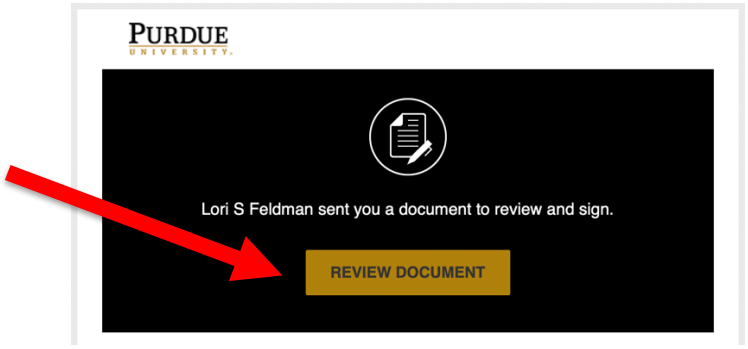
DocuSign: Signing a Document Received via Email

Open the DocuSign email
(From "*Sender's name* via DocuSign")
(Subject: "Please DocuSign: *File Name*)

Click **Review Document**



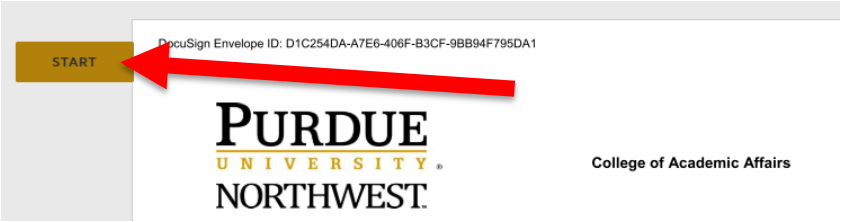
Click **Electronic Records and Signatures** to review the consumer release information

Mark the checkbox next to **I agree to use Electronic Records and Signatures**

Click **Continue** to begin the signing process

Review the document

Click the **Start** tag to begin the signing process



The first field requiring your action is highlighted.

Note: Verify the input being requested. Fields may request signature, date, or free text entry.

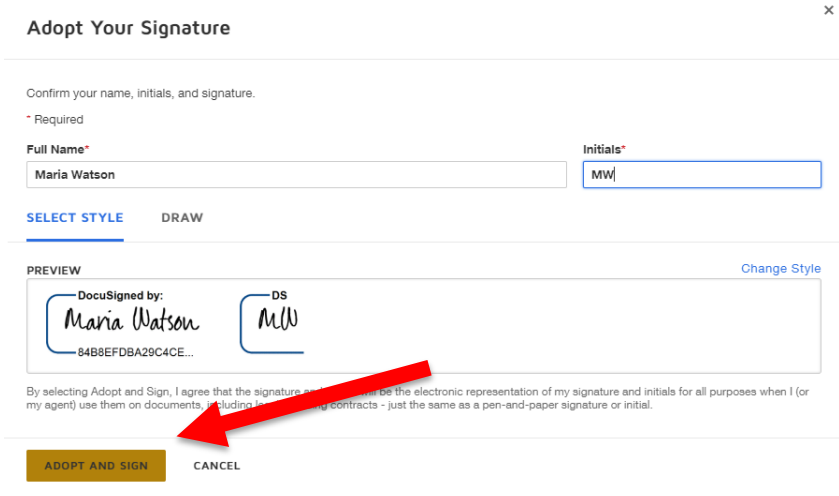
Click **Sign**

Choose a signature style by completing **one** of the following:

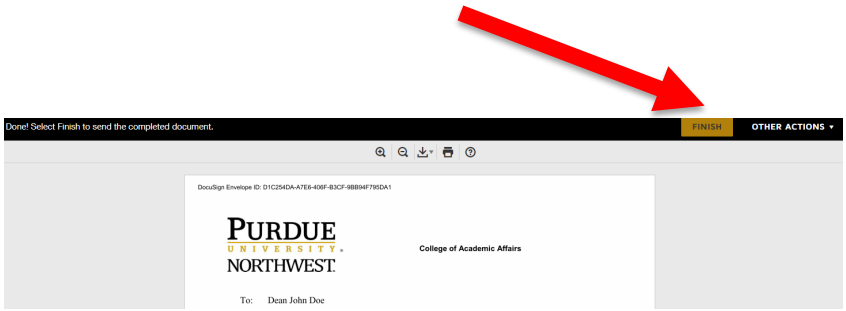
1. Accept the default signature and initial style
2. Click **Change Style** to select a different signature option
3. Click **Draw** to draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen

Click **Adopt and Sign**

Note: This step is only necessary the first time you sign a document via DocuSign



Click each signature tag in the document to place your signature.

When finished, click **Finish** to confirm your signature.

Resulting actions:
- 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.