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Opioids: Implementation Administrator
Participation Agreement: Docusign Instructions
Updated September 2, 2026

Settlement Participation form for the Albertsons National Opioid Settlement will be issued by the Opioids Implementation Administrator, Rubris Inc, via Docusign for all entities 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 Form and instructions.

The Docusign email will have the following subject, sender, and recipients:

Item	Description
Subject	Action Required: Albertsons National Opioid Settlement - CL-XXXXXX
Address of Sender	dse_na3@docusign.net
Sender	Opioids Implementation Administrator
Recipients	Entity and/or Attorney contacts who receive 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 is monitoring and managing all requests to this email account.

Below are the instructions for reviewing and executing a Participation Agreement via Docusign.

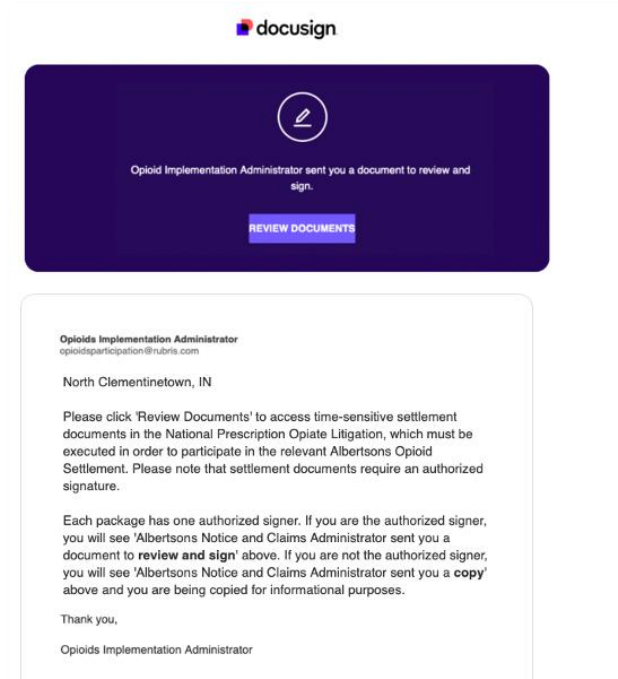
Step	Comments
Step 1: Click on “Review Documents”	After clicking this button, a new browser window will open where you can begin the Docusign process
Step 2: If you are the authorized signer, click on “Agree” and “Continue”	If you are not the authorized signer, click on “Other Options” and select “Assign to Someone Else” Instructions for “Assign to Someone Else” are outlined on page 5 of this document.
Step 3: Review the cover letter	
Step 4: Confirm the Entity Name and State are correct and enter the Entity Details in the box at the top of Page 1 of the Participation Agreement	Fields with a blue outline are required
Step 5: Sign the Participation Agreement	Signature, Name, and Title are required for the Participation Agreement; The date will auto populate by Docusign



Steps for Reviewing and Executing Documents via Docusign

Step 1: Click on “Review Document”

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 Options” and select “Assign to Someone Else”

Please Note: The “Assigned Signer” was determined by using contacts 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 5 of this document.



Step 3: Review the cover letter.

Review and complete

Finish

Start

DocuSign Envelope ID: 8DC626F1-9007-8595-8079-A664AA271ACD

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

Sample Cover Letter

Search

View Pages

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

Review and complete

Finish

Start

DocuSign Envelope ID: 1A962987-8889-80C2-8034-0B5E67860ACF

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EXHIBIT K

Subdivision Participation and Release Form

Entity: North Clementinetown	State: IN
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	-- select --
Phone:	
Email:	

Summary

Search

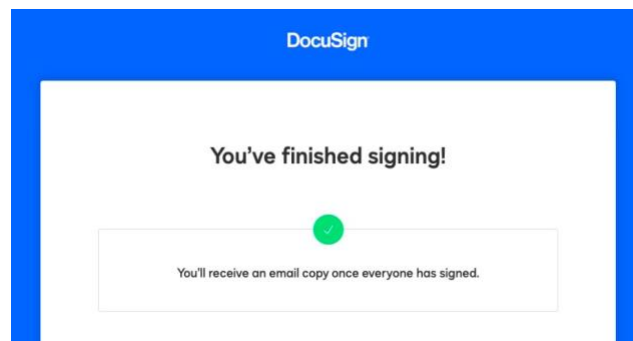
View Page

Download



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.

A screenshot of the DocuSign 'Review and complete' screen. The interface has a dark purple header with 'Review and complete' on the left and a 'Finish' button on the right. Below the header, there's a 'Next' button on the left. The main area contains a 'Sign' button with a pen icon, followed by input fields for 'Signature:', 'Name:', 'Title:', and 'Date:'. The 'Date:' field is pre-filled with '9/2/2025'. On the right side, there's a vertical sidebar with icons for 'Summarize', 'Search', 'View Pages', 'Download', and 'Print'. At the top right of the main area, there's a small red text block: 'DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docusign.com'.

Once finished, all contacts will receive an email copy for their records.



Steps to “Assign to Someone Else”

Step 1: Select “Other Options”

English (US) ▾ Other Options ▾ Continue

Step 2: Select “Assign to Someone Else”

Thank you,
Opioids Implementation Administrator

Change Language - English (US) ▾

Other Options ▾ Continue

- Finish Later
- Assign to Someone Else
- Decline to Sign
- Print & Sign
- Session Information

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