



**Opioids: Implementation Administrator**

Participation Agreements: DocuSign Instructions

January 31, 2023

Settlement Participation forms for the Teva, Allergan, CVS, Walgreens and Walmart National Opioid Settlements will be issued by the Implementation Administrator, Rubris Inc, via DocuSign for all subdivisions and special districts that are eligible to participate in one or more of these settlements.

Please add [dse\\_na3@docusign.net](mailto:dse_na3@docusign.net) and [opioidsparticipation@rubris.com](mailto: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 Settlements – Participation Forms - CL-12345
Address of Sender	<a href="mailto:dse_na3@docusign.net">dse_na3@docusign.net</a>
Sender	Opioids Implementation Administrator
Recipients	Subdivision and Attorney contacts who received settlement notice

All questions related to participation agreements should be sent to [opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com). If an email recipient responds to the email from DocuSign, the 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 <b>not</b> the authorized signer, click on “Other Actions” and select “Assign to Someone Else”  Instructions for “Assign to Someone Else” are outlined below
Step 3: Review the cover letter	
Step 4: Answer the question “Will your subdivision or special district be signing the settlement participation form for the [Defendant] Settlement at this time?”	If you answer Yes, the required fields will highlight in red. Once you complete and execute the document, click “Finish”  If you answer No, no further action is required for that Defendant’s Participation Agreement.



Step 5: 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 You can have up to five settlement documents as well as other state materials in your package
Step 6: Sign each Participation Agreement	Signature, Name, and Title are required for each Participation Agreement; The date will auto populate by DocuSign

### 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

**E** DocuSign via DocuSign <dse\_na3@docusign.net>  
To:

**DocuSign**



**Opioid Implementation Administrator sent you a document.**

**REVIEW DOCUMENTS**

**Opioid Implementation Administrator**  
[opioidsparticipation@rubris.com](mailto:opioidsparticipation@rubris.com)

Anniston city, AL

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 Teva, Allergan, CVS, Walmart, and Walgreens Opioid Settlements. Please note that settlement documents require an authorized signature.

Thank you,

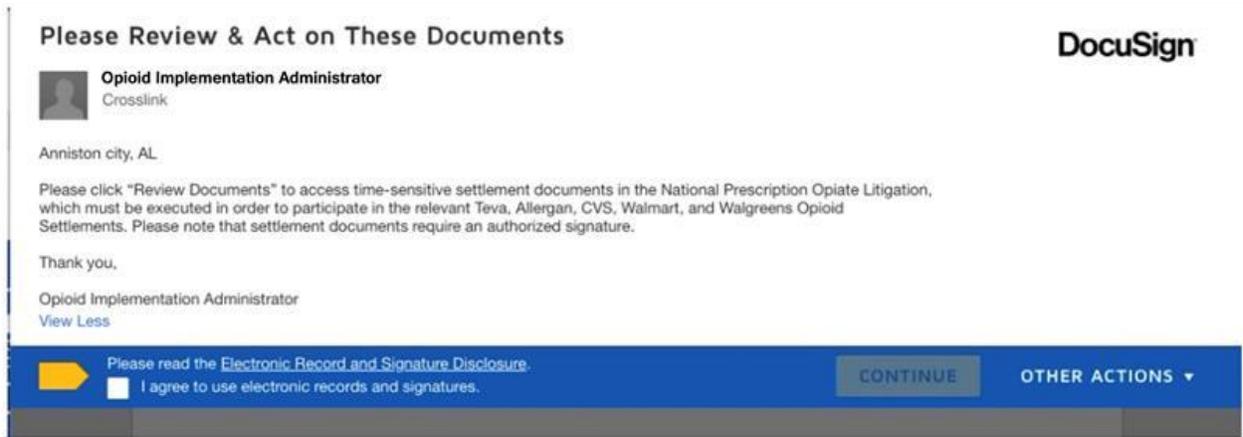
Opioid Implementation Administrator



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 Registration data from the Janssen/Distributors Settlement. 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 8 of this document.



Step 3: Review the cover letter



Step 4: Answer the question “Will your subdivision or special district be signing the settlement participation form for the [Defendant] Settlement at this time?” This question and the required Participation Agreement fields will need to be completed for each Defendant.



Please review the documents below. FINISH OTHER ACTIONS ▾

**EXHIBIT K**  
**Subdivision Participation Form**

Will your subdivision or special district be signing the settlement participation form for the Walmart Settlement at this time?

Yes  No

- If No, no further action is needed for this Defendant

Please review the documents below. FINISH OTHER ACTIONS ▾

**EXHIBIT K**  
**Subdivision Participation Form**

Will your subdivision or special district be signing the settlement participation form for the Walmart Settlement at this time?

Yes  No

Governmental Entity: Oxford city 1, AL.	State: AL.
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

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 November 14, 2022 ("Walmart Settlement"), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

- If Yes, fill out the required fields (shown with red outlines)
  - Proceed to Step 5

Step 5: 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



Please review the documents below. FINISH OTHER ACTIONS ▾

**EXHIBIT K**  
**Subdivision Participation Form**

Will your subdivision or special district be signing the settlement participation form for the Walmart Settlement at this time?

Yes  No

Governmental Entity: Oxford city 1, AL	State: AL
Authorized Signatory: _____	
Address 1: _____	
Address 2: _____	
City, State, Zip: _____ -- select --	
Phone: _____	
Email: _____	

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 November 14, 2022 ("Walmart Settlement"), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

### Step 6: Sign the Participation Agreement

Signature, Name, and Title are required for each Defendant; The date will be auto-populated by DocuSign. Select "Finish" to send all completed documents.

Please review the documents below. FINISH OTHER ACTIONS ▾

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.

DocuSign

**You've finished signing!**



You'll receive an email copy once everyone has signed.

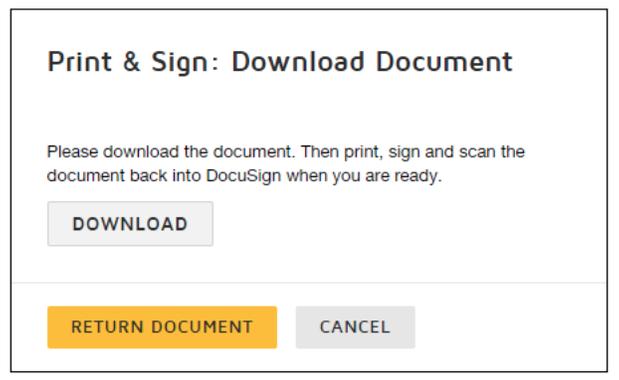


**Steps to Return Signed Participation Agreements with a Manual Signature:**

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"

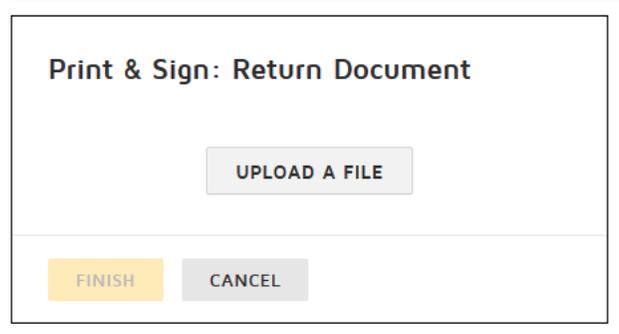
Step 2: Click "Print & Sign". You can save the document(s) to your computer by clicking "Download"



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

Step 4: In the "Print & Sign: Download Document" dialog box, click "Return Document"

Step 5: Click "Upload A File" and select the signed electronic file version of your document to upload



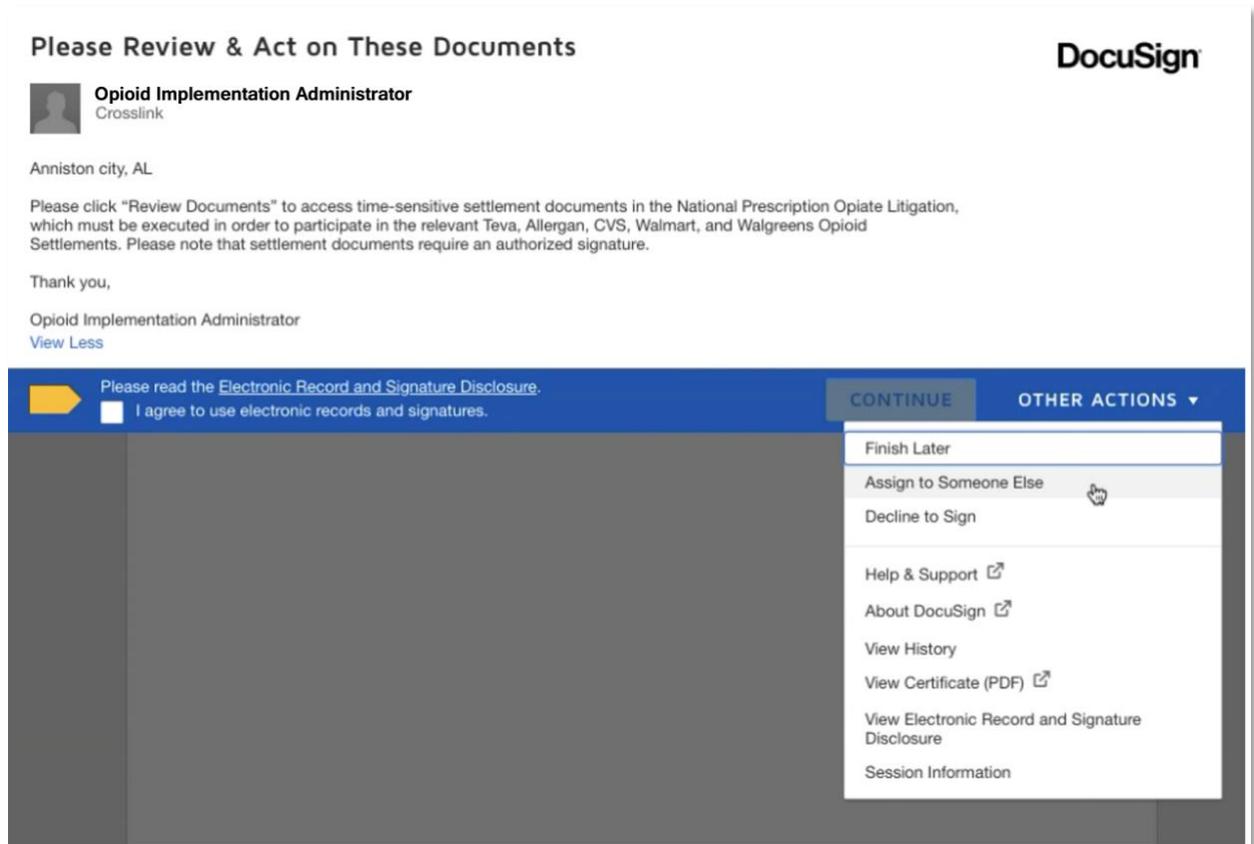
Step 6: Once the file is uploaded, the file name and number of pages will be shown in the dialog box. Ensure the correct document is uploaded and click "Finish" to send the document



## 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 \***

**New Signer's Name \***

**New Signer's Email \***

**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.