

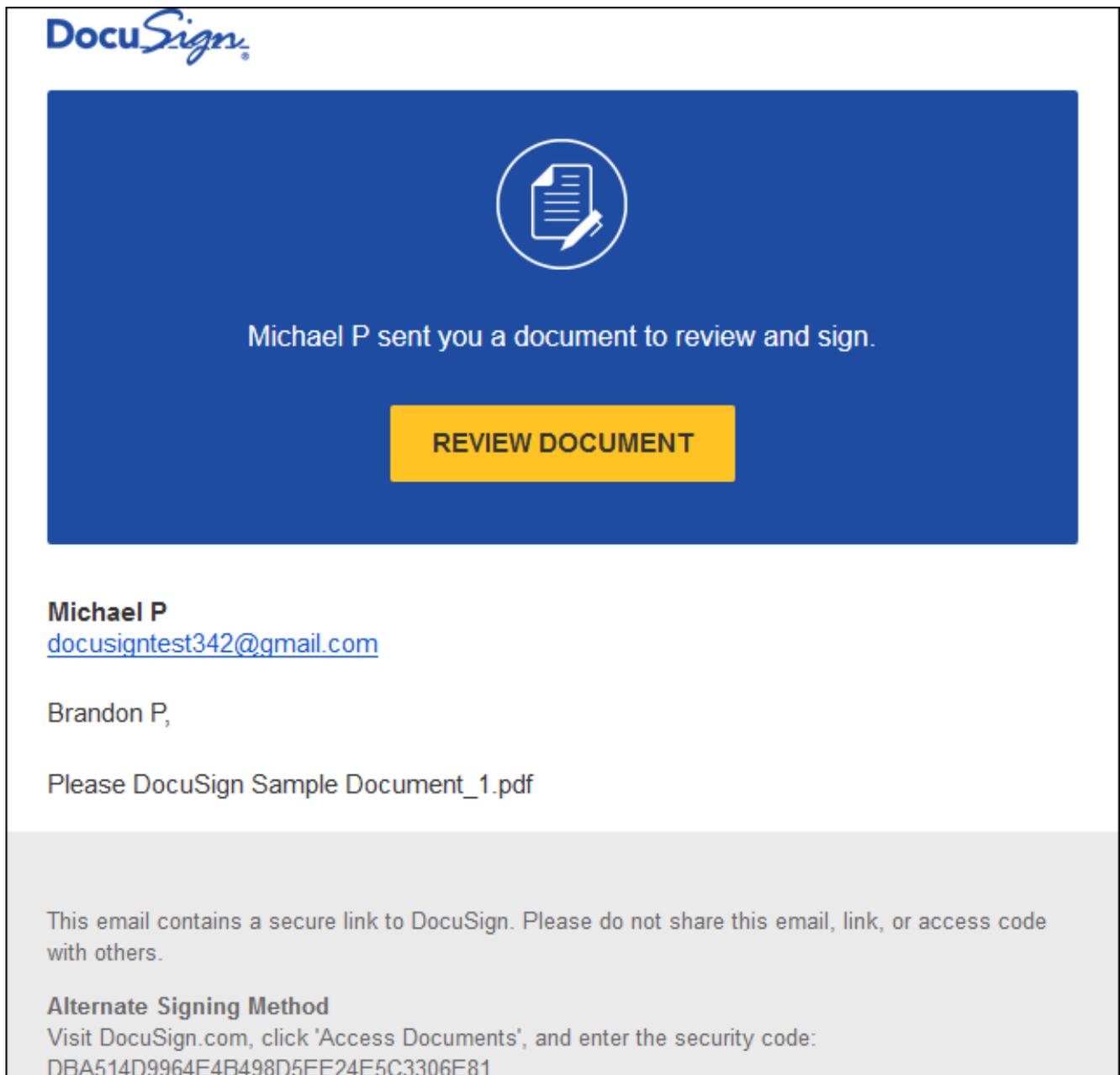
HOW DO I SIGN A DOCUSIGN DOCUMENT?

When someone sends you a DocuSign document for your electronic signature, you first receive an email from DocuSign sent on behalf of the sender.

Step 1 Review the DocuSign email

Open the email and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.

Note: Your experience as a signer may also vary depending on how the document sender wants you to sign. New signers have a different experience than returning signers and signers with a DocuSign account. To learn more, watch the [Signing video](#) or read the how-to guide [Signing Documents Electronically with DocuSign](#).



DocuSign

Michael P sent you a document to review and sign.

REVIEW DOCUMENT

Michael P
docusigntest342@gmail.com

Brandon P,

Please DocuSign Sample Document_1.pdf

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
DBA514D9964E4B498D5EE24E5C3306E81

Step 2 Agree to sign electronically

Review the consumer disclosure, and select the checkbox **I agree to use Electronic Records and Signatures**. Click **CONTINUE** to begin the signing process.

Please Review & Act on These Documents DocuSign

Michael Palmer
DocuSign Customer Service

I agree to use **Electronic Records and Signatures** **CONTINUE** OTHER ACTIONS ▾

Signatures

DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8

Sample Document

Primary Signer

Name: Michael Palmer

Gender: Male Female

Married:

Signature: x **SIGN** Date: 12/2/2014

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Important! To view and sign the documents, you must agree to conduct business electronically.

Note: To view additional options, click **OTHER ACTIONS**. For more information of other actions available, please review our [Signing Documentation](#).

Step 3 Start the signing process

1. Click the **START** tag on the left to begin the signing process.

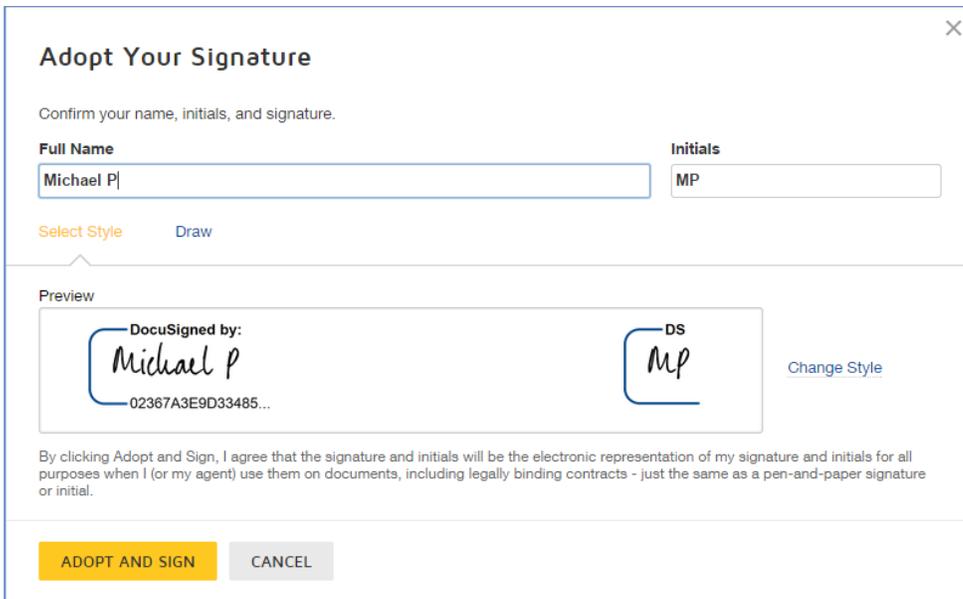
START DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8

Sample Document

You are taken to the first tag requiring your action.

SIGN Signature: x **SIGN**

2. Click the **SIGN** tag. You are asked to Adopt Your Signature.



Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Michael P

Initials
MP

Select Style Draw

Preview

DocuSigned by:
Michael P
02367A3E9D33485...

DS
MP

Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 4 Verify your name

Verify that your name and initials are correct. If not, change them as needed.

Step 5 Adopt a signature

Do one of the following:

- Accept the default signature and initial style, and go to the next step.
- Click **Change Style**, and select a different signature option.
- Click **Draw**. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.



Adopt Your Signature

Confirm your name, initials, and signature.

Full Name
Michael P

Initials
MP

Select Style Draw

Draw your signature Clear

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Step 6 Save your signature

Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

Step 7 Confirm signing

When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.

Sample Document

Primary Signer

Name: Brandon P

Gender: Male Female

Married:

Signature: x Brandon P Date: 12/5/2014 | 1:27 PT

Done! Click Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

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Please note that if you have any problems with signing please contact IT at 974-1222 for assistance.