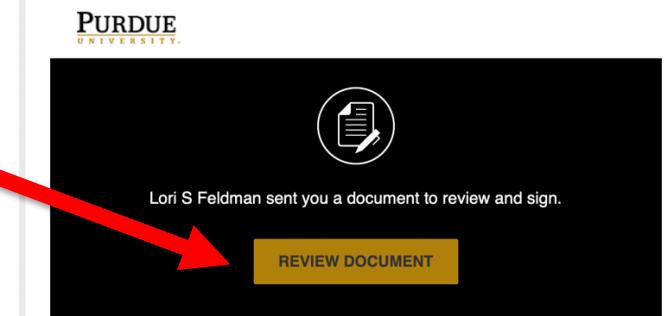


DocuSign: Signing a Document Received via Email

<p>Open the DocuSign email (From “<u>Sender's name</u> via DocuSign”) (Subject: “Please DocuSign: <u>File Name</u>”)</p> <p>Click Review Document</p>	
<p>Click Electronic Records and Signatures to review the consumer release information</p> <p>Mark the checkbox next to I agree to use Electronic Records and Signatures</p> <p>Click Continue to begin the signing process</p>	
<p>Review the document</p> <p>Click the Start tag to begin the signing process</p>	
<p>The first field requiring your action is highlighted.</p> <p>Note: Verify the input being requested. Fields may request signature, date, or free text entry.</p> <p>Click Sign</p>	 <p>Professor Maria Watson, Committee Chair</p>
<p>Choose a signature style by completing one of the following:</p> <ol style="list-style-type: none"> 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 <p>Click Adopt and Sign</p> <p>Note: This step is only necessary the first time you sign a document via DocuSign</p>	<p>Adopt Your Signature</p> <p>Confirm your name, initials, and signature.</p> <p>* Required</p> <p>Full Name* <input type="text" value="Maria Watson"/> Initials* <input type="text" value="MW"/></p> <p>SELECT STYLE DRAW</p> <p>PREVIEW Change Style</p> <p>DocuSigned by: Maria Watson DS 84B8EFD8A29C4CE...</p> <p>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 leases, agreements, contracts - just the same as a pen-and-paper signature or initial.</p> <p>ADOPT AND SIGN CANCEL</p>

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.

