

Expired User Agreement Online Renewal – Process



If your user agreement expires, you will have to sign a new one and have it approved before you can use VESTA.

1. Log on to your VESTA account. In the middle of the screen, click **SIGN YOUR USER AGREEMENT NOW**.

VESTA[®] DEMO

Welcome to VESTA, the Virtual Electronic Service Tracking Assistant for Massachusetts Balance of State

User agreement
Your VESTA user agreement expired on 8/16/2021.
> SIGN YOUR USER AGREEMENT NOW

VESTA version 2021.7.19.16.34 © 2021 by The Partnership Center, Ltd. For technical support EMAIL techsupport@partnershipcenter.net SHARE SCREENSHOT with User Support

2. Verify that **Electronically sign the document now** is selected and then click **Get Document**.

Create VESTA Annual User Agreement for Kase Worker

Your VESTA User Agreement details your responsibilities as a VESTA user and must be signed annually.

If your User Agreement expires, you will be unable to log into VESTA until you sign a new one.

Electronic signature: Electronically sign the document now

Electronically sign the document now

Download and print the document, then sign the paper

DONE GET DOCUMENT

3. Read through the entire document, then click **Sign**.

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1 of 1

Page view Read aloud Draw Highlight Erase

VESTA VESTA User Agreement

Please PRINT

Agency Name	Massachusetts Department of Housing and Community Development		
User's Full Name	Kase Worker		
Job Title	Case Worker		
User's Telephone Number	Telephone Extension		
User's WORK e-mail			

I agree to the following:
1. My user name and password are for my use only. I will **never share** my username and password with others.
I will take all reasonable means to keep my password physically secure and private.

For technical assistance, email The Partnership Center techsupport@partnershipcenter.net.

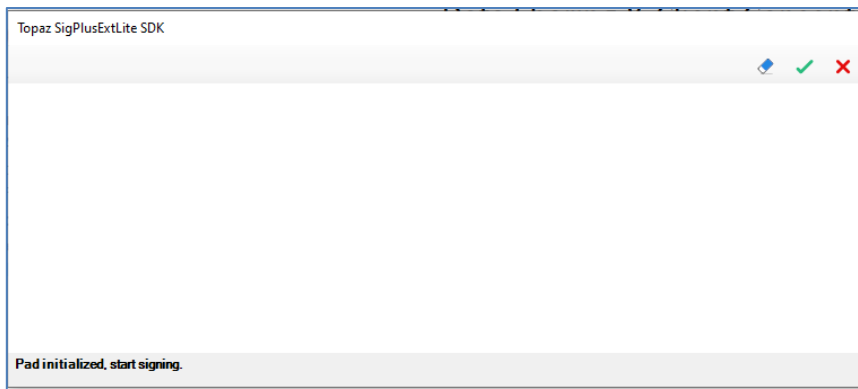
Sign Cancel

DONE GET DOCUMENT

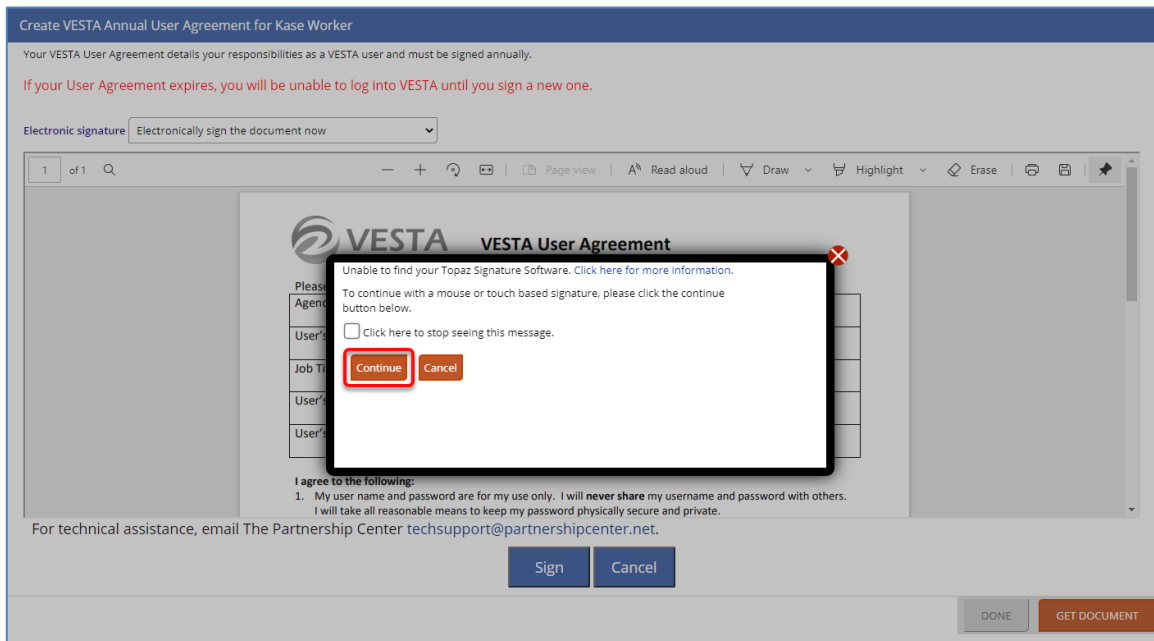
4. **Sign** the document electronically in one of two ways

(1) If you have a Topaz signature pad, the **Signature** window will open on the screen. Sign the document electronically with your signature pad. Click

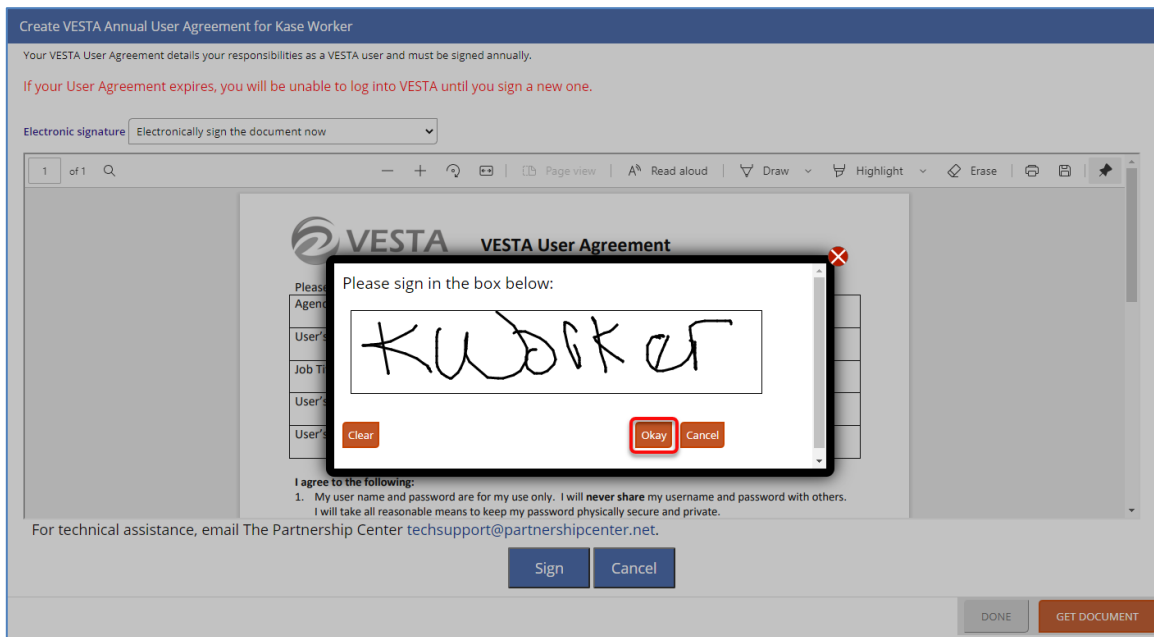




- (2) If you **do NOT** have a Topaz Signature pad, or it is not properly configured, you will need to sign the agreement with your mouse. Click **Continue**.



The **Signature** window will open. Sign the document electronically with your mouse. Click **Okay**.



5. After you have signed your user agreement, the following message will appear. Click **Done**.

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Electronic signature

Thank you for signing a VESTA document electronically.

User Agreements must be confirmed by support staff. Please allow up to 48 hours for your user agreement to take effect.

Please click "Next" or "Done" below.

DONE

6. Once your signed User Agreement is verified by User Support and VESTA is updated, you will be able to login to your VESTA account.