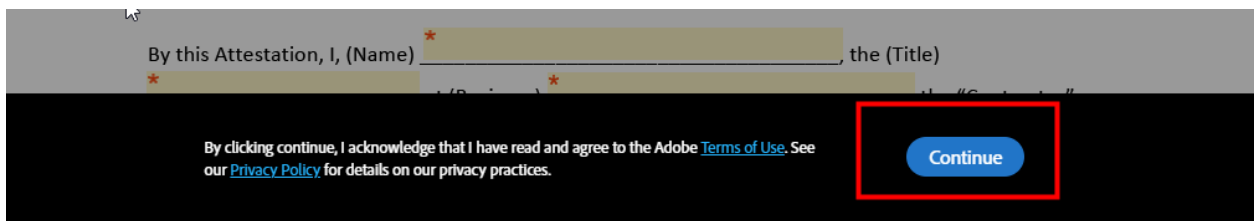


Contractor Vaccination Attestation Form How-to Guide

Please follow these instructions if you are a contractor that employs one or more employees and/or if you have subcontractors. If you are an owner/operator or individual contracting with the City, please contact the City staff you work with for the appropriate form.

Please fill out one form per department you work with. If you have multiple contracts with that department, you may enter multiple contract numbers.

1. Follow this link: [Contractor Vaccination Attestation Form](#)
2. A message related to Terms of Use and Privacy Policy will appear at the bottom of the page. Click "Continue"



3. Complete the form.
 - a. Enter your business name, all contracts within a single department*, and select the department from the drop-down list.

*Please note you will need to fill in a separate attestation form for each department your business has contracts with. See below for instructions on finding your contract numbers.

Contractor (business name):	Testing1
City of Seattle Contract Number(s)/Project Identifier(s)/PO# ("Contracts"; please separate each number with a comma) ⁱⁱⁱ :	0000001, 0000002
Department contract(s) are with:	FINANCE & ADMINISTRATIVE SERVICES ▾

- b. Next, enter your name and title. Your business name will auto-populate from above.

By this Attestation, I, (Name) Kjell E, the (Title)
CEO at (Business) Testing the "Contractor"
 named above, affirm that I am the authorized representative of the named contractor of the contract(s)

c. Last, fill in the location of signing, your signature, company address and email.

Signed on 11/01/2021 at Seattle, WA.
(City) (State)

Kjell E
Kjell E (Nov 1, 2021)
Contractor Signature

Kjell E
Print Name

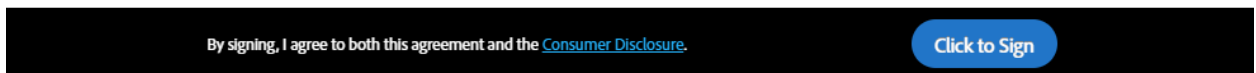
CEO
Title

10101 N Main St
Company/Contractor Name Street Address

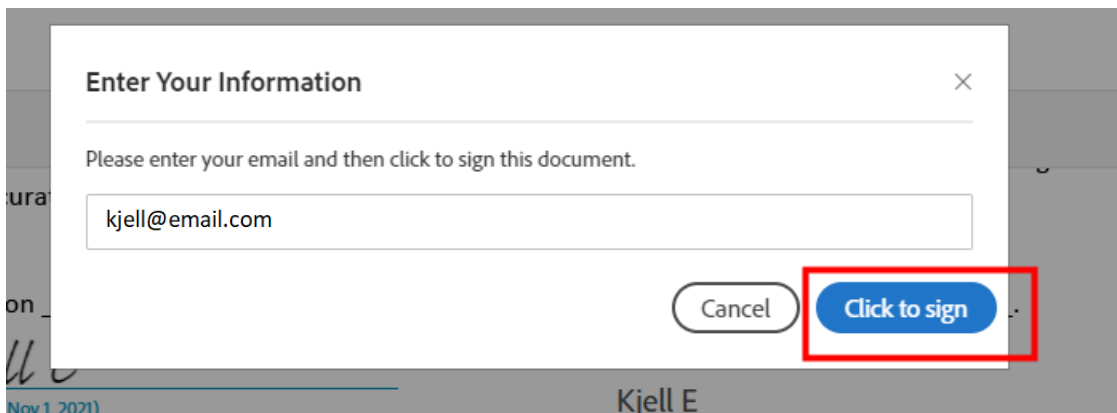
Seattle WA 98101
City, State, Zip

kjell@email.com
Email

4. Now select "Click to Sign"



5. Enter your email and select "Click to sign"






- The following message will appear indicating you have finished signing your attestation form. The form will go into a central system that will be accessible to all City departments.



You finished signing "Prime Contractor Attestation Form".
Copies will be e-mailed to all parties. You can also [download a copy](#) of what you just signed.

- You will receive a final signed form via email.


You signed: "Prime Contractor Attestation Form"

 CITY OF SEATTLE <adobesign@adobesign.com>
To  Elmer, Kjell;  FAS_pc1-Service

 Reply  Reply All



Retention Policy 90 days Inbox (90 days)

Expires 1/30/2022

 If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 Prime Contractor Attestation Form - signed.pdf
765 KB

CAUTION: External Email


You're done signing
Prime Contractor Attestation Form

Open agreement

Attached is the final agreement for your reference. You can also [open it online](#) to review its activity history.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

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Finding your Contract Number

If you need assistance finding your contract(s) number, please follow the instructions below or you may ask the City staff you work with. If you are still unable to locate a contract number simply write “unknown” in the contract number field.

1. Follow this link: [Find a Contract](#)
2. Select the type of contract: Blanket, Construction or Consultant and click “Next”

Contract Search

To view active/open or closed contracts select one of the following options.

Blanket Contract

Construction

Consultant Contract

If you are unable to find a consultant contract search the [City Clerk's](#) office. You can request an official hard copy by submitting a [public records request](#). If you are unable to find a blanket or construction contract, or need technical assistance using this search tool, contact Purchasing and Contracting at VR@seattle.gov.

3. Enter your supplier name and click “Search”

Contract Search - Contract

Supplier ID:

Supplier Name:

Contract Number:

Contract Status: ▼

Description:

Item Category: 🔍

All Departments: ▼

Department: 🔍

WMBE Classification

4. A list of contracts will appear below.