Docusign – Guided Signing

Summary: This guide provides information about how to electronically sign a document using the DocuSign® Service. Electronic signing provides a quick, easy and secure method for you to receive, sign and return documents from a sender without the need for appearing in person or sending documents back and forth.

This process begins when you receive an email requesting that you electronically sign a document.

1. **Receiving an Email Notification -**
   After opening your email, click **Review Documents** to access the documents. A new web browser window opens, connects to the secure DocuSign Online Signing Service website and displays the Welcome or Overview page.

2.

3. Click the **Check Box** agreeing to use Electronic records and signatures. Click **Continue** to review the document and start the signing process.

4. The Other Actions available to you are:

   • Click **Finish Later** if you are not ready to sign the document. You can return to the document later by using the link in the email notification.
   • Click **Print & Sign** to sign the document on paper. See the *Signing and Uploading or Faxing Your Documents*

guide on the DocuSign website for more information about using this option. In some cases this option might not be available.

• Click **Assign to Someone Else** to send this document to another person to sign. You will be asked to provide the new signer's name and email address. A message is sent to person that sent the document telling them you have reassigned the document.

• Click **Decline to Sign** to decline signing the document. You might be asked to provide a message for the person that sent the document telling them why you have declined to sign.

5. **Navigating within the Document**

You can hide or show the document map by click the Thumbnails control in upper right corner. You can click on a page to jump to a page.

There is a control for zooming in or out on the current page. You can select the page size from the list.

You can download the document as a PDF file or print the document.

6. Click the **Sign**. If this is the first signature or initial tag, you are asked to Adopt your Signature.

7. **Adopting your signature:** The first time you click a **Sign Here** or **Initial** tag, you are asked to adopt your signature and initials.
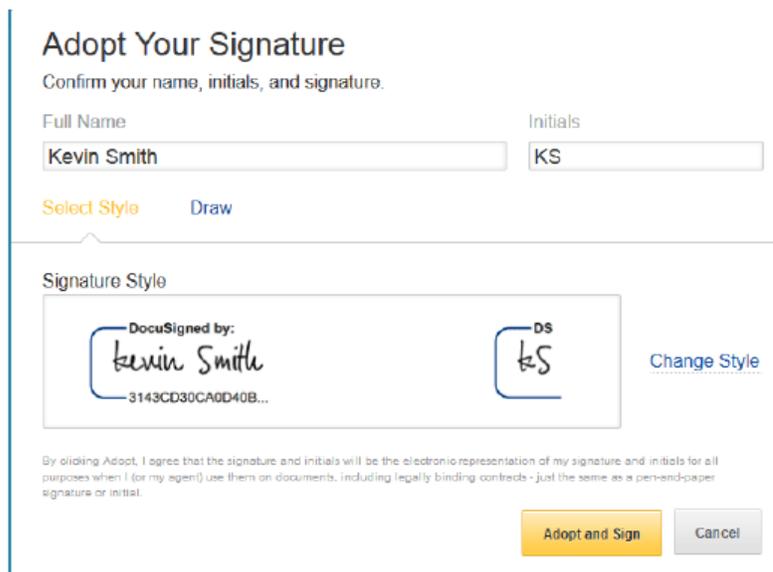
8. First verify your name and initials are correct. If not, then you can change them as needed. If you choose to change your name or initials, type the changes in the **Full Name** and **Initials** fields.

 Choose if you want to select a preformatted signature style or if you will draw your signature.

Note: Drawing a signature and initials can only be done if your browser is HTML5 capable and the sender allows it.

9. **Complete Signing -** After you have completed adding information to all the required tags in the envelope, click **FINISH** at bottom of page.

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

10. Your signing information is saved and a message window stating that you have completed your documents appears over the document.
    You are given the option of downloading of the documents or printing a copy of the documents using the icons in upper right corner.

    You are also given an option to create an account. You are asked to create a Password, confirm it and then click **Sign Up** at bottom of page.

Save a Copy of Your Document

▤ ▾   🖨 ▾   ✕

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
Norma_Clark@student.uml.edu

📄 Electronically sign any document.

Password
[   ]

✉ Get signatures from others.

Confirm Password
[   ]

📥 Sign on the go with DocuSign Mobile!

By selecting SIGN UP, you agree to DocuSign Terms and Conditions ⤤

SIGN UP   NO THANKS

11. You can close the message window by clicking the **X** icon in the upper right corner.