

# Laserfiche Contract Submission Process

March 2026

## LF Contract Submission & Refresher Training 2026

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### How to Access Contracts to Review

Option 1 – Open the notification email sent by [Ifforms@lansingmi.gov](mailto:Ifforms@lansingmi.gov)

- a. I.E. “A Contract Review task has been assigned to you for the following contract Number [...]”
- b. **Click hyperlinked “here to open task”** to bring you to the contract directly if already logged in.
  - a. If click “here” and need to log into Laserfiche Forms:
    - i. Click SSO (Single Sign On) button if already logged in to City computer
    - ii. If off site, username is “**lansing\userID**” and city SSO password

Option 2 – If you cannot locate the email

- a. Go to <https://edocs.lansingmi.gov/Forms/Home/Tasks>  
(Laserfiche Forms Inbox)
  - a. Click SSO (Single Sign On) button if already logged in to City computer
    - i. If off site, username is “lansing\userID” and city SSO password
  - b. Search “My Open Tasks” for the contract number (2026-000XXX)  
or vendor or project name
  - c. Filter by Task
    - i. Search filters: Approval; Rework; Update Pending
    - ii. Click Contract # or any other text in the row

Laserfiche Forms <b>Inbox</b> Start Process Reports Design Manage Monitor			
My Tasks		Team Tasks	
Search my open tasks			
<input type="checkbox"/> Open Tasks	<input type="checkbox"/> Process	Task	Instance
<input checked="" type="checkbox"/> Drafts	Today (2/20/2026) (2)		
<input type="checkbox"/> Unassigned Tasks	<input type="checkbox"/> Contract Processing	<a href="#">Rework - Fix documents: ...</a>	Contract Processing 2026-000075 75939:...
<input checked="" type="checkbox"/> Completed Tasks	<input type="checkbox"/> Contract Processing	<a href="#">Rework - Fix documents: ...</a>	Contract Processing 2026-000079 75968:...
	Yesterday (3)		
	<input type="checkbox"/> Contract Processing	<a href="#">Update Pending Contract...</a>	Contract Processing 2026-000079 75968:...
	<input type="checkbox"/> Contract Processing	<a href="#">Rework - Fix documents: ...</a>	Contract Processing 2026-000077 75963:...
	<input type="checkbox"/> Contract Processing	<a href="#">Update Pending Contract...</a>	Contract Processing 2026-000077 75963:...
	Earlier This Week (3)		
	<input type="checkbox"/> Contract Processing	<a href="#">City Attorney Approval T...</a>	Contract Processing 2026-000076 75941:...

## How to Review and Approve a Contract document

- 1 Click to expand or hide Activity Log to view activity history of contract
- 2 Review that the submission is filled out completely and correctly
- 3 Click attachment links to download attachments

### **NOTE: Submitter may edit or update form during review**

If information is missing, the contract submitter has the ability to add missing or correct information in a submission field like Account # or PO during the process without re-starting the review process

- 4 Click **Approve** or **Re-work**
  - i) Approve will send the contract to the next department to sign and approve.
  - ii) Rework will send the contract back to the submitter for edits **AND RESTART THE PROCESS.**
    - (1) Please add in comments why it was sent back
    - (2) An auto-generated email will be sent to Submitter and point of contact; Notify them to resubmit or delete

## How to add Signature Stamp

- 1) Review Text box **“Page Number(s) to be signed\*”**
- 2) Scroll to the bottom
- 3) Click **“VIEW Contract”** to expand to see or hide contract
  - i) Locate the Stamps tool

(1) Click ► button to collapse right details pane

Click stamp icon at top toolbar

(2) Click ⋮ More Actions (beneath title) > Annotations > Stamp

ii) Select the required signature stamp

iii) Left click to add signature on the page

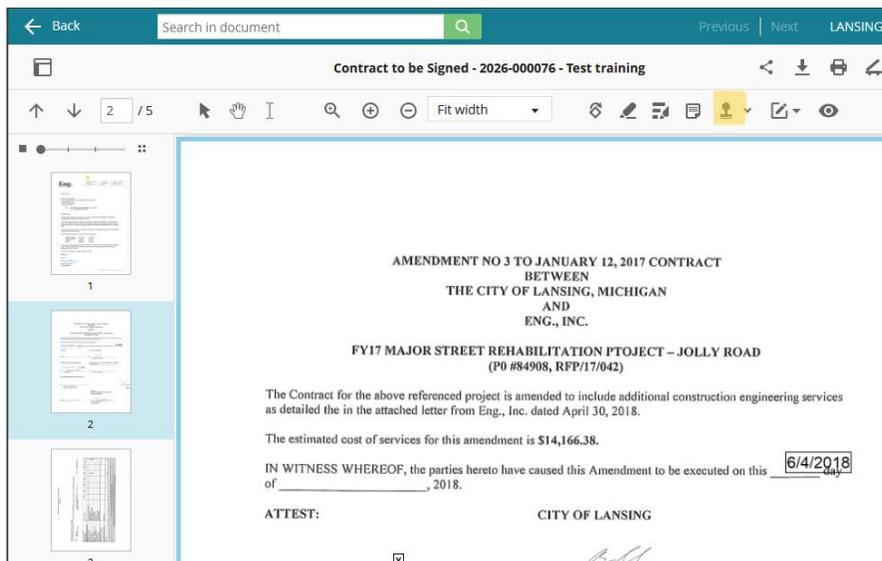
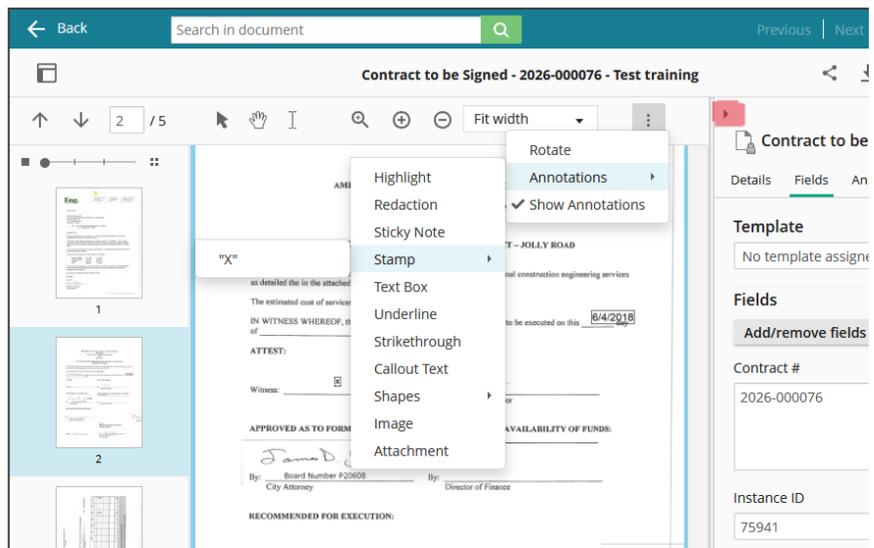
iv) Can adjust size and move signature box with pointer selection tool

v) **Must click Update to save signature and other notations**

(1) **Update** Button only appears once an edit is made

VIEW CONTRACT

Click to Expand or Collapse



## How to Reassign the Approval Task to Someone Else or Another Team

- a. Access Laserfiche Forms (See above)
- b. Open the task that you want to reassign
- c. Click  icon in top right corner
- d. Reassign task to
  - a. Users (enter person's Last Name)
  - b. Team (select from dropdown)
- e. Click "Reassign" button

## How to sign additional documents

In the rare circumstance if there are more than one document to sign, you need to go to the **Laserfiche Repository and search the "Active" folder in Contracts.**

### To get to the Laserfiche Repository:

- A. Go to <https://edocs.lansingmi.gov/>
- B. Click Repository Home at the bottom of the page
  1. May need to log in with SSO
- C. Open the 'Contract' folder under CityofLansing
- D. Select the Contract folder that has documents to sign
  1. Open '01 – Active' folder
    - a. Search for the contract # or name
      - i. Adjust search settings to select **only Entry names**
      - ii. Set Within Folder to 'Search **within current folder**'
- E. Right click and select OPEN the documents to be signed
- F. Follow same steps above to SIGN and **UPDATE** Document
- G. Return to Approval task and set Decision to Approve