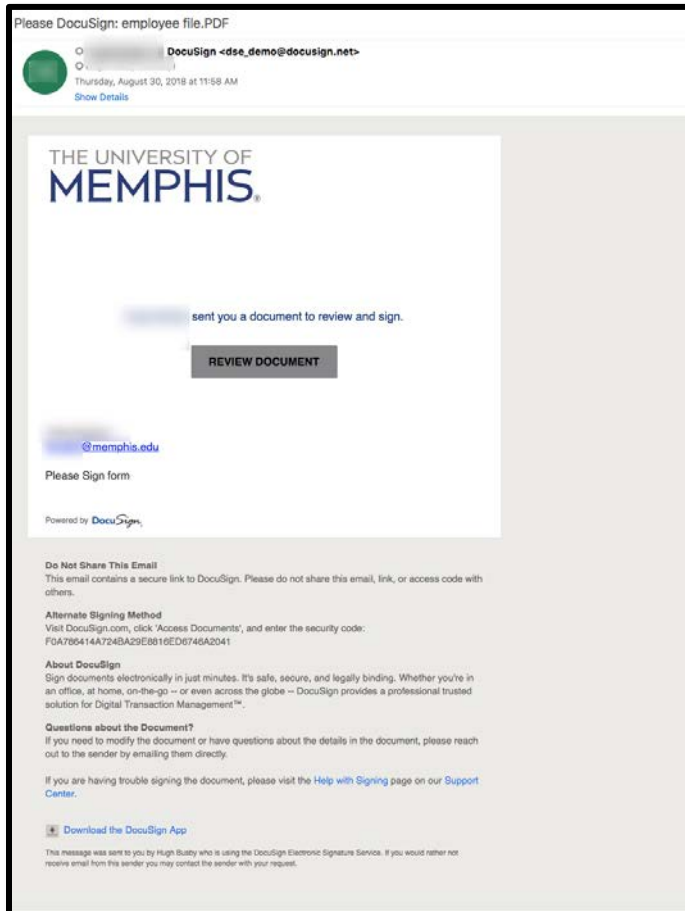


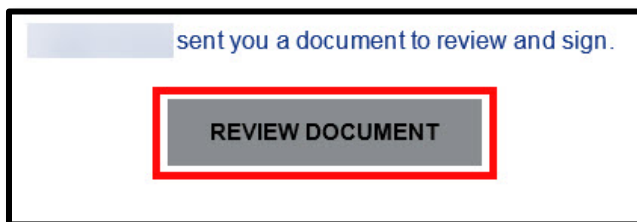
## Signing a DocuSign Document

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1. You will receive a message in your email which includes a link to review and sign.



2. Click Review Document.



3. Depending which browser you use, you may be asked permission to allow your location. Click **Allow**.

4. A message at the top of the screen will tell you who the requester is and what they are asking for. Click **Continue**.



Please Review & Act on These Documents

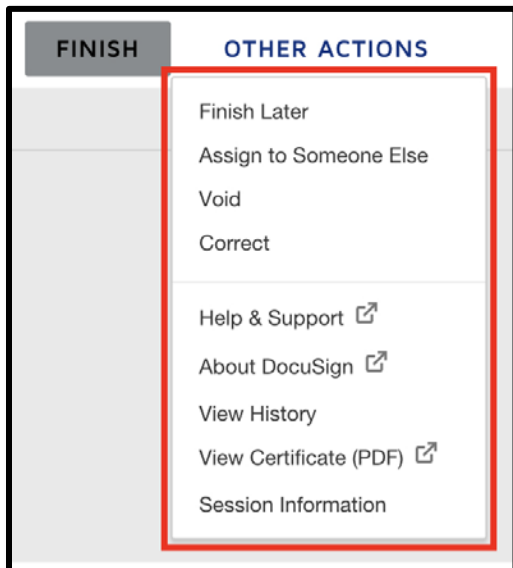
University of Memphis (University Sandbox)

Please Sign form

Please review the documents below.

**CONTINUE** OTHER ACTIONS

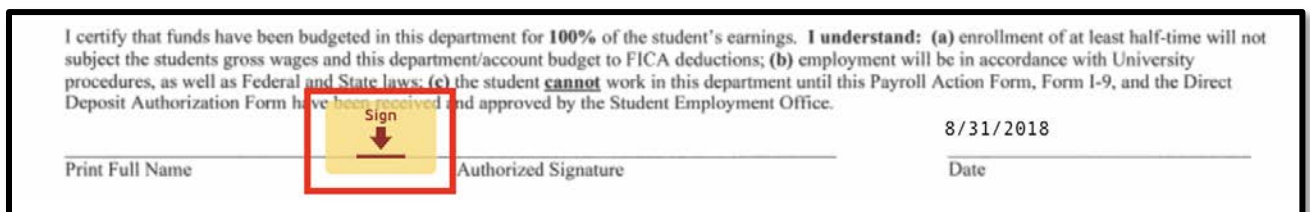
5. Scroll through and review the document.
6. If you go to Other Actions you can review information about the document.



**FINISH** OTHER ACTIONS

- Finish Later
- Assign to Someone Else
- Void
- Correct
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- Session Information

7. Look for the Sign flag. A signature will be required to complete the signing process. Click on the Sign flag and select the signature you would like to use. This should contain your full name and/or initials. This will place the graphic on the signature line—make sure they are correct.



I certify that funds have been budgeted in this department for 100% of the student's earnings. I understand: (a) enrollment of at least half-time will not subject the students gross wages and this department/account budget to FICA deductions; (b) employment will be in accordance with University procedures, as well as Federal and State laws; (c) the student cannot work in this department until this Payroll Action Form, Form I-9, and the Direct Deposit Authorization Form have been received and approved by the Student Employment Office.

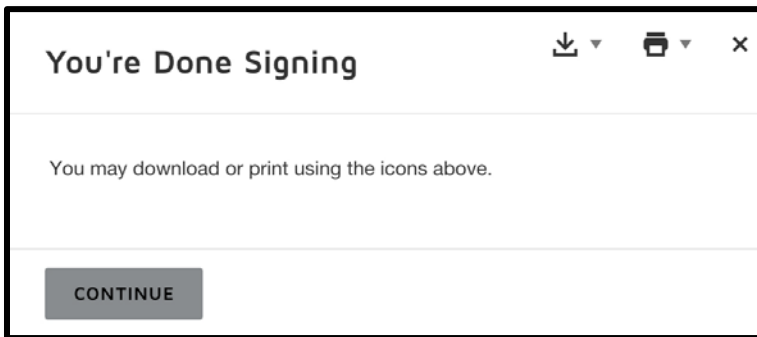
8/31/2018

Print Full Name **Sign** Authorized Signature Date

8. Once you have double checked and no other fields are required, click **Finish**.

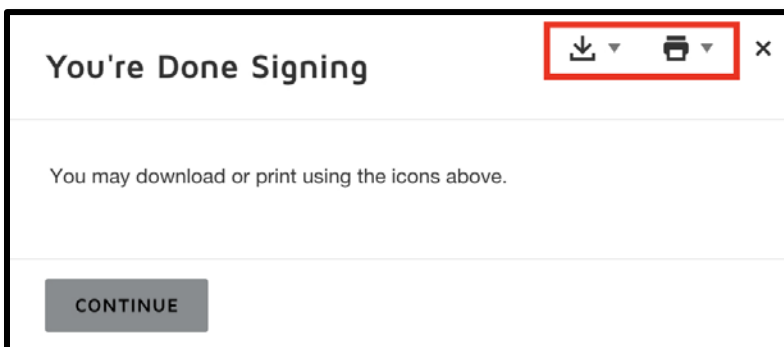


9. You will receive a message saying "You're Done Signing".

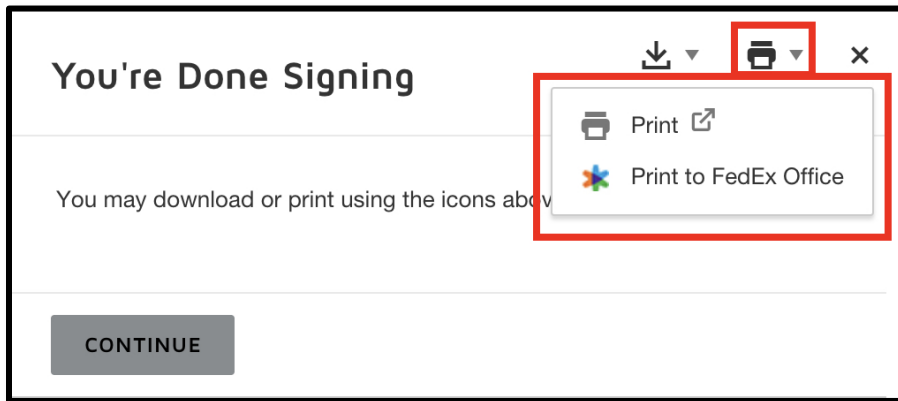


10. This will place a copy of the signed document in your DocuSign account belonging to the requester.
11. At the top right of menu, you will have an option to download or print the document.

*Note: You must select one **before continuing** if you want to print or download a PDF of the signed document.*



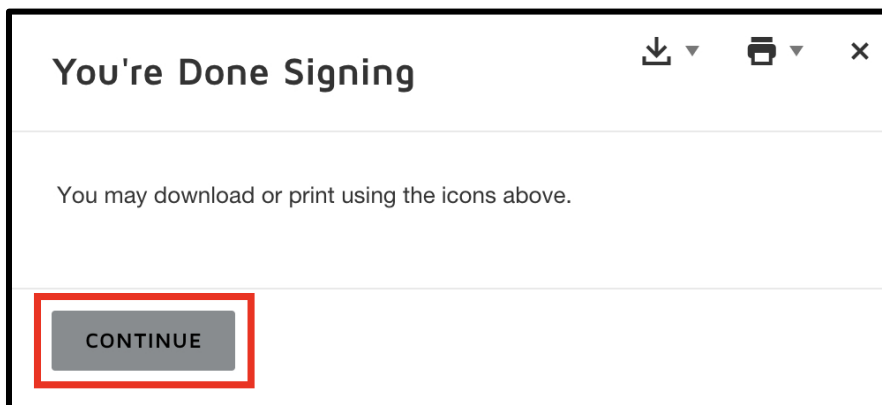
To print, click on the **Printer Icon** to reveal the drop-down menu. Click **Print**.



To download a PDF, click on the **Download Icon** to reveal the drop-down menu to download PDF in combined or Separate PDFs.



12. When you have finished downloading or printing the PDF, click **Continue**.



13. When document is complete, the sender will receive an email. In the email is a link to view the completed document.

