

Financial Automation Submission & Tracking (FAST)

DocuSign Digital Signatures for Municipal and County Budgets

This guide provides an overview of the FAST system's digital signature process for Municipal and County Budget documents using the DocuSign platform. In order for the digital signatures to properly execute and to ensure Budget data is successfully mapped to the FAST database, the Introduced Budget Excel document for your municipality or county must be uploaded to FAST using the standardized naming convention of <municode>_introbudget_2021. Similarly, it must be named <municode>_adoptbudget_2021 when uploading the Adopted Budget Excel document. Users will not be able to sign and submit their Budgets if no Excel document is uploaded or if they wrong naming convention is used.

Uploading, Signing, and Submitting your Budget through FAST:

Uploading your Introduced Budget:

To **upload** your Introduced Budget to FAST and initiate the digital signature process, follow these steps:

Please Note: The votes should be recorded on the Budget prior to upload and certification in FAST.

- 1) Log into FAST and click the "FAST" icon in the upper right corner of your screen. Select "**Municipality / County Budgets**" from the dropdown menu.
- 2) On the page that appears, select the **Introduced Budget** record for your municipality or county.
- 3) Navigate to the "**Upload Introduced Budget**" tab.
- 4) Click the "**Choose Files**" button, which will then prompt the file explorer on your computer to appear.
- 5) Navigate to the appropriate file on your computer where the Introduced Budget document is saved. Prior to selecting a file, users should ensure the proper naming convention has been utilized, as outlined above.
- 6) Once you have selected the file, be sure to click the "Select", "Open", or "Save" button in your file explorer, depending on the internet browser you use. The file explorer will close automatically after the file has been successfully chosen.
- 7) Once the file explorer has closed, click the "**Save**" button in the FAST portal itself. It is located directly below the "Choose Files" button.
- 8) Once saved successfully, the attachment will display on this page in the portal.
- 9) Repeat this process as necessary to upload supporting documentation that supplements your Introduced Budget. Alternatively, during step #5 above, multiple files may be selected at one time, reducing the need for multiple uploads.

Signing/Certifying your Introduced Budget:

To begin **signing/certifying** your Introduced Budget in the FAST system, follow these steps:

- 1) Once you have uploaded your Introduced Budget document and supporting documentation, the "Signatures" tab on the left side navigation will be available for use.
- 2) On the "Signatures" tab, the Chief Financial Officer's name and email address will prepopulate, based on the information on their contact record. **The CFO should enter the name and email address of the Clerk of the Governing Body and Registered Municipal Accountant. The Clerk and RMA will not need to login to the FAST system to complete the digital signature process.** Once complete, click the "Begin Signing Ceremony" button.

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Chief Financial Officer: <input style="width: 95%; height: 25px;" type="text"/>	Email: <input style="width: 95%; height: 25px;" type="text"/>
RMA: <input style="width: 95%; height: 25px;" type="text"/>	Email: <input style="width: 95%; height: 25px;" type="text"/>
Municipal Clerk: <input style="width: 95%; height: 25px;" type="text"/>	Email: <input style="width: 95%; height: 25px;" type="text"/>

3) The Chief Financial Officer will immediately be taken to the digital signatures screen and should follow the prompted signature and information fields to complete the certification.

When the CFO selects the municipality name from the dropdown, the name of their municipality will only display once, regardless of whether there are multiple municipalities of the same name within the State. This is because the names in the dropdown menu are not specific linked to a municipality's account in FAST.

MUNICIPAL BUDGET

Municipal Budget of the Township of Hamilton, County of Atlantic for the Fiscal Year 2021.

It is hereby certified that the Budget and Capital Budget annexed hereto and hereby made a part hereof is a true copy of the Budget and Capital Budget approved by resolution of the Governing Body on the -- select -- day of -- select --, 2021 and that public advertisement will be made in accordance with the provisions of N.J.S.A. 40A:4-6 and N.J.A.C. 5:30-4.4(d).
Certified by me, this -- select -- day of -- select --, 2021

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, and the total of anticipated revenues equals the total of appropriations.
Certified by me, this _____ day of _____, 2021

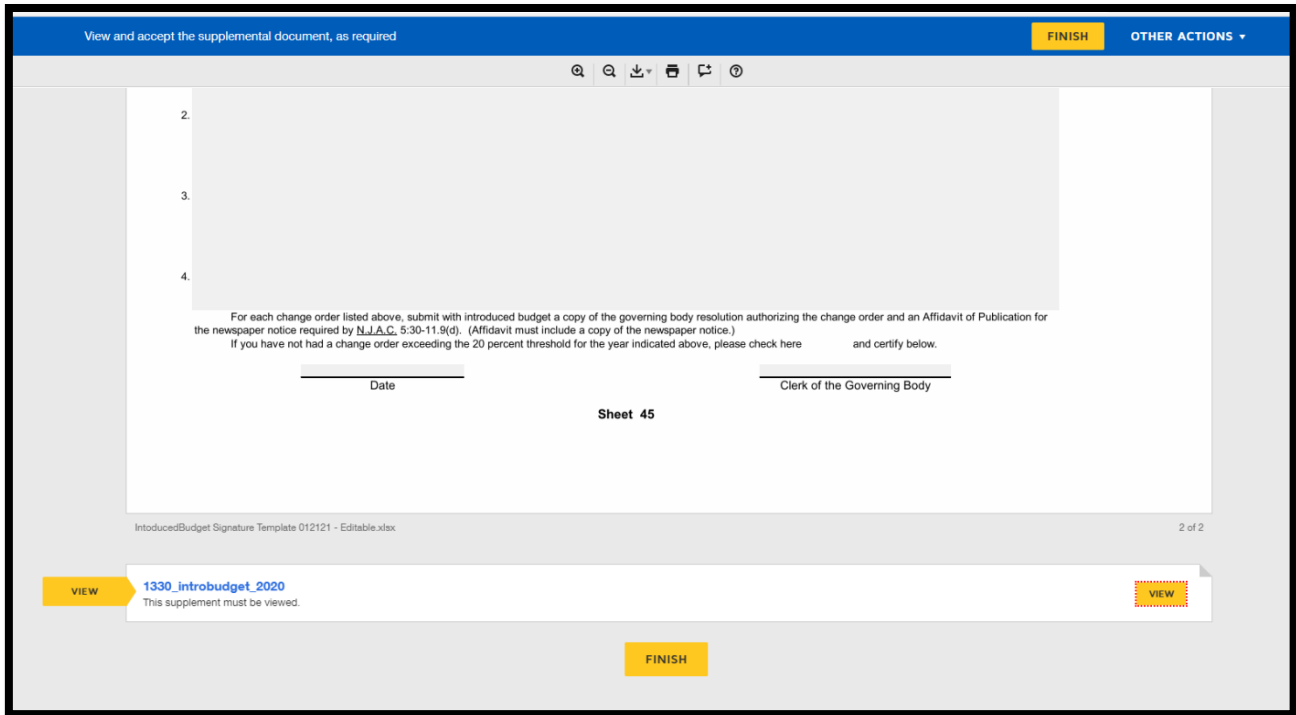
Registered Municipal Accountant	Address
Address	Phone Number

Clerk
Address
Address
Phone Number

It is hereby certified that the approved Budget annexed hereto and hereby made a part is an exact copy of the original on file with the Clerk of the Governing Body, that all additions are correct, all statements contained herein are in proof, the total of anticipated revenues equals the total of appropriations and the budget is in full compliance with the Local Budget Law, N.J.S.A. 40A:4-1 et seq.
Certified by me, this 20th day of January, 2021

Chief Financial Officer

Please note: The Chief Financial Officer will be prompted to view the document which they are certifying prior to finalizing their digital signatures. Click the “view” button to view a PDF of the uploaded budget that is being certified.



- 4) Once the names and email addresses of the three officials have been entered on the “Signatures” tab and the button to “Begin Signing Ceremony” has been initiated, the page will become a dashboard for the Chief Financial Officer to track each of the certifications that are required for Budget submission.

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The signing process is in progress.

Last Update: Fri Jan 29 2021 12:29:03 GMT-0500 (Eastern Standard Time)

Role	Name	Email	Status
Chief Financial Officer	[REDACTED]	[REDACTED]	delivered
Clerk of Governing Body	[REDACTED]	[REDACTED]	created
Registered Municipal Accountant	[REDACTED]	[REDACTED]	created

Status Explanations

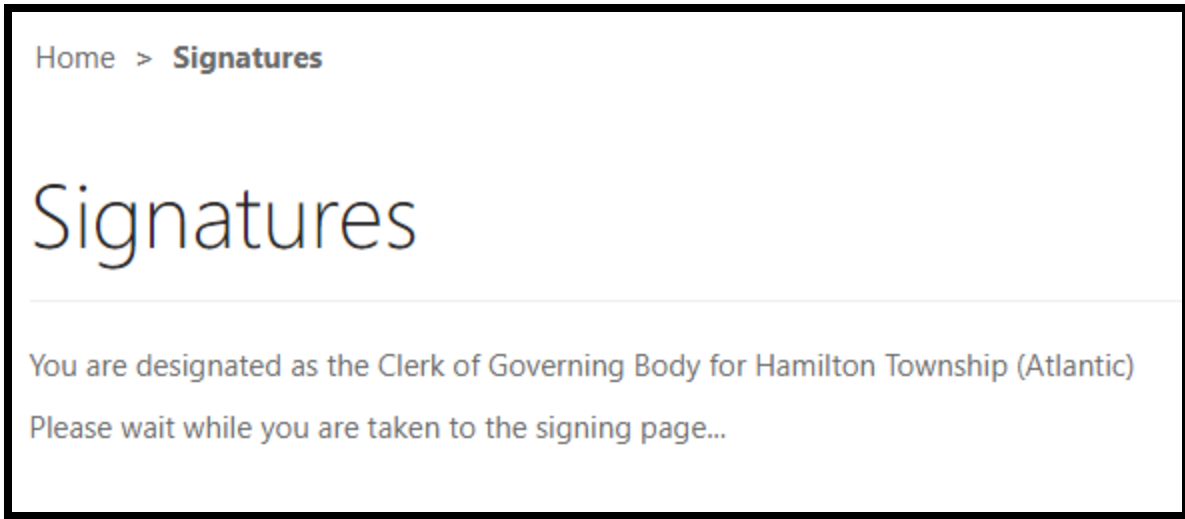
sent - A signing request has been sent to the recipient.

delivered - The signing request has been opened by the recipient.

completed - The recipient has signed the document.

***Note:** Budget may not be submitted until all signatures have been captured.

- 5) Both the Clerk of the Governing Body and Registered Municipal Accountant will receive emails with links to the digital signatures document. When they first click those links, a “Signatures” page similar to the screenshot below will appear, and then redirect them to the digital signatures page. **The Clerk and RMA do not need to sign into FAST to complete this process.**



- 6) The signatures for the Clerk and Registered Municipal Accountant are similar to the Chief Financial Officer’s digital signature process above. Users will only be prompted to enter information in the fields applicable to their certification. In addition to entering their signature and dates on Sheet 1, the Clerk will also be responsible for listing applicable change orders, checking the certification box, entering the date, and signing Sheet 45 (Municipal)/Sheet 33 (County), for listing/certifying the applicable change orders. **Similar to the note in #3 above, the Clerk and RMA will be required to click the “View” button to view the PDF of the document before they can click the “Finish” button that finalizes certification.**

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult [N.J.A.C. 5:30-11.1 et seq.](#) Please identify each change order by name of the project.

Optional	

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by [N.J.A.C. 5:30-11.9\(d\)](#). (Affidavit must include a copy of the newspaper notice.)
 If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here and certify below.

Date
 Clerk of the Governing Body

- 7) Once all signatures have been completed in full, the Chief Financial Officer will receive an email notification advising them that they may proceed to submission of the Budget. The Chief Financial Officer’s signature dashboard (#4 above) will also show a status of “completed” for each of the three digital signatures.

Submitting your Introduced Budget

- 1) Once digital signatures have been appended, the CFO then proceeds to the “Submit for Review” tab. On this page, they must enter their scheduled Public Hearing Date and check the box for each of the documents that have been uploaded to FAST. Once completed, click the “Submit” button.

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I understand that by selecting the “Submit” button I am transmitting my complete and approved Introduced Budget and supporting documents to the Division of Local Government Services in accordance with the applicable statutes.

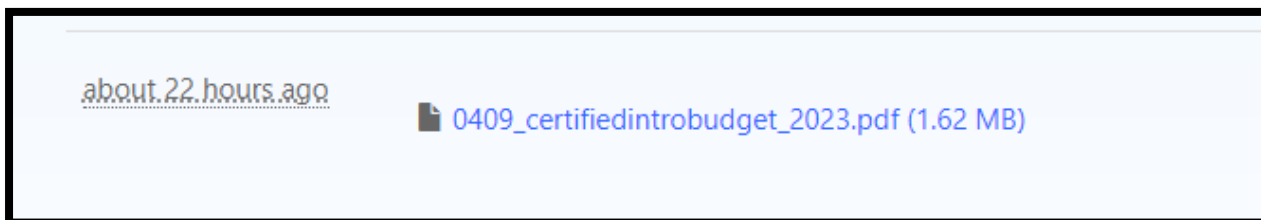
Public Hearing Date *

Please check all that apply:

- Hearing date documented
- Levy cap workbook
- Required Special Items of Revenue documentation
- COLA Ordinance - introduced and adopted
- Certified New Construction

Submit

- 2) Once the Introduced Budget has been submitted, the Chief Financial Officer can navigate back to the “Upload Introduced Budget” tab, where a PDF of their signed Introduced Budget document will appear. It will be similarly named to the originally uploaded document, with the addition of the word “certified” before “introbudget”.



After the document upload, signing, and submission processes have been completed, Introduced Budgets will undergo Division review or Local Examination, in accordance with previously established procedures for Budget examination.