

DocuSign for Electronic Signatures

Everyone needs to create a DocuSign account **before** trying to access a document that may be sent to you for your signature (i.e. travel reimbursements). See below:

USF has a site license for DocuSign – the global standard for Digital Transaction Management (DTM) which is accessible anytime, anywhere on any device – and your approval, via digital signature, using Docu-Sign will be required for travel documents, Pcard statements, etc. To create an account prior to receiving email notification requesting your signature, follow the directions below. Included are directions for signing directly from an email notification.

DocuSign for Electronic Signatures:

Description
<p><u>How to sign in to DocuSign for USF</u></p> <ol style="list-style-type: none">1. Visit http://docusign.com2. Click on LOG IN in upper right corner3. Click on COMPANY LOGIN4. Enter your Email Address and click CONTINUE5. You will be redirected to USF NetID Single Sign On for authentication6. Enter your NetID and Password and click Sign In
Description
<p><u>How to use Docusign.com</u></p> <p>Get started quickly by utilizing the online training information provided by DocuSign.</p> <p>Support videos - Learning the Basics: https://support.docusign.com/en/learningTheBasics Support home: https://support.docusign.com/en/home New user guide: https://support.docusign.com/en/guides/ndse-user-guide How to sign in: https://support.docusign.com/en/articles/How-do-I-log-in-to-and-access-my-DocuSign-account How to send a document: https://support.docusign.com/en/videos/New-DocuSign-Experience-Sending-Documents How to sign a document: https://support.docusign.com/en/articles/How-do-I-get-signatures-on-a-document-New-DocuSign-Experience How to manage documents: https://support.docusign.com/en/guides/ndse-user-guide-managing-documents How to download or print your document: https://support.docusign.com/en/guides/ndse-user-guide-download-or-print-your-document</p>

Unacceptable Digital / Electronic Signatures

Description

Examples of unacceptable digital signatures are below. Please note that cutting and pasting signatures from another signed document is fraudulent.

Using Script Font



Rocky Bull 07/01/2015

Cutting and Pasting from Another Signed Document



Rocky Bull



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](#).

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](https://www.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 CONTINUE OTHER ACTIONS ▾

Signatures

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

Sample Document

Primary Signer

Name:

Gender: Male Female

Married:

Signature: x **SIGN**
↓ Date:

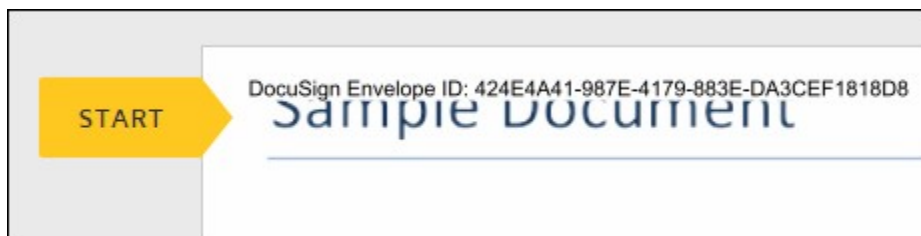
English (US) ▾ | Terms Of Use & Privacy ▾ | Copyright © 2014 DocuSign Inc.

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

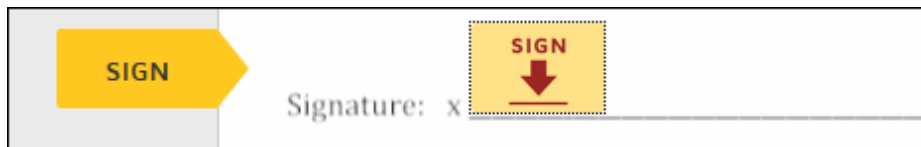
Note: To view additional options, click OTHER ACTIONS. For more information of other actions available, please review our [Signing Documentation](#).

Step 3 Start the signing process

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



You are taken to the first tag requiring your action.



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

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name **Initials**

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 **Initials**

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.

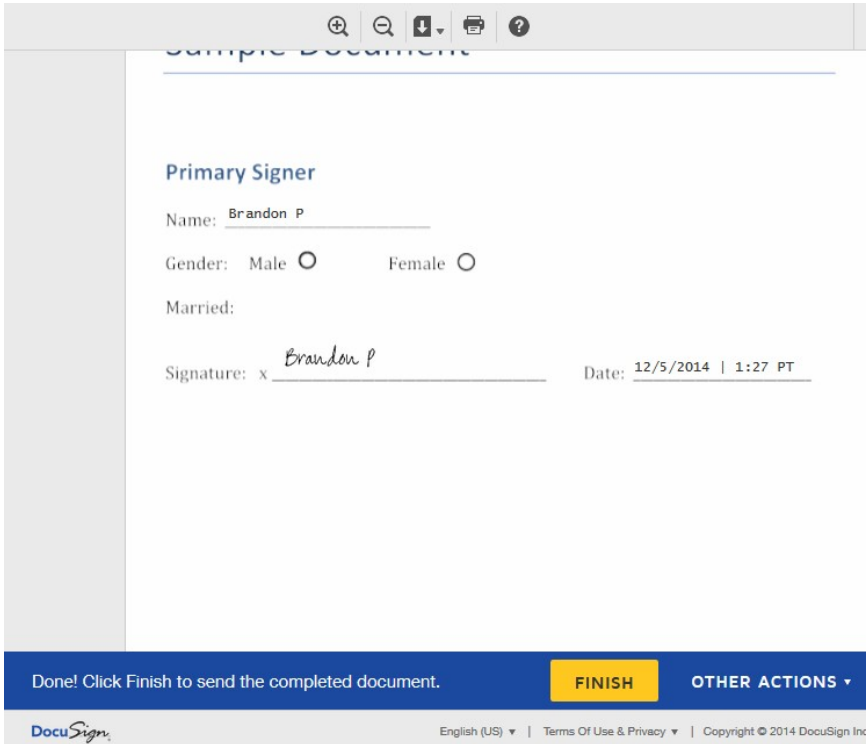
ADOPT AND SIGN CANCEL

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.



The screenshot shows a web interface for confirming a signature. At the top, there is a toolbar with icons for zooming in/out, a dropdown arrow, a printer icon, and a help icon. Below the toolbar, the document title "Sample Document" is partially visible. The main section is titled "Primary Signer" and contains the following fields:

- Name: Brandon P
- Gender: Male Female
- Married: _____
- Signature: x Brandon P Date: 12/5/2014 | 1:27 PT

At the bottom of the form, there is a blue bar with the text "Done! Click Finish to send the completed document." followed by a yellow "FINISH" button and a blue "OTHER ACTIONS" dropdown menu. The footer of the page includes the DocuSign logo, the language "English (US)", a link to "Terms Of Use & Privacy", and the copyright notice "Copyright © 2014 DocuSign Inc."

A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.