



Opioids: Implementation Administrator

Participation Agreements: DocuSign Instructions

Updated June 5, 2024

Settlement Participation forms for the Kroger National Opioid Settlement will be issued by the Implementation Administrator, Rubris Inc, via DocuSign for all subdivisions and special districts within the settling states that are eligible to participate in this settlement.

Please add dse_na3@docusign.net and opioidsparticipation@rubris.com to your “safe” list, so emails do not go to spam / junk folders. Please monitor your email for the Participation Forms and instructions. The DocuSign email will have the following subject, sender, and recipients:

Item	Description
Subject	Action Required: New National Opioid Settlement – Participation Forms - CL-12345
Address of Sender	dse_na3@docusign.net
Sender	Opioids Implementation Administrator
Recipients	Subdivision and/or Attorney contacts who received settlement notice

All questions related to participation agreements should be sent to opioidsparticipation@rubris.com. If an email recipient responds to the email from DocuSign, their response will be sent to this email address. Rubris Inc is monitoring and managing all requests to this email account.

Below are the instructions for reviewing and executing Participation Agreements via DocuSign, as well as printing and returning a signed Participation Agreement with a manual signature.

Steps for Reviewing and Executing Participation Agreements via DocuSign

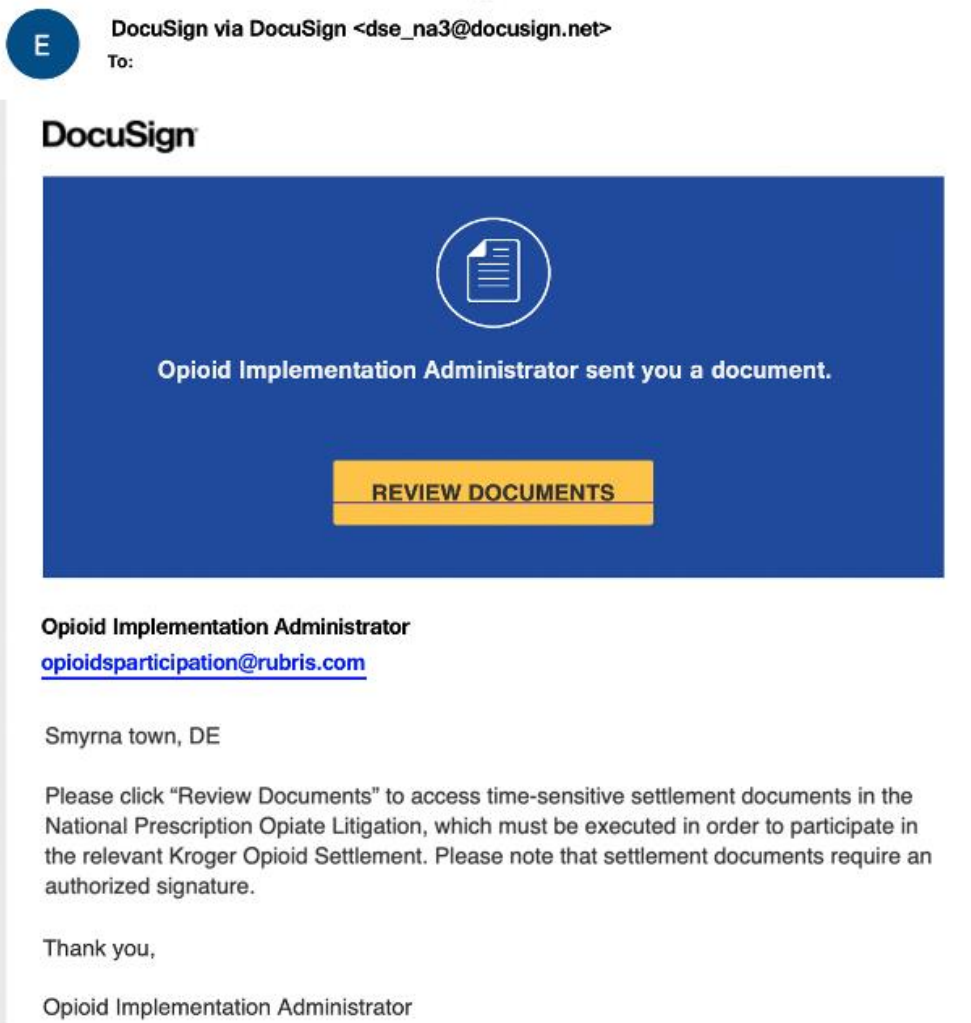
Step	Comments
Step 1: Click on “Review Documents”	After clicking this button, a new browser window will open where you can begin the DocuSign process
Step 2: If you are the authorized signer, click on “Agree” and “Continue”	If you are not the authorized signer, click on “Other Actions” and select “Assign to Someone Else” Instructions for “Assign to Someone Else” are outlined on page 7 of this document.
Step 3: Review the cover letter	
Step 4: Confirm the Governmental Entity Name and State are correct and enter the Governmental Entity Details in the box at the top of Page 1 of the Participation Agreement	Fields with a red outline are required

Step 5: Sign Participation Agreement	Signature, Name, and Title are required for the Participation Agreement; The date will auto populate by DocuSign
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Steps for Reviewing and Executing Documents via DocuSign

Step 1: Click on “Review Documents”

After clicking this button, a new browser window will open where you can begin the DocuSign process





Step 2: If you are the assigned signer, click on “Agree” and “Continue”

If you are **not** the assigned signer, click on “Other Actions” and select “Assign to Someone Else”

Please Note: The “Assigned Signer” was determined by using from the previous wave of settlements. If you received this as the “Assigned Signer”, but believe this to be incorrect, you may assign it to someone else. Instructions for “Assign to Someone Else” are outlined on page 7 of this document.

Please Review & Act on These Documents



Opioid Implementation Administrator
Crosslink

Smyrna town, DE

Please click “Review Documents” to access time-sensitive settlement documents in the National Prescription Opiate Litigation, which must be executed in order to participate in the relevant Kroger Opioid Settlement. Please note that settlement documents require an authorized signature.

Each package has one authorized signer. If you are the authorized signer, you will see “Opioids Implementation Administrator sent you a document to **review and sign**” above. If you are not the authorized signer, you will see “Opioids Implementation Administrator sent you a **copy**” above and you are being copied for informational purposes. For DocuSign instructions, including reassigning the assigned signer, please reference the DocuSign instructions on <https://nationalopioidsettlement.com>.

Thank you,

Opioids Implementation Administrator

[View Less](#)

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

Step 3: Review the cover letter

Please review the documents below. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 8B75BC7F-3B1F-48B8-ABDB-EA35B3525C55

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com

START

Sample State Cover letter

Step 4: Confirm the Governmental Entity Name and State are correct and populate Governmental Entity Details in the box at the top of Page 1 of the Participation Agreement

START

DocuSign Envelope ID: 20BFC4EC-7657-4B12-8FCA-EBFC768E76D6

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 PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
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EXHIBIT K

Subdivision Participation and Release Form

Governmental Entity: Smyrna town		State: DE
Authorized Signatory: <input style="width: 90%;" type="text"/>		
Address 1: <input style="width: 95%;" type="text"/>		
Address 2: <input style="width: 95%;" type="text"/>		
City, State, Zip: <input style="width: 40%;" type="text"/>		-- select -- <input style="width: 10%; border: none;" type="button"/>
Phone: <input style="width: 80%;" type="text"/>		
Email: <input style="width: 90%;" type="text"/>		

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated March 22, 2024 (“*Kroger Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Kroger Settlement, release all Released Claims against all Released Entities, and agrees as follows.

Step 5: Sign the Participation Agreement

Signature, Name, and Title are required; The date will be auto populated by DocuSign. Select “Finish” to send all completed documents.

Please review the documents below.
FINISH
OTHER ACTIONS ▾

START

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

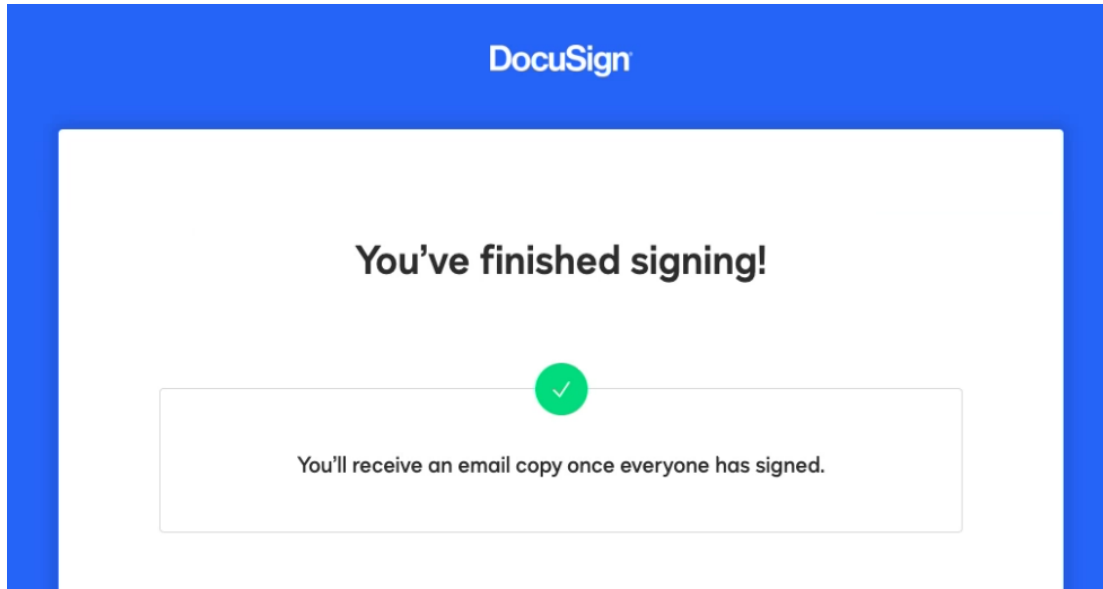
Signature: Sign

Name:

Title:

Date: 1/30/2023

Once finished, you will receive an email copy for your records.

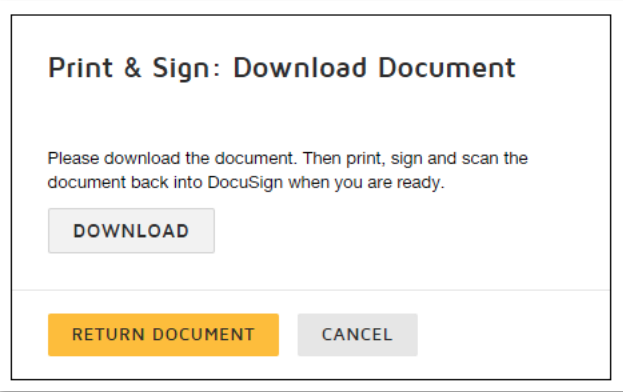


Steps to Return Signed Participation Agreements with a Manual Signature:

DocuSign allows participation agreements to be downloaded, signed manually, then scanned and uploaded to DocuSign, and returned automatically to the Implementation Administrator. Please be sure to complete all fields. As with an electronic signature, returning manually signed Participation Forms via DocuSign will associate your signed forms with your subdivision’s records.

Step 1: From the document you are signing, open the menu by clicking “Other Actions”

Step 2: Click “Print & Sign”. You can save the document(s) to your computer by clicking “Download”

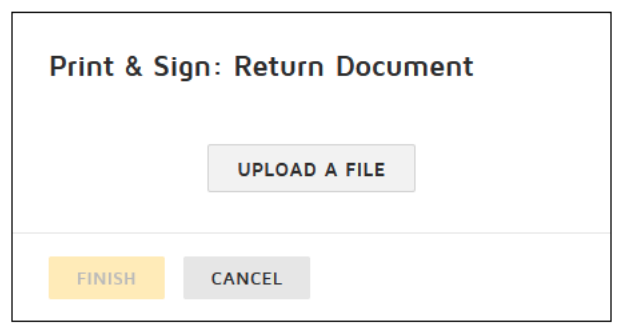


Step 3: Print the documents, populate, and sign the printed pages as needed

Step 4: Scan the signed documents back into your computer

Step 5: In the “Print & Sign: Download Document” dialog box, click “Return Document”

Step 6: Click “Upload A File” and select the signed electronic file version of your document to upload

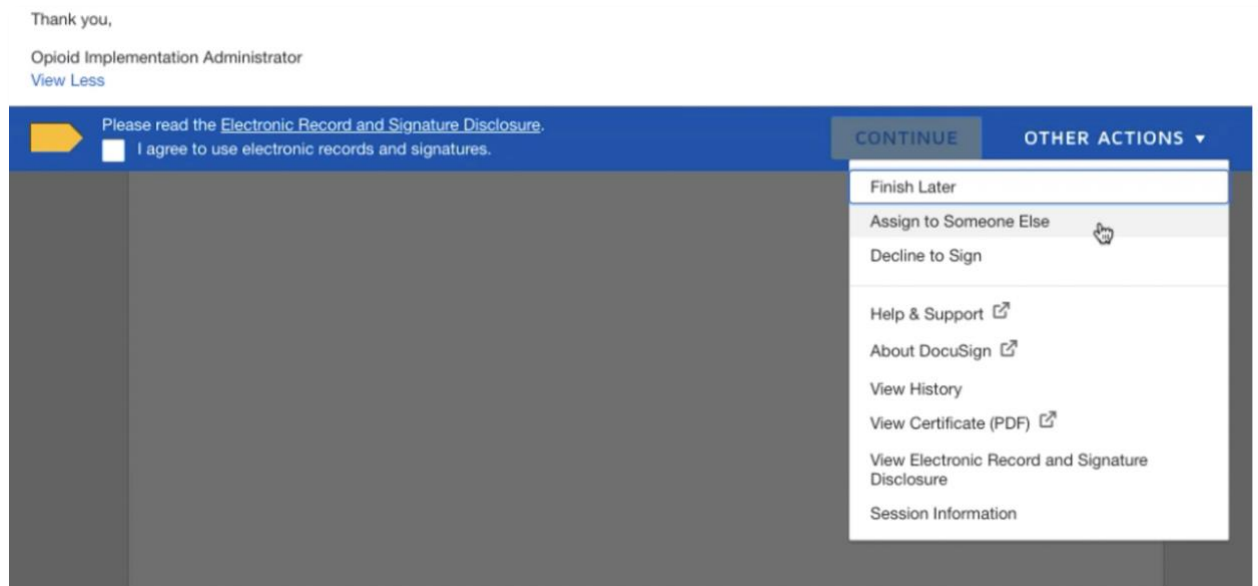


Step 7: Once the file is uploaded, the file name and number of pages will be shown in the dialog box. Ensure the correct document is uploaded and click “Finish” to send the document

Steps to “Assign to Someone Else”

Step 1: Select “Other Actions”

Step 2: Select “Assign to Someone Else”



Step 3: Enter the requested information for the Assigned Signer and click “Assign”

- The new signer will be notified
- You will be copied on all DocuSign emails sent to the new signer

Assign to Someone Else ✕

Delivery Method *

Email ▼

New Signer's Name *

Mary Smith

New Signer's Email *

opioidsparticipation@rubris.com

Provide a reason for assigning to someone else

|

250 characters remaining

The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient.

ASSIGN CANCEL

DocuSign

You've Changed The Signer



We've notified the sender and new signer. You'll receive an email copy once everyone has signed.