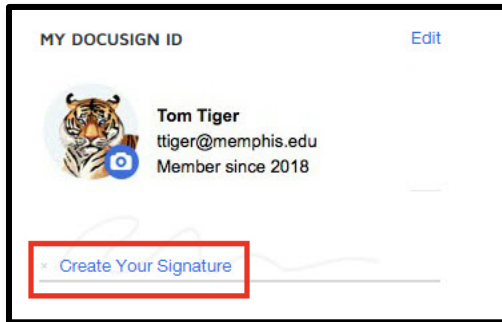


## Creating a Signature in DocuSign

### Method 1 - Choose Graphical Signature

1. Under My DocuSign ID, click on Create Your Signature.



2. A) Enter your Name and Initials.  
B) Choose from the graphical built-in signatures and initials  
C) Click Create.

**Create Your Signature**

**A** Full Name  Initials

**CHOOSE** DRAW UPLOAD

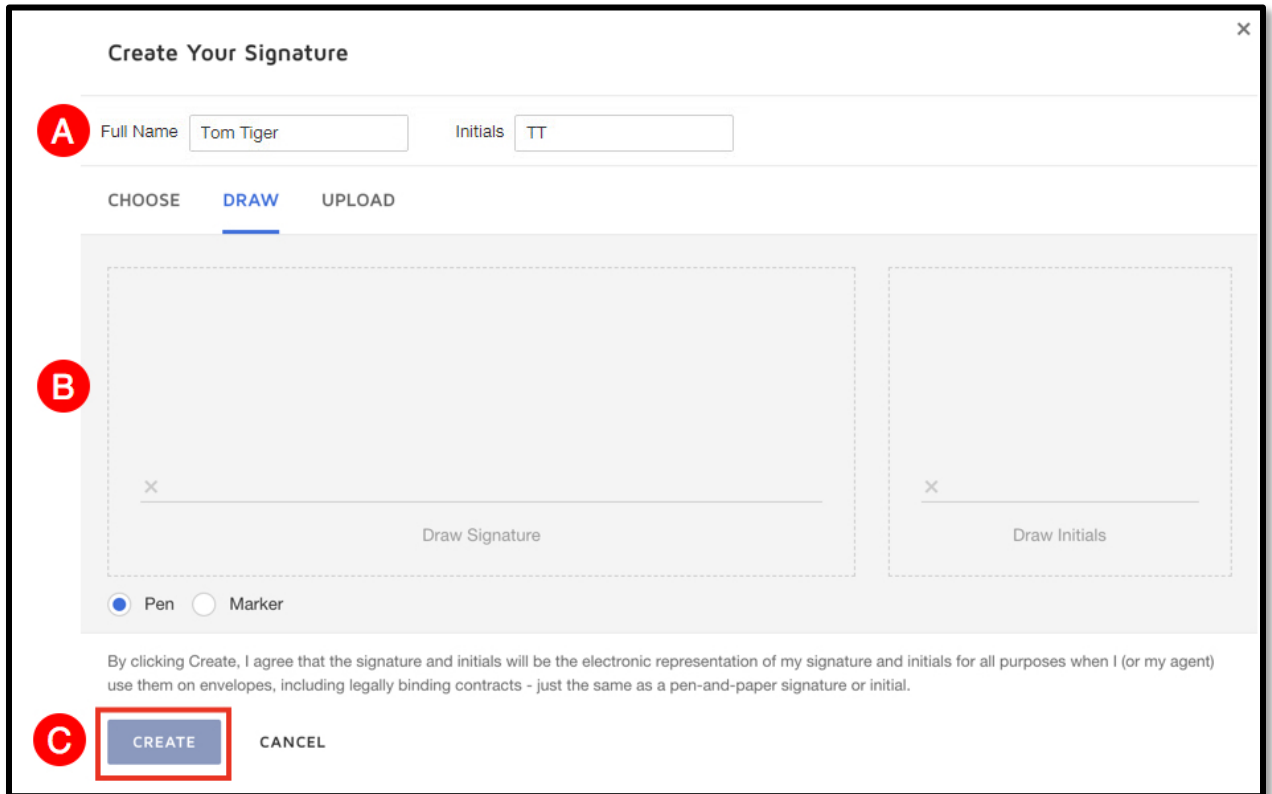
DocuSigned by:	DS
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="radio"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="radio"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="radio"/> TT
<input checked="" type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input checked="" type="radio"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="radio"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="radio"/> TT
<input type="radio"/> DocuSigned by:	<input type="radio"/> DS

By clicking Create, 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 envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**C**

## Method 2 - Choose Draw Signature

- A) Enter your name and initials.
- B) Draw your signature and initials on the lines.  
*Note: It is best to do this with a stylus if possible.*
- C) Click Create.



**Create Your Signature** [X]

**A** Full Name  Initials

CHOOSE **DRAW** UPLOAD

**B**

Draw Signature

Draw Initials

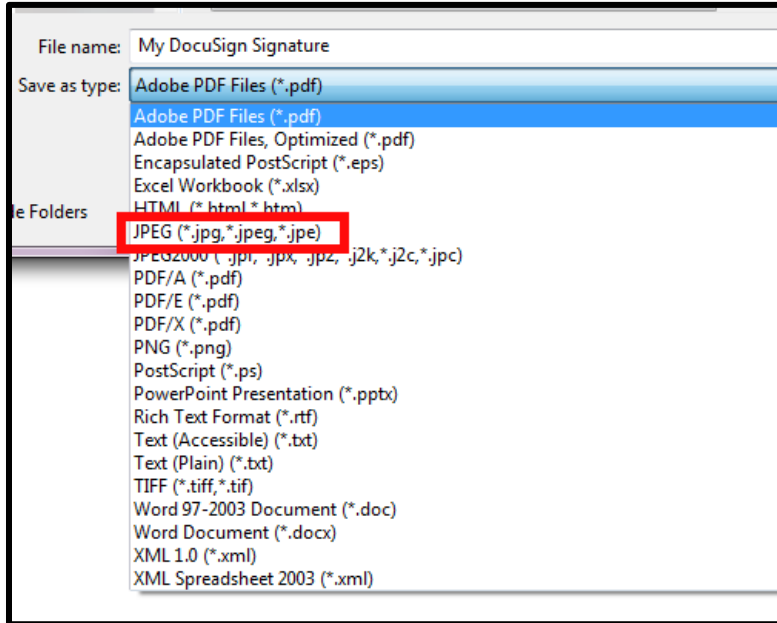
Pen  Marker

By clicking Create, 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 envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

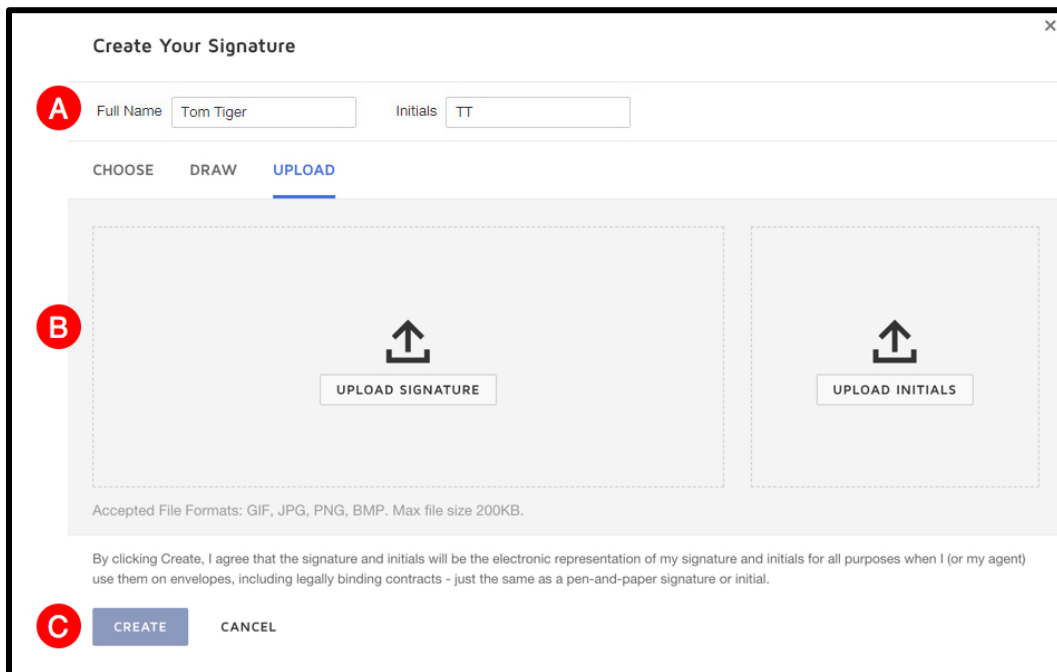
**C**  CANCEL

## Method 3 - Scan in your own Signature

1. Scan in your own signature and initial, save as a jpeg file.

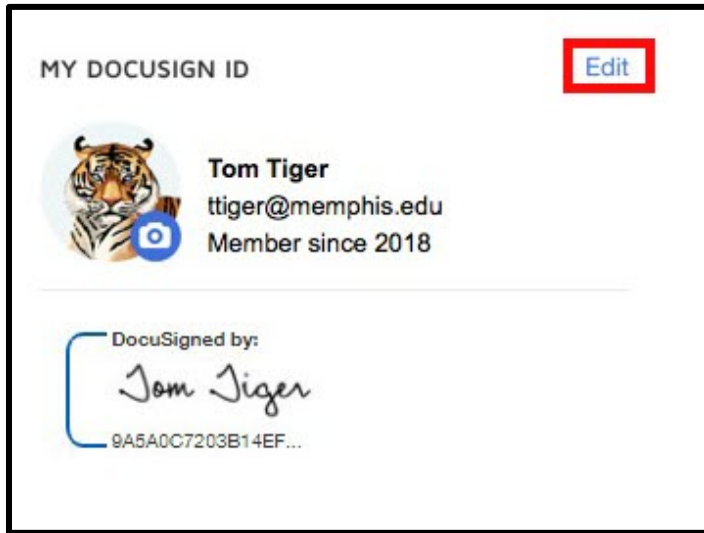


2. A) Enter your name and initials.  
B) Upload your signature and initials  
C) Click Create.

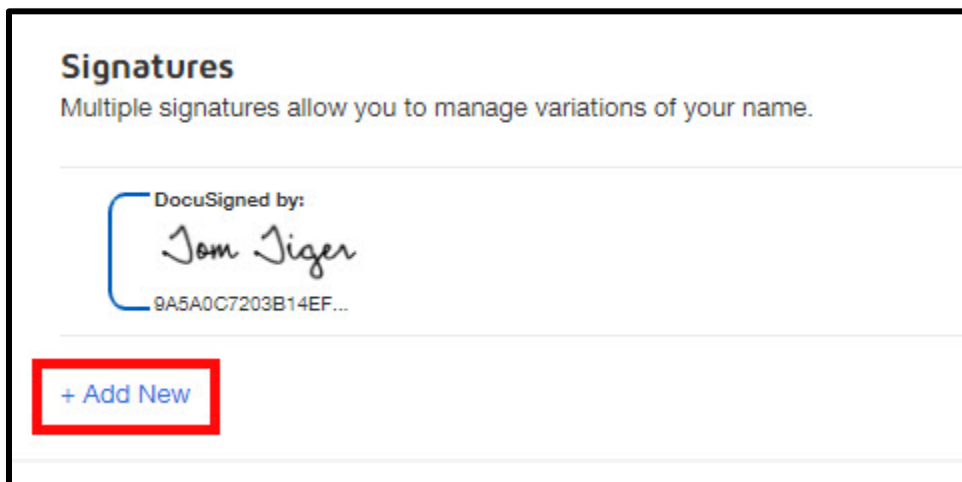


## Creating Multiple Signatures

1. To create multiple signatures, click **Edit** beside My DocuSign ID.



2. At the bottom of the page, click **+ Add New**.



3. Repeat steps from Methods 1, 2, or 3.