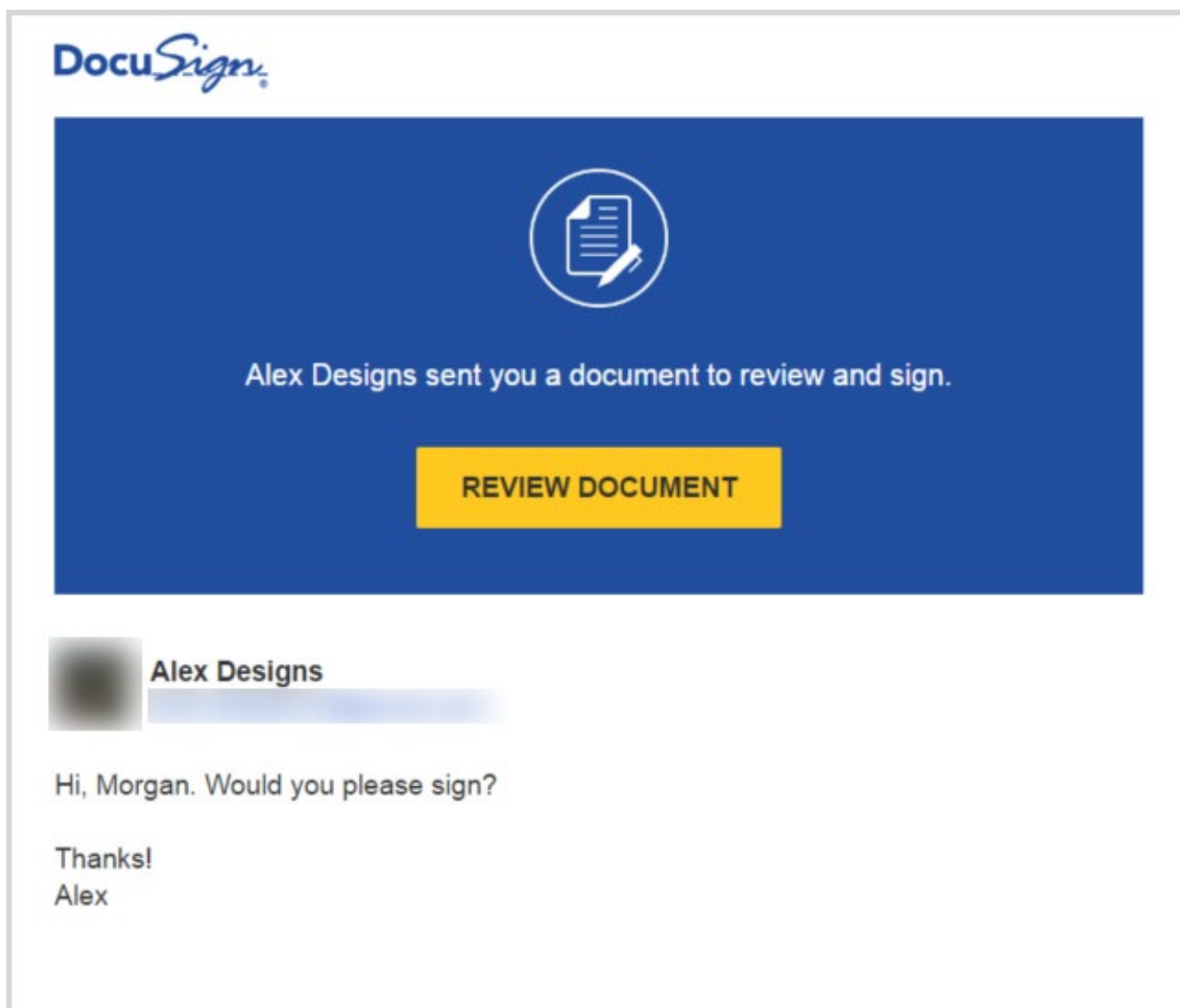


How do I sign a DocuSign document?

When someone sends you a DocuSign document for your electronic signature, you first receive an email from DocuSign sent on behalf of the sender.

Step 1 Review the DocuSign email

Open the email and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.



Step 2 Agree to sign electronically

Review the consumer disclosure, and select the checkbox **I agree to use Electronic Records and Signatures**. Click **CONTINUE** to begin the signing process.

Please Review & Act on These Documents DocuSign

Deana F

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

DocuSign Envelope ID: 2CE8A7A7-D072-4086-9E9D-256616E7F416

Sample Document

Primary Signer

Name: Alex Designs

Gender: Male Female

DocuSign Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2018 DocuSign Inc. | V2R

Important! To view and sign the documents, you must agree to conduct business electronically.

Step 3 Start the signing process

Click the **START** tag on the left to begin the signing process.

START DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8

Sample Document

You are taken to the first tag requiring your action.

SIGN Signature: x **SIGN** ↓

Click the **SIGN** tag. You are asked to Adopt Your Signature.

Adopt Your Signature ✕

Confirm your name, initials, and signature.

Full Name **Initials**

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

Preview

DocuSigned by:
Michael P
02367A3E9D33485...

DS
MP

[Change Style](#)

By clicking 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**

Step 4 Verify your name

Verify that your name and initials are correct. If not, change them as needed.

Step 5 Adopt a signature

Do one of the following:

- Accept the default signature and initial style, and go to the next step.
- Click **Change Style**, and select a different signature option.
- Click **Draw**. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name **Initials**

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

Draw your signature [Clear](#)



By clicking 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**

Step 6 Save your signature

Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

Step 7 Confirm signing

When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.

Sample Document

Primary Signer

Name: Brandon P

Gender: Male Female

Married: _____

Signature: x Brandon P Date: 12/5/2014 | 1:27 PT

Done! Click Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

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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.