

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.

Please Review & Act on These Documents

 eForms at UMass Lowell SANDBOX
UMass Lowell TST



Powered

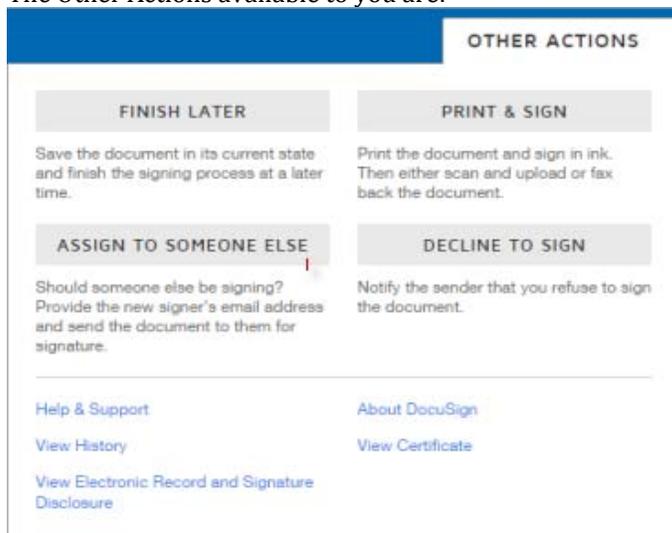
PRIVATE MESSAGE: Attachments for each of your direct reports are at end of document, please review before signing.

[View More](#)

 Please read the [Electronic Records and Signature Disclosure](#).
 I agree to use electronic records and signatures. **CONTINUE** **OTHER**

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:



OTHER ACTIONS

<p>FINISH LATER</p> <p>Save the document in its current state and finish the signing process at a later time.</p>	<p>PRINT & SIGN</p> <p>Print the document and sign in ink. Then either scan and upload or fax back the document.</p>
<p>ASSIGN TO SOMEONE ELSE</p> <p>Should someone else be signing? Provide the new signer's email address and send the document to them for signature.</p>	<p>DECLINE TO SIGN</p> <p>Notify the sender that you refuse to sign the document.</p>

[Help & Support](#) [About DocuSign](#)
[View History](#) [View Certificate](#)
[View Electronic Record and Signature Disclosure](#)

- 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*

DocuSign – Guided Signing

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



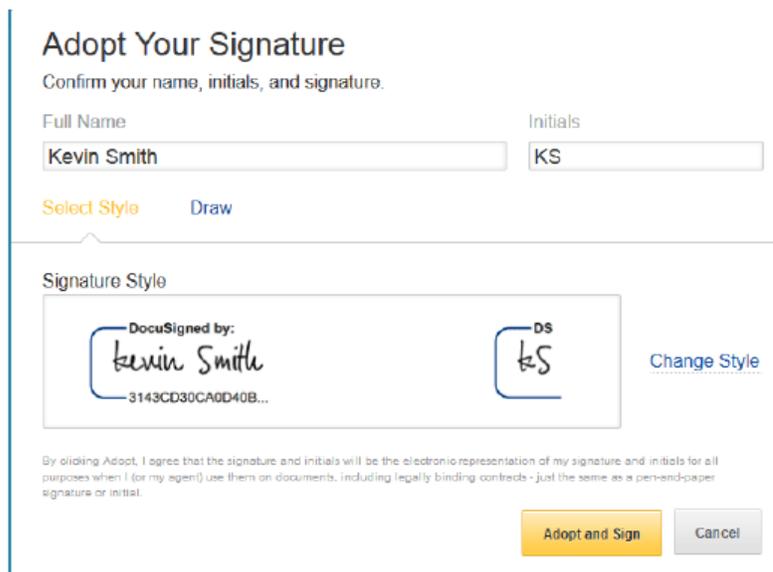
You can hide or show the document map by click the Thumbnails control  in upper right corner. You can click on a page to jump to a page.

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.



Adopt Your Signature
Confirm your name, initials, and signature.

Full Name: Initials:

[Select Style](#) [Draw](#)

Signature Style

  [Change Style](#)

By clicking Adopt, 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.

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.

DocuSign – Guided Signing

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.



- 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   X

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 <input type="password"/>	 Get signatures from others.
Confirm Password <input type="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.