



# Signing Documents with DocuSign

Action	Steps
<b>Step 1: Review the DocuSign email</b>	<ol style="list-style-type: none"><li>1. Open the email and review the message from the sender. Click <b>REVIEW DOCUMENT</b> to begin the signing process.</li></ol>
<b>Step 2: Agree to sign electronically</b>	<ol style="list-style-type: none"><li>1. Review the consumer disclosure, and select the checkbox <b>I agree to use Electronic Records and Signatures</b>.</li><li>2. Click <b>CONTINUE</b> to begin the signing process.</li><li>3. After you have reviewed the Electronics Records and Signatures agreement and agree to do business electronically (first-time use), you'll be directed to your inbox.</li><li>4. Click <b>Sign</b>.</li></ol>
<b>Step 3: Start the signing process</b>	<ol style="list-style-type: none"><li>1. Click the <b>START</b> tag on the left to begin the signing process.</li><li>2. You'll be directed to the first tag requiring your action.</li><li>3. Click the <b>SIGN</b> tag. You are asked to Adopt Your Signature.</li></ol>
<b>Step 4: Verify your name (this step is only for the first time you use DocuSign)</b>	Verify that your name and initials are correct. If not, change them as needed.
<b>Step 5: Adopt a signature.</b>	Do one of the following: <ul style="list-style-type: none"><li>• Accept the default signature and initial style, and go to the next step.</li><li>• Click <b>Change Style</b>, and select a different signature option.</li><li>• Click <b>Draw</b>. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.</li></ul>
<b>Step 6: Save your signature</b>	Click <b>ADOPT AND SIGN</b> to adopt and save your signature information and return to the document.
<b>Step 7: Confirm signing</b>	When you finish clicking all signature tags in the document, confirm signing by clicking <b>FINISH</b> .