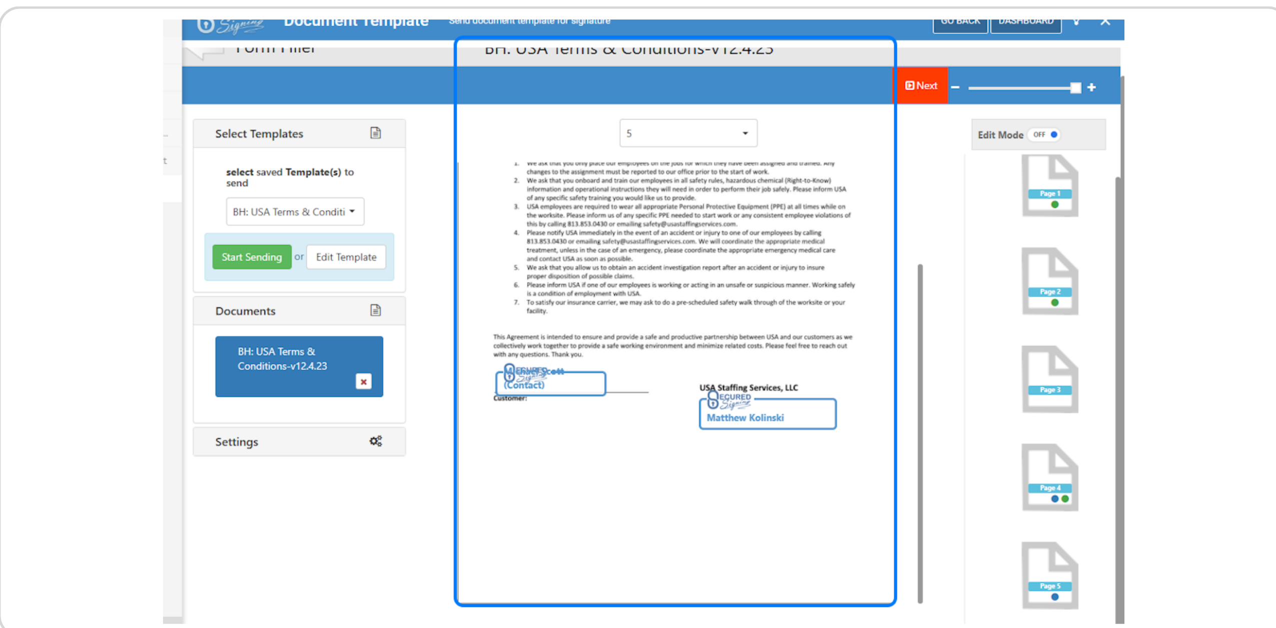
STEP 10

Click on the pages listed on the right side of the page to confirm the fields are setup correctly.



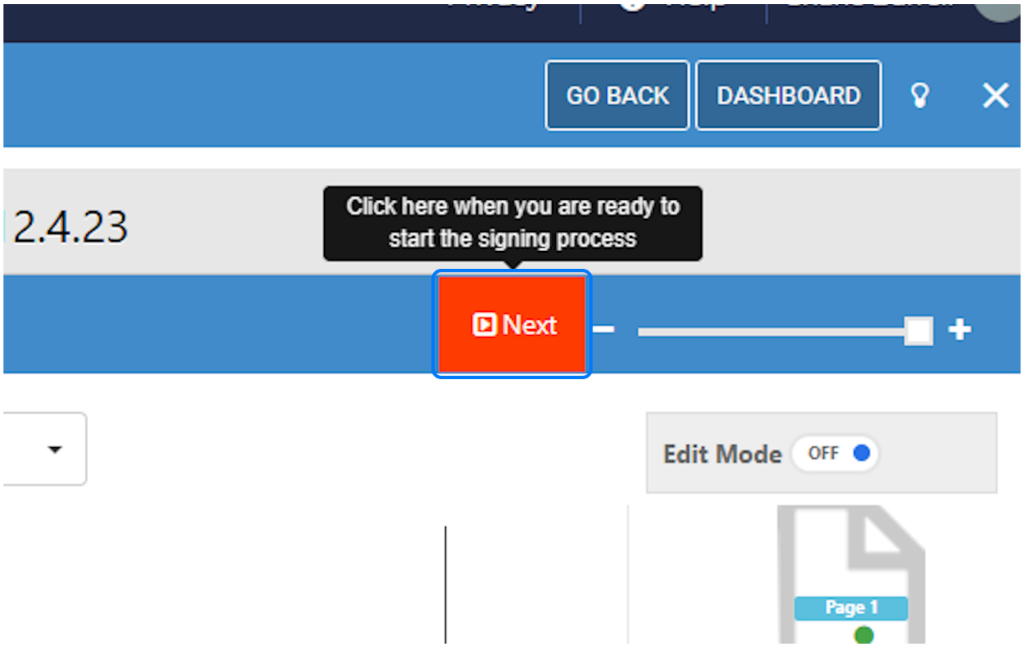
STEP 11

Confirm signature fields are in the correct locations and belong to the proper signers.



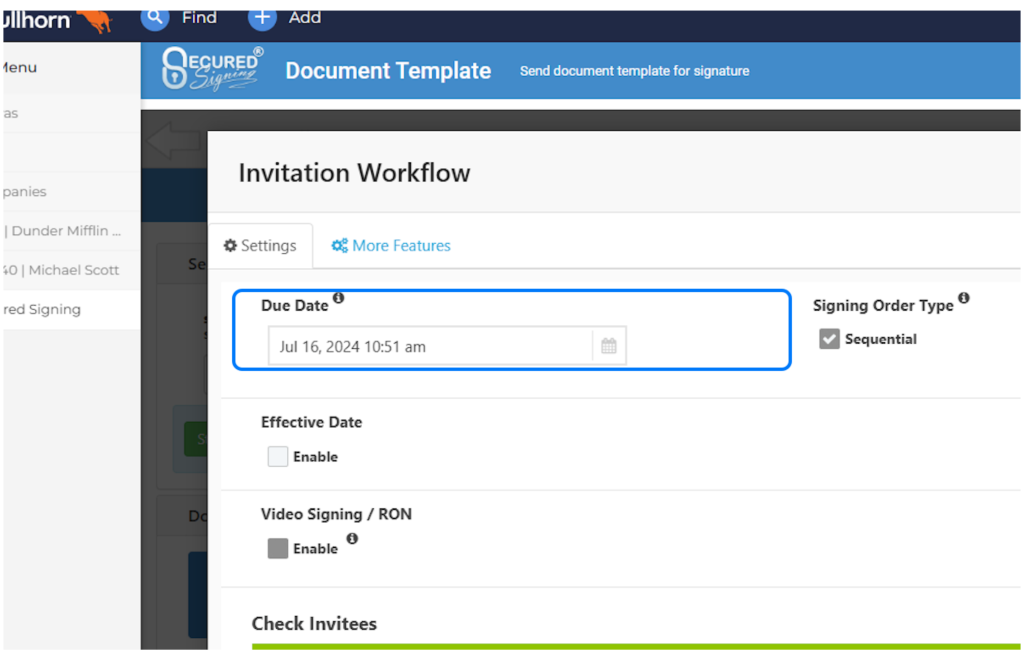
STEP 12

Click on Next



STEP 13

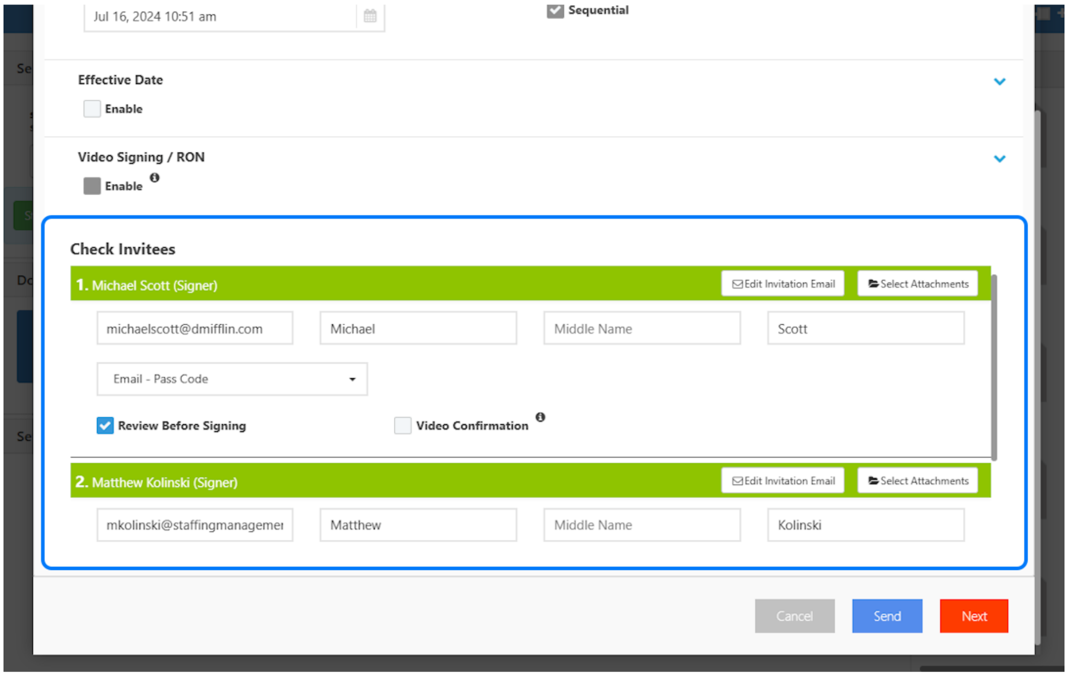
Adjust the due date if necessary.



STEP 14

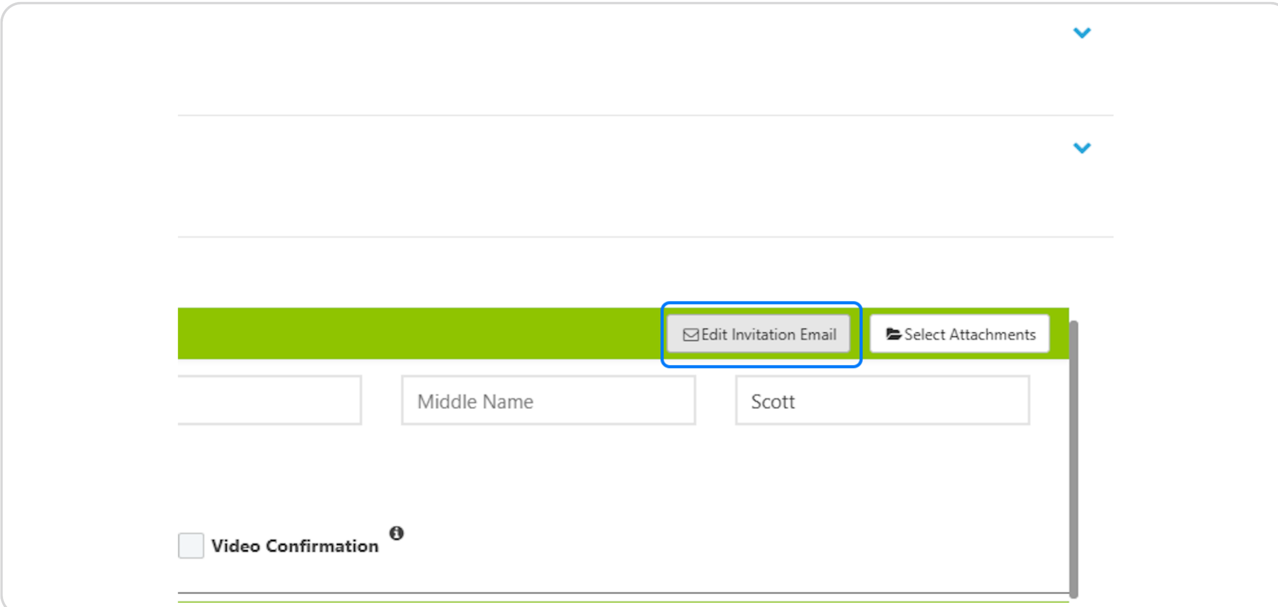
Change the signers (Invitees) if necessary.

Note: By sending a document from the contact record, Invitee 1 will default to that contact. The remaining signers will depend on the template setup and/or who you add to the document as a signer (Invitee).



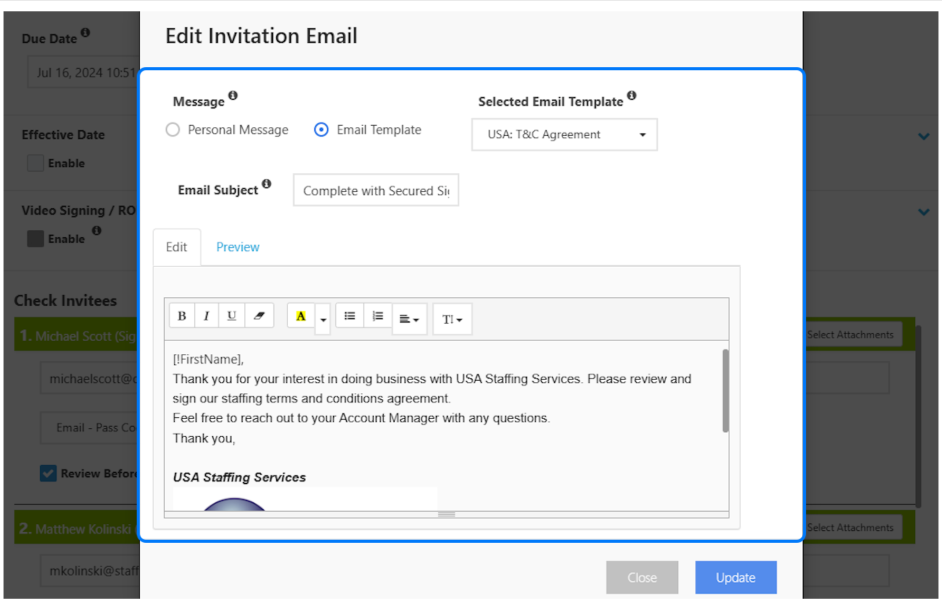
STEP 15

Click on the Edit Invitation Email option if you wish to change the email template that the invitees will receive. You can change this for each contact who is included in the agreement.



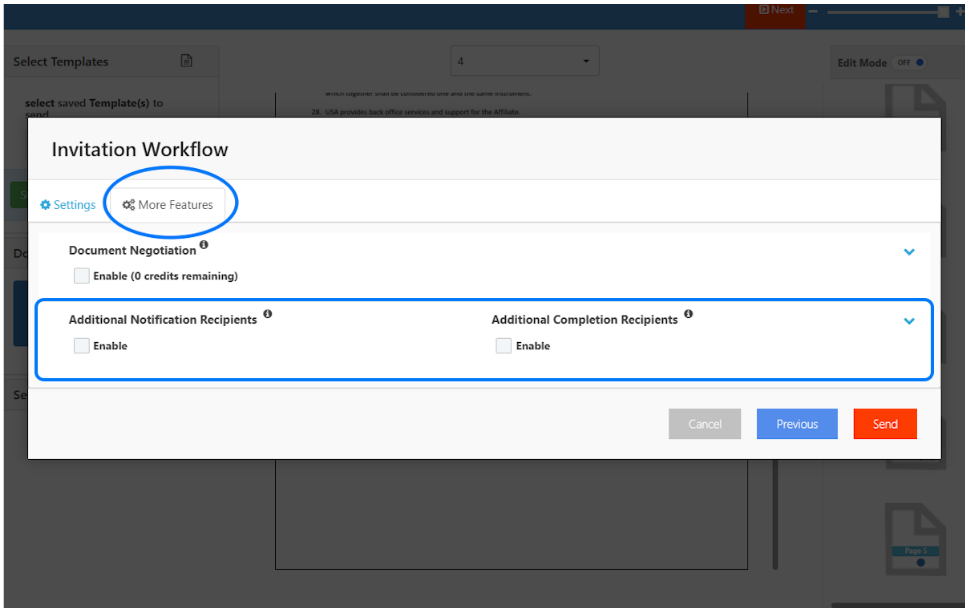
STEP 16

Change the email by selecting a different email template or create your email by using the "Personal Message" option. Click on Update when finished.



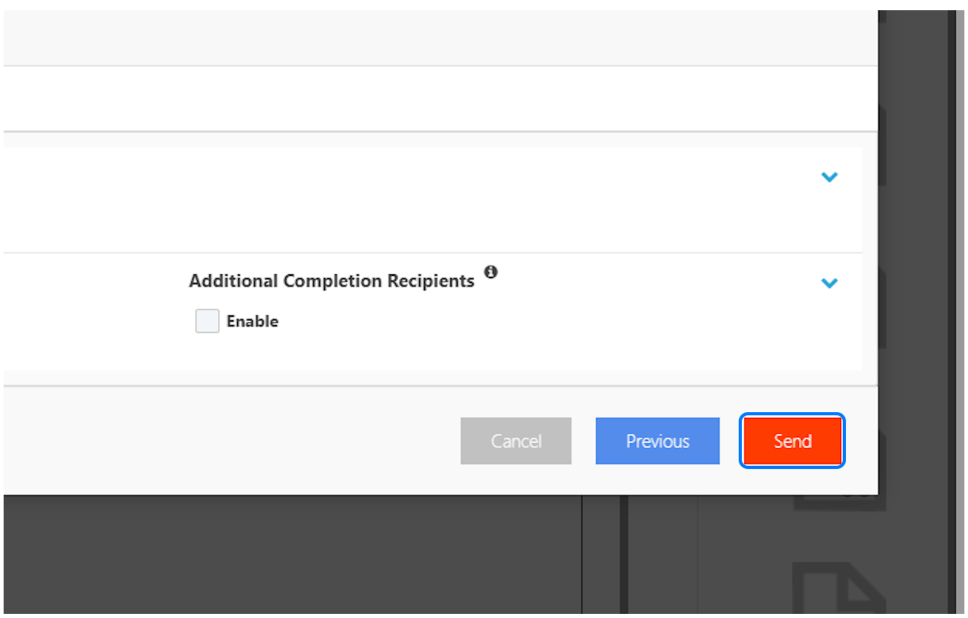
STEP 17

To add people who would like a notification when the agreement is sent or completed, select the "More Features" tab and then Enable the following options.



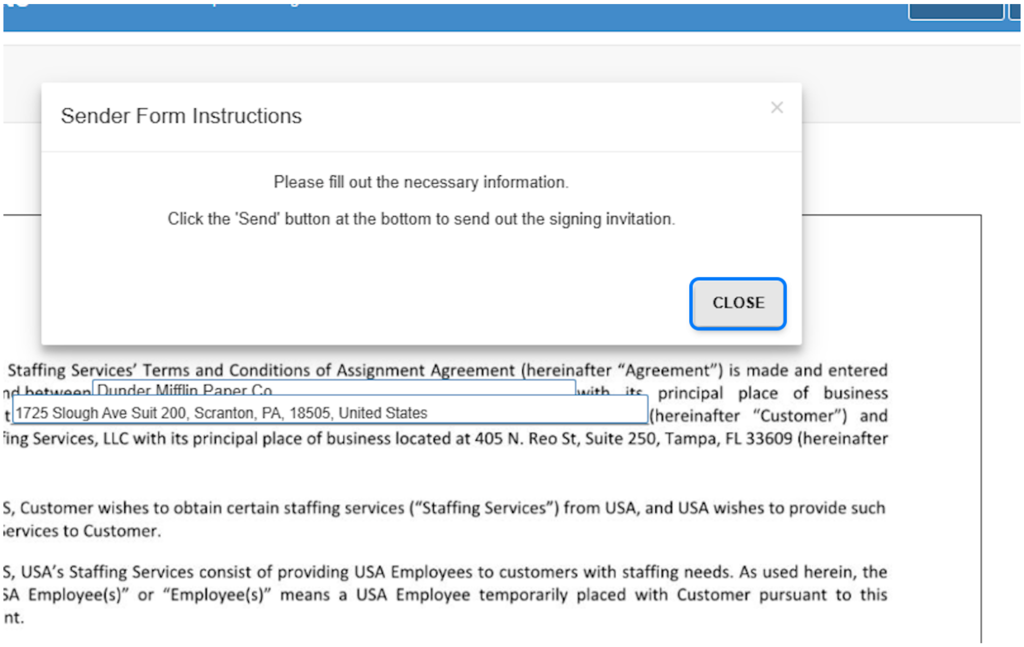
STEP 18

Click on Send.



STEP 19

Click on CLOSE

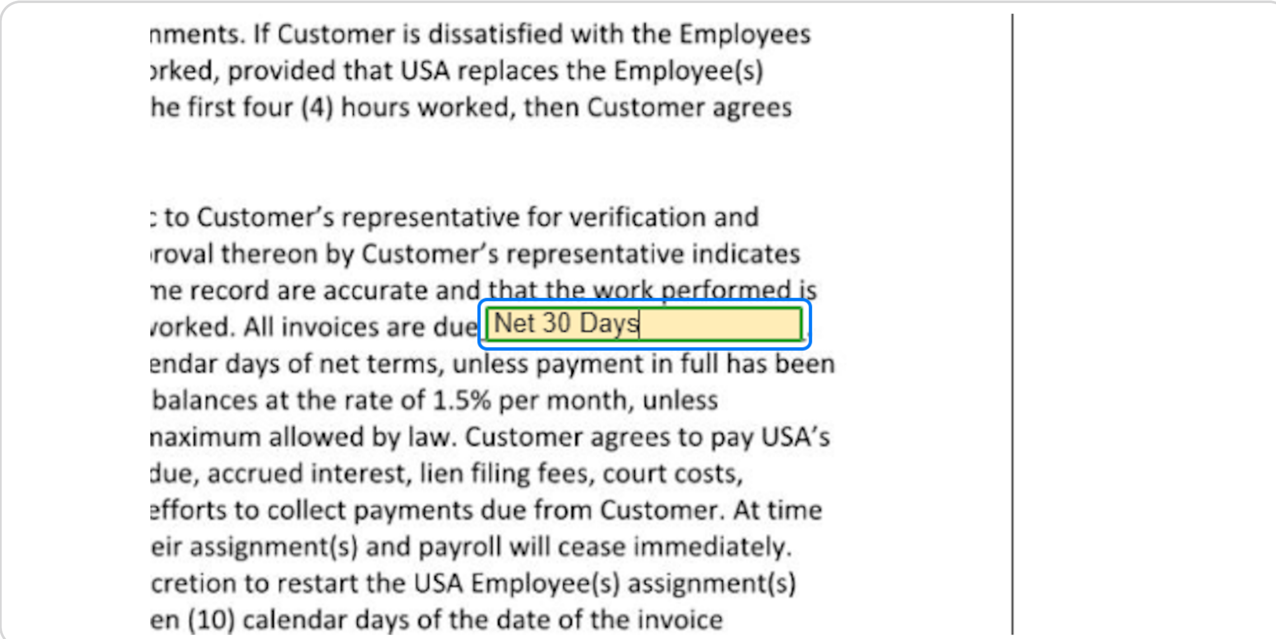


STEP 20

Click on Next to review any fields that require your attention before sending.

STEP 21

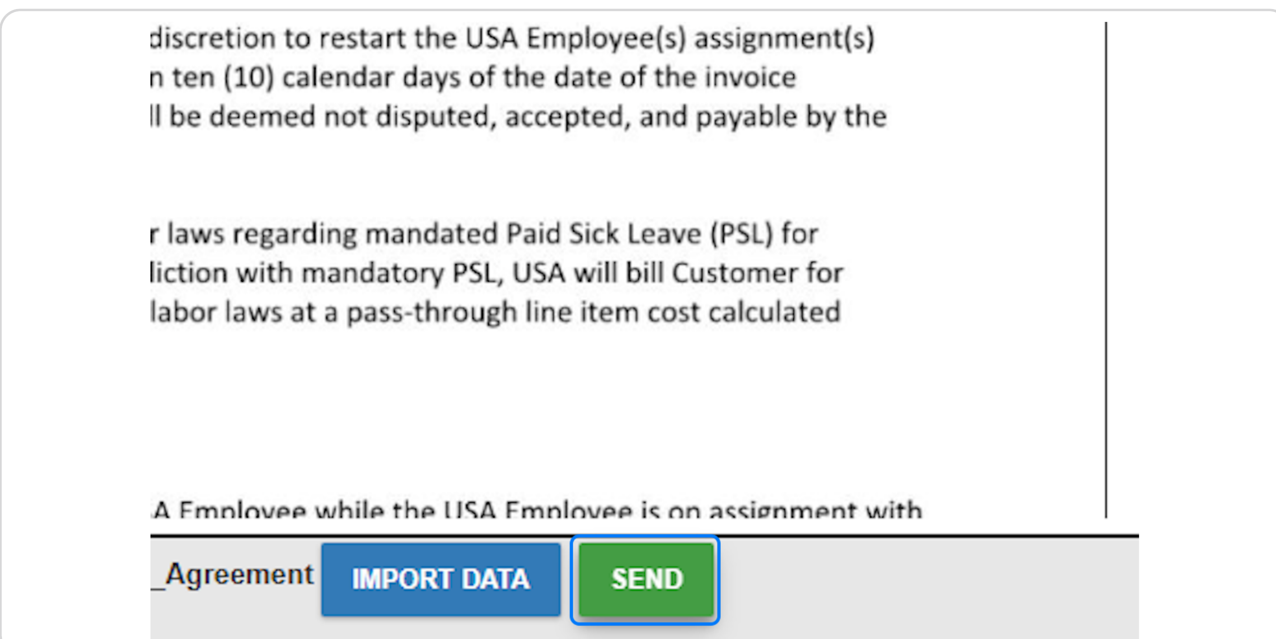
In this case, the sender is required to add the payment terms before sending officially for signature.


nments. If Customer is dissatisfied with the Employees
›rked, provided that USA replaces the Employee(s)
he first four (4) hours worked, then Customer agrees

: to Customer's representative for verification and
›roval thereon by Customer's representative indicates
ne record are accurate and that the work performed is
vorked. All invoices are due Net 30 Days
endar days of net terms, unless payment in full has been
balances at the rate of 1.5% per month, unless
naximum allowed by law. Customer agrees to pay USA's
due, accrued interest, lien filing fees, court costs,
efforts to collect payments due from Customer. At time
eir assignment(s) and payroll will cease immediately.
cretion to restart the USA Employee(s) assignment(s)
en (10) calendar days of the date of the invoice

STEP 22

Click on SEND

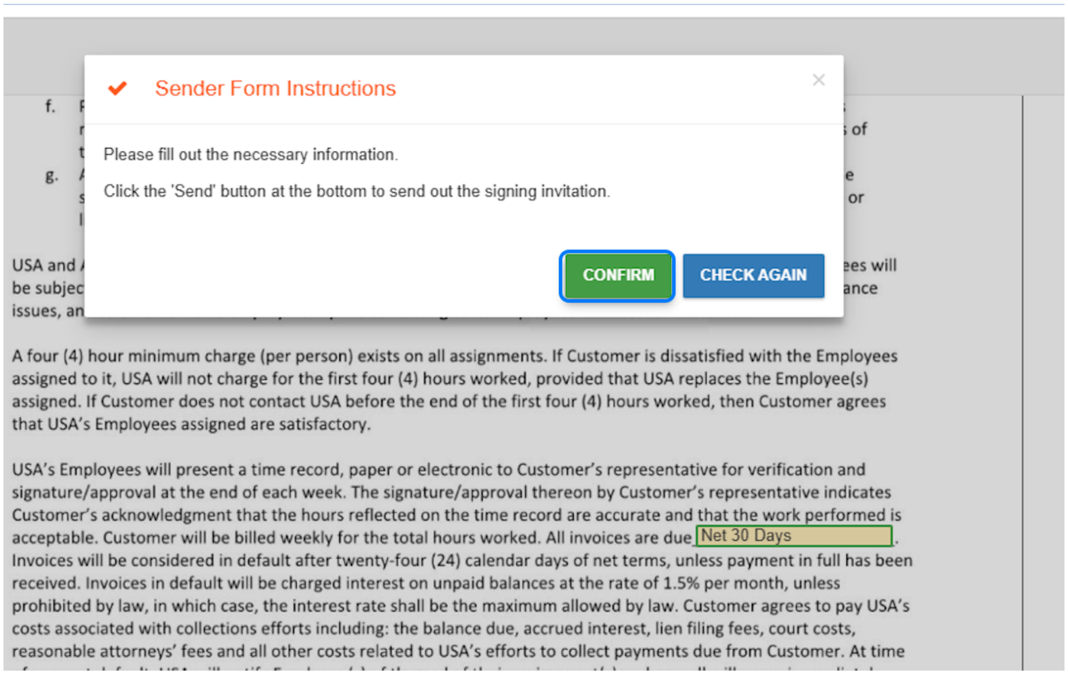

discretion to restart the USA Employee(s) assignment(s)
n ten (10) calendar days of the date of the invoice
ll be deemed not disputed, accepted, and payable by the

r laws regarding mandated Paid Sick Leave (PSL) for
liction with mandatory PSL, USA will bill Customer for
labor laws at a pass-through line item cost calculated

A Employee while the USA Employee is on assignment with

STEP 23

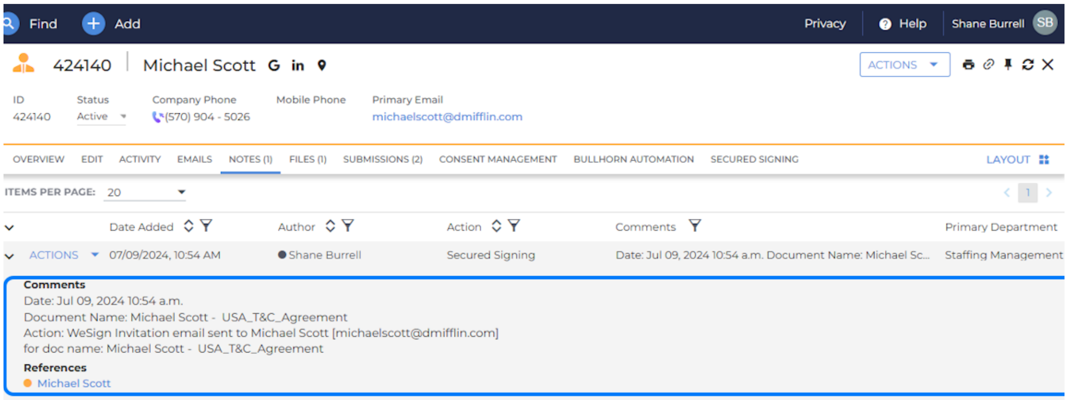
Click on CONFIRM when you have reviewed the fields and are 100% ready to send.



The document is now officially sent for signature. The following steps will review how to track the document progress.

STEP 24

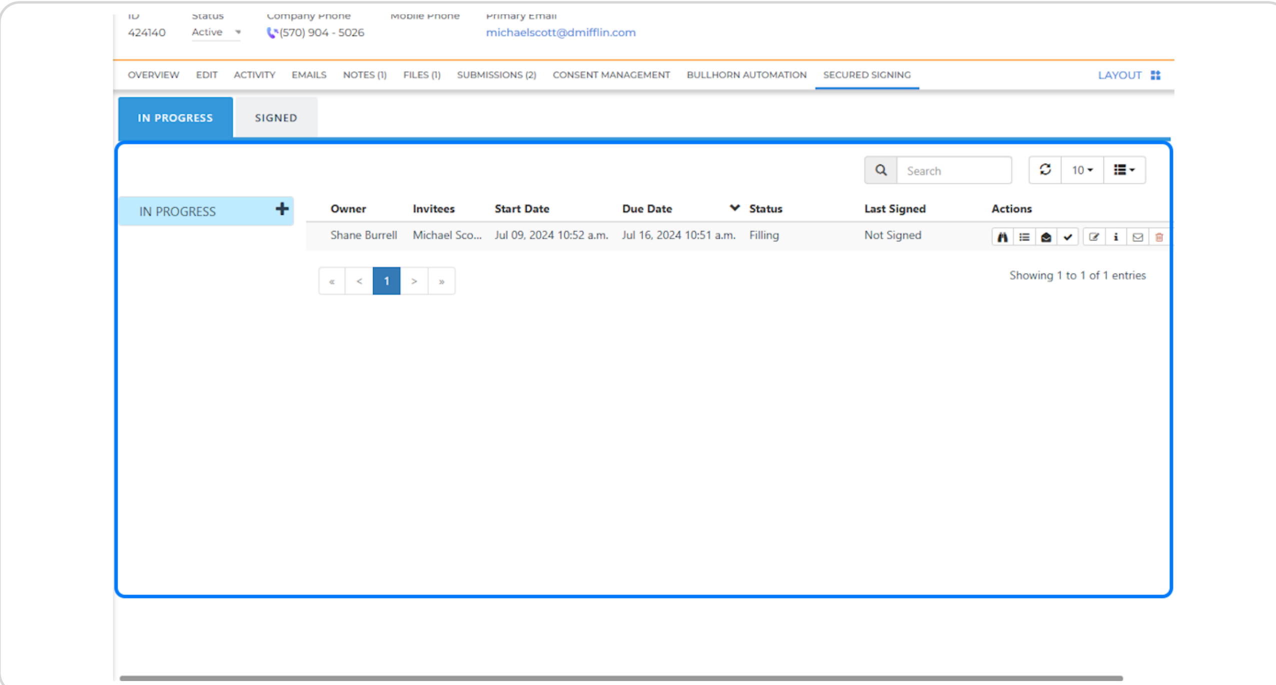
On the contact or associated company record, under the notes tab, you can review any notes provided via the Secured Signing API. These will be updated when the document is sent, opened, reviewed, and signed.



STEP 25

On the Contact record, select the SECURED SIGNING tab to view the progress of the document more thoroughly. Here you can see In progress documents and Signed documents.

Note: Once a document is signed, it will automatically upload to the Files tab of the associated Bullhorn record.



Staffing
Management
Group