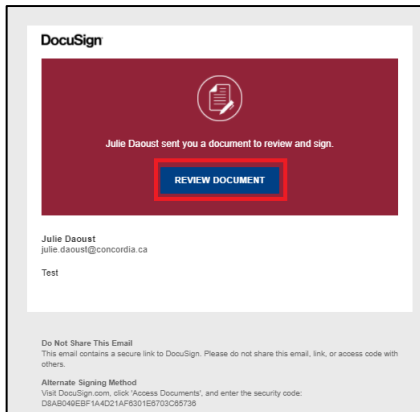


DocuSign User Guide

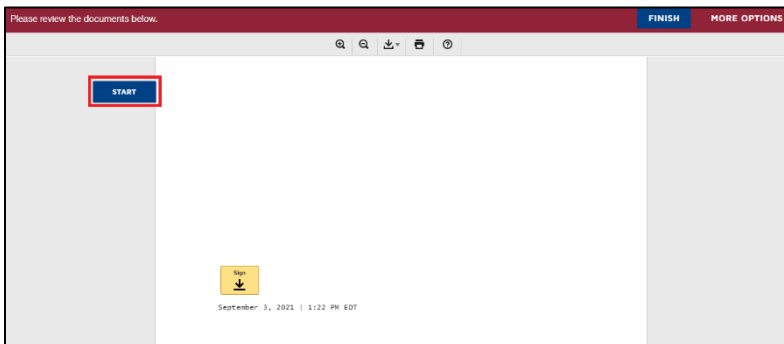
Sign a document

A recipient will receive an email indicating that a document requires signature. To open and sign the document in DocuSign, click Review **document**. A DocuSign account is not required to sign a document.



Review and accept the legal disclosure. Click Continue.

The document will open. Click **Start** to access the signature field. Click **Sign** to access the signature pad.



Type your name and initials and configure your signature. Select a signature by default or customize it by clicking Draw or **Upload**. Click Adopt **and Sign** to complete your signature.

Contact RMA:

Adopt Your Signature

Confirm your name, initials and signature.

* Required

Full Name* Julie Daoust Initials* JD

OR SELECT A SIGNATURE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by: Julie Daoust DS
FDAEB09535284DA...

By selecting 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

Your document is now signed. Click Finish to confirm completion. The sender will receive an email confirming that you have signed. The Completed section contains the envelope / signature project.

DocuSign eSignature

Home Manage Templates Reports Settings

Developed by Concordia University

Last 6 Months

0	0	0	1
Action Required	Waiting for Others	Expiring Soon	Completed

Drop documents here to get started

or

START

Note: signed documents are kept 30 days in DocuSign. Signed files are considered confidential and official and should be saved in CONDOR, or another secure repository.

DocuSign Resources

Several user guides and training videos are available through DocuSign:

- [Send Envelopes - DocuSign Support Center](#)
- [Sending Envelopes in DocuSign eSignature Video](#)
- [Sign Documents - DocuSign Support Center](#)
- [Sign a document with DocuSign Video](#)

Contact RMA: