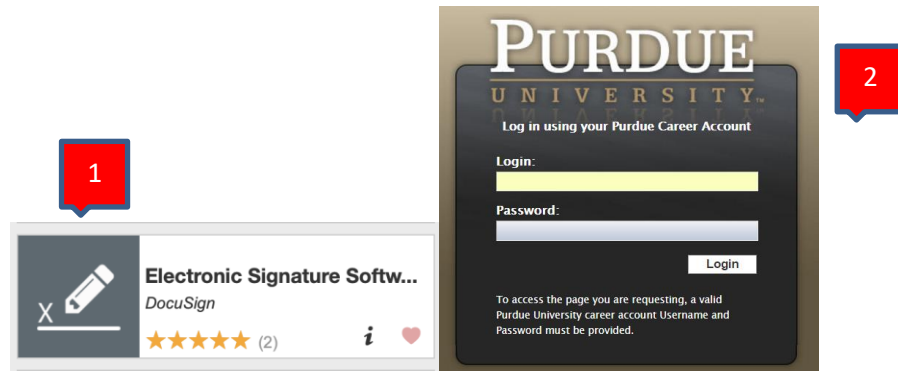


Access DocuSign

Access **DocuSign** through the OneCampus Portal

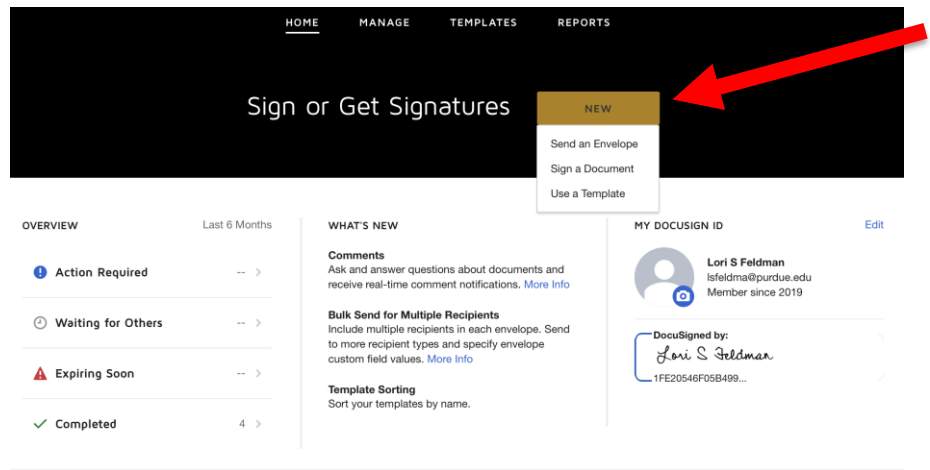
<https://one.purdue.edu>

Login using your Purdue career account user ID and password



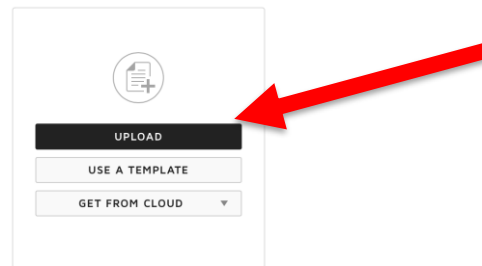
Preparing the Document

1. Click "New"
2. Click "Send an Envelope"



3. Click "Upload" and then choose the document you want to upload from your computer.

Add Documents to the Envelope



4. Add the Recipient(s)

Enter the full name of each recipient. Click “add recipient” to add additional signers

Enter the [@purdue.edu](mailto:) email address of each recipient. Committee chairs can find this information in Interfolio, under the “Case Details” tab where it shows committee members.

You do **NOT** need to “set signing order.”

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

Name * ✍️ NEEDS TO SIGN ▼ MORE ▼

Email *

+ ADD RECIPIENT

5. Edit the email subject and message

Edit the subject to include the name of the committee

You may choose to add a custom message to the recipients, but this is not necessary.

At the bottom of the page, click **NEXT**

Message to All Recipients

Custom email and language for each recipient

Email Subject*

Please DocuSign: AA Area Committee Letter.docx

Characters remaining: 54

Email Message

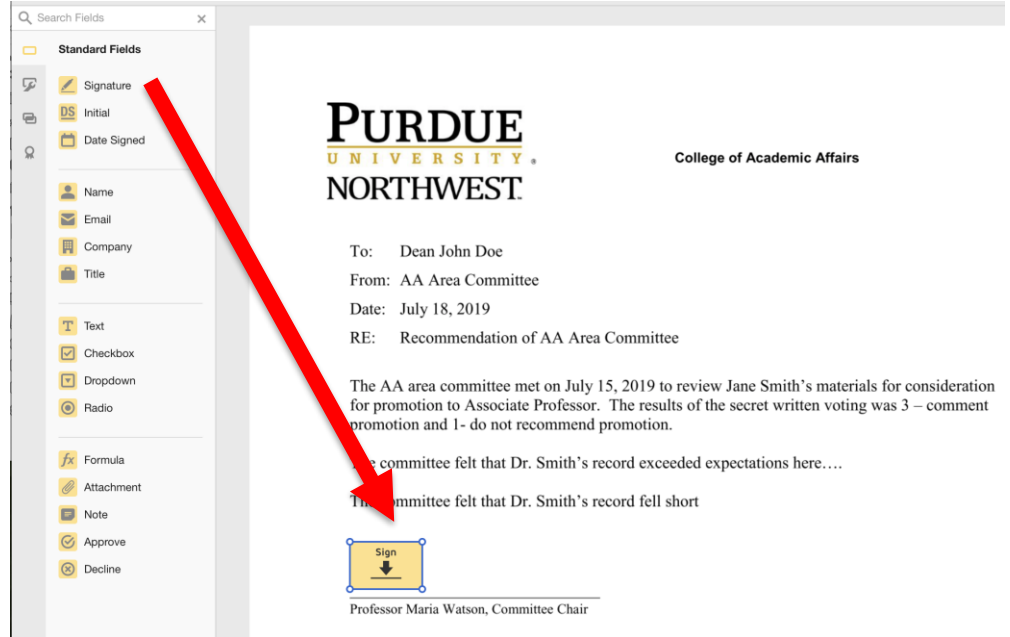
Enter Message

Characters remaining: 10000

6. Add Signing Tags

Click on the "Signature" tool on the left and drag to the first signature line.

Repeat the steps above for each signer.



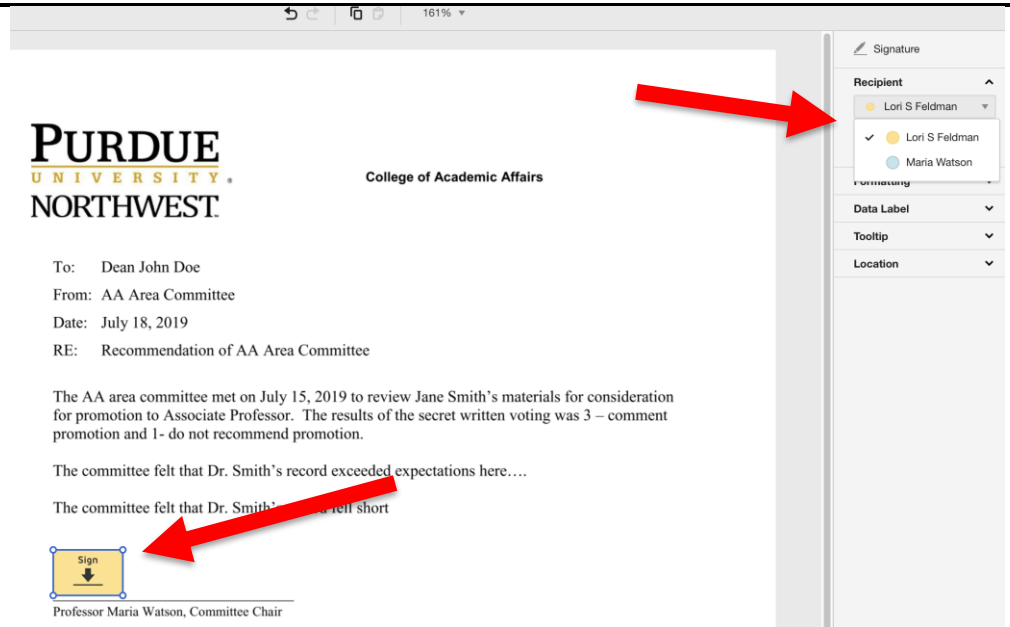
7. Assign names to signature tags

Click on the first signature tag. This will open up the signature window on the right.

Click on the down arrow next to the name and choose the name that matches the signature line.

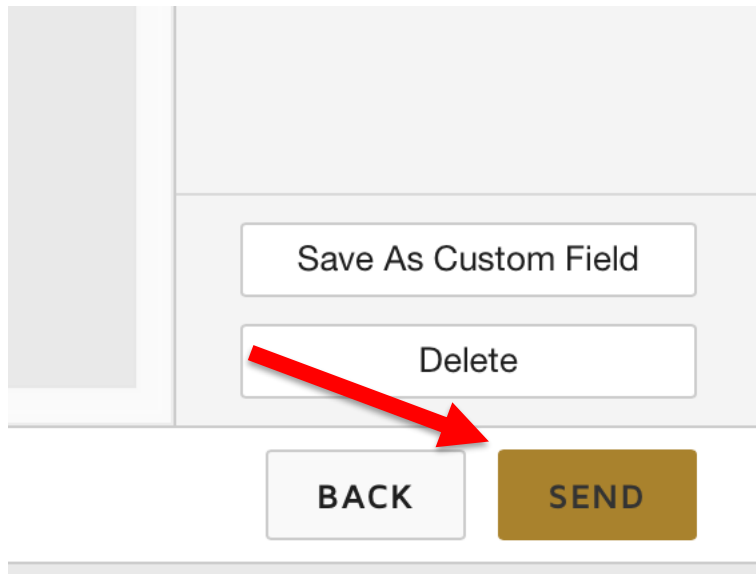
Repeat for each signer.

The signature tags will change color to match each signature in the right drop down box.



8. Send your document

Click **SEND** in the bottom right corner to send your document.



9. End Result

Each recipient will receive an email prompting them to sign the document

Please DocuSign: AA Area Committee Letter.docx



Lori S Feldman via DocuSign <dse_na2@docusign.net>

Maria Watson

Friday, August 2, 2019 at 2:03 PM

[Show Details](#)



Lori S Feldman sent you a document to review and sign.

REVIEW DOCUMENT

Lori S Feldman

lsfeldma@purdue.edu

Maria Watson,

Please DocuSign AA Area Committee Letter.docx

Thank You, Lori S Feldman

DocuSign: Routing a Document for Signature(s)

10. Confirmation of signature completion

You will receive an email from DocuSign indicating that all signatures have been completed.

Completed: Please DocuSign: AA Area Committee Letter.docx

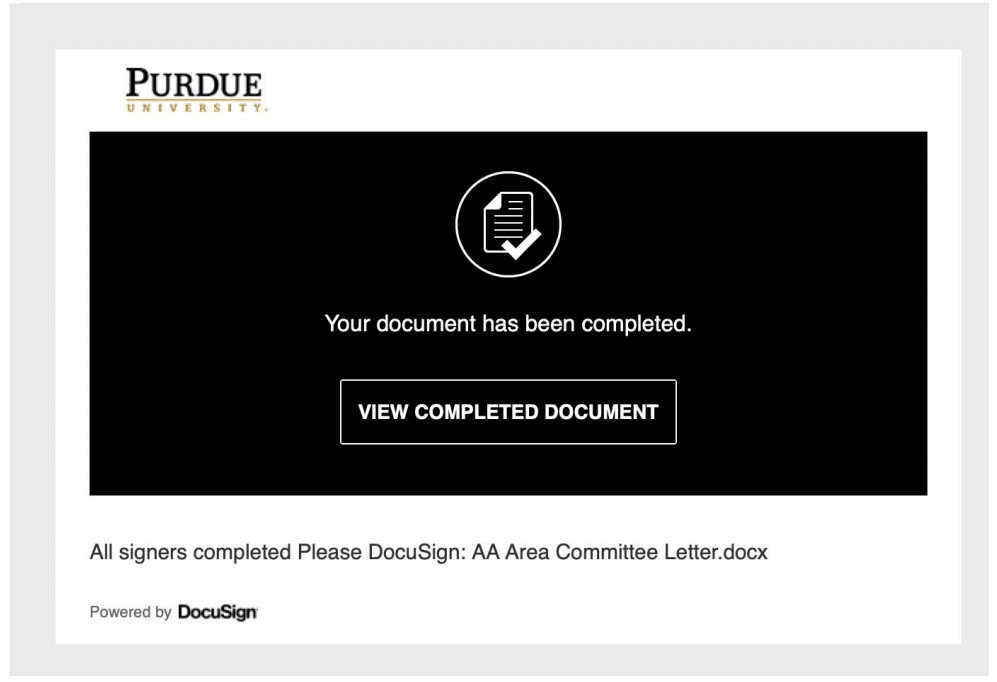


DocuSign via DocuSign <dse_na2@docuSign.net>

Lori S Feldman

Friday, August 2, 2019 at 2:44 PM

[Show Details](#)



11. Saving signed document to PDF to upload to Interfolio.

At the top of the screen click on MANAGE and then click on the document you want to download.

Click on the download arrow.

Please DocuSign: AA Area Committee Letter.docx ©

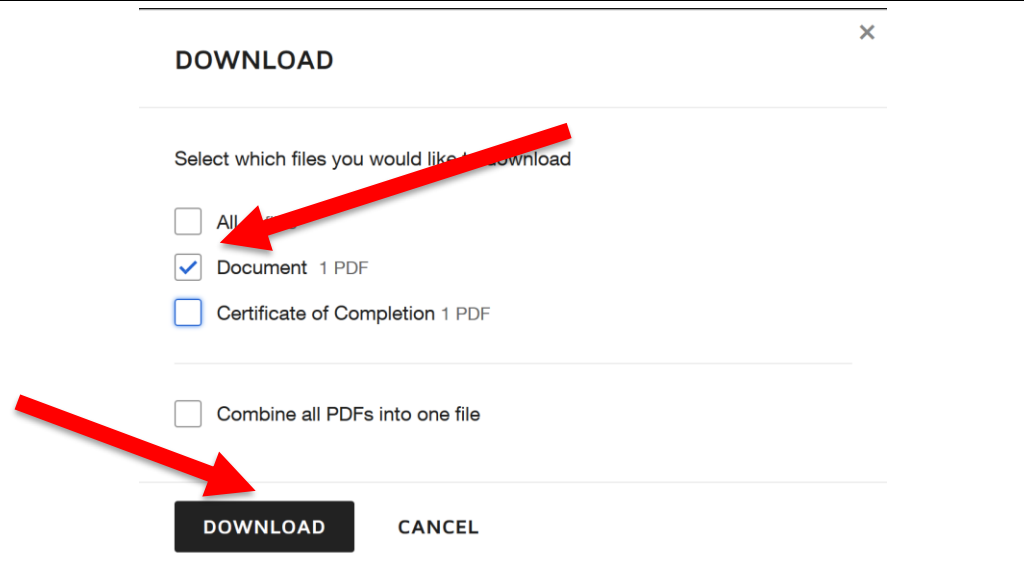
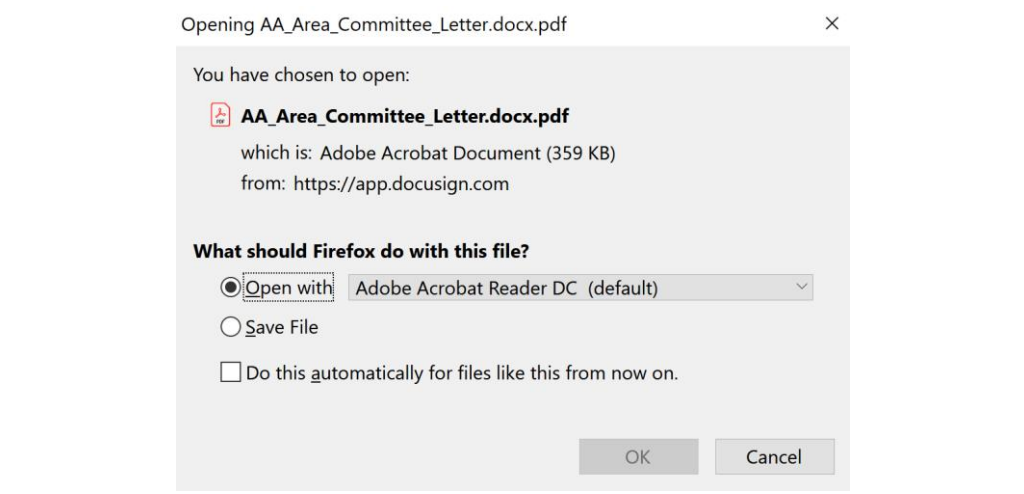
Last change on 8/2/2019 | 02:21:11 pm
Sent on 8/2/2019 | 02:19:17 pm

✓ Completed

MOVE MORE ▾



DocuSign: Routing a Document for Signature(s)

<p>12. Choose “Document” and then click DOWNLOAD</p>	
<p>13. Open the file in Adobe Reader or Adobe PRO</p>	
<p>14. You may get a dialog box (in blue at right) asking you to validate signatures.</p> <p>Click on “Signature Panel” and then on “Validate All” in the signature panel on the left.</p> <p>Click on the FILE menu and choose “Save As” and save the file to your computer. You will then be able to easily upload to Interfolio.</p>	