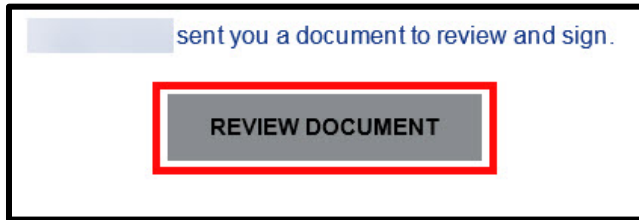


Signing a DocuSign Document

1. You will receive a message in your email which will include a link to review and sign.
2. Click review document.

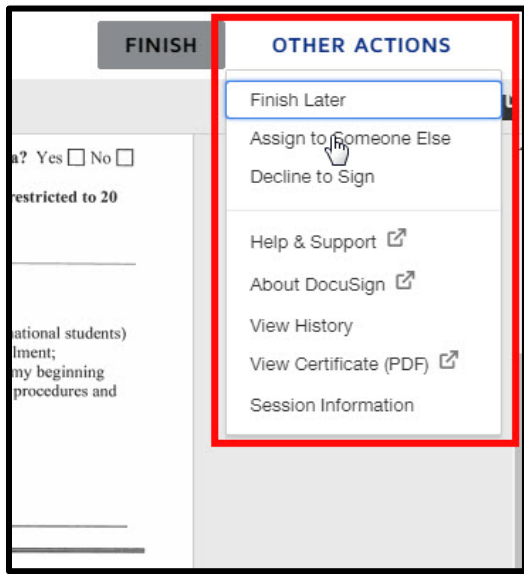


3. Depending on which browser you use, you may be asked permission to allow your location. Click **Allow**.
4. A message at the top of the screen will tell you who the requester is and what they are asking for. Click **Continue**.

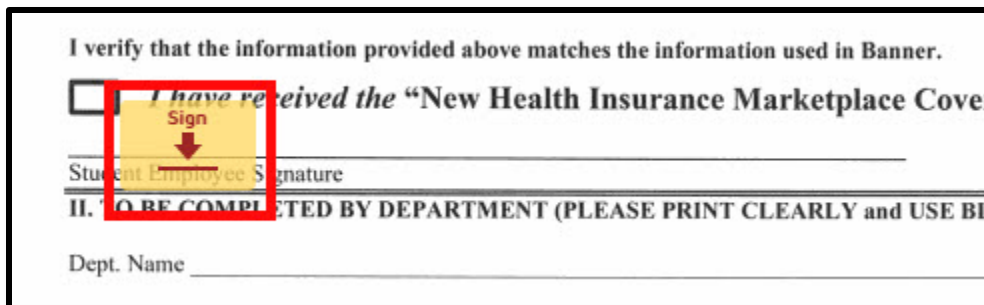


5. Scroll through and review document.

6. If you go to Other Actions you can review information about the document.



7. Where you see the Sign flag, a signature will be required to complete the signing process.

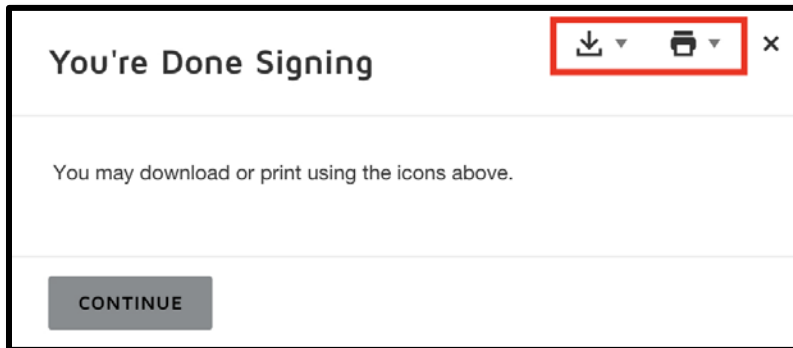


8. Click on the Sign flag and select the signature you would like to use. This should contain your full name and/or initials. This will place the graphic on the signature line—make sure they are correct.
9. Once you have double checked the form that there are no other required fields, click Finish.

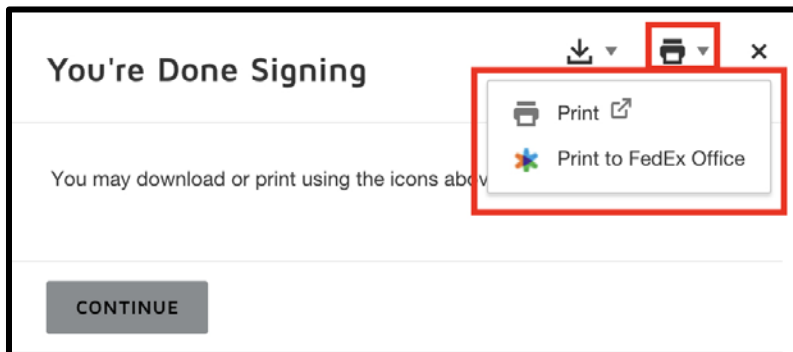


10. This will place a copy of the signed document in the DocuSign account belonging to the requester.
11. At the top right of menu, you will have an option to download or print the document.

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



To Print, select **Print** from **Printer Icon** to reveal the drop-down menu.



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



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

