Signing a Document: Docusign



First Create your Signature

Ensure you are on the home screen by looking at the top toolbar. You can see the home screen is selected here.



Add or change a signature by clicking on your name on the toolbar.







First Create Your Signature: Choose



Type your full name into the box titled "Full Name."



Select "Choose" to select a pre-made signature. *If you'd prefer to add a custom, drawn signature proceed to to page 3 of this guide now.*



Select the pre-made signature of your choice, and click "Create." This will save a signature to DocuSign that will be used to sign your documents.

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	\bigcirc	- Signed by: Jane Doe - 0A6E99983DCA420		
	\bigcirc	- Signed by:		

Create Your Signature

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.



CANCEL



First Create Your Signature: Draw

This shows how to draw a custom signature. If you prefer to choose a premade signature, the instructions are on page 2, and this section can be skipped.



Type your full name into the box titled "Full Name."



Select Draw. This will allow you to create a custom signature using a trackpad, or your mouse.



Use your mouse, or finger on a trackpad to write your signature on the line. You must also write your initials. If you are unsatisfied you can click "clear" in the top right corner.

Create Your Signature

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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.



CANCEL



When you are satisfied with your signature and initials, click "create." This will save your signature and initials to sign documents.



Next, open the file and drop to get started

Open your file explorer, and navigate to the PDF File you want to sign.

Once you've found the file you want to sign, the box on the home sceen.

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hold your mouse, click on the file, and drag it to



As soon as you drop the document into the box, you will see "Uploading now"

See your uploaded document, add signers and recipients.

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After you've dropped your file, it will automatically open the document to prepare you to add recipients and sign. You'll see the file you added appear on the screen.



You'll need to add recepients and identify the signers. You'll do this by selecting the small arrow to the right of "Add Recipients"

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Add recipients

Add message



Add Recipients (if required)



Now that you've clicked the arrow, you can add recipients. If there are no other individuals that need to sign or receive the document select "I'm the only signer." If you are the only signer, you can proceed to the bottom of the page and select sign. (proceed to page 8 of this document.)

:

Add recipients

I'm the only signer (i)

Set signing order View

Name *

Email *

2

A IMPORT BULK LIST

If there are other individuals that need to sign or receive this document, type their name and email.



You can select from a drop down list of options for the recipient to recieve this document.





Include a Message (if required) _×

Complete with DocuSign: Informal letter.pdf

After you've identified any recipients and their needs, you can add a message to be included in the email.

If you are the only individual to sign the document, adding a message is unnecessary and not required.

	John Doe
1	Email *
	hello@idme.com



Email Subject *

Complete with DocuSign: Informal letter.pdf

Characters remaining: 57

Email Message

Please sign the attached document and send back to inbox@email.com



Click next to open and sign the document.



Add your signature to the document

Now that you've identified any recipients and added a message (if you are not the only signer), it's time to add your signature. If you are the only signer, you'll simply sign and save.

Click on signature and move the yellow sign icon to the area you wish to add your signature. Click to sign.

Select the sign field to create and	d add your signature.
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Double Check your Signature and Finish



After you select "Sign" your signature will be added to the document. You can resize by dragging one of the corners of your signature.





When you are satisfied with your signature, click finish in the top right corner.

DocuSign will ask if you want to share

A pop-up will ask you if you want to send a copy of this completed copy. You can enter the details or select no thanks.

See how to open your completed doc on the next page.

Almost Done

Send a completed copy to others.

Email *

Enter email address

Subject

Here is your signed document: Informal letter.

Message

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View and Download your Signed Document

Navigate to "Manage" on the top toolbar to see your completed document.



You can see your document is signed under status, which shows complete when the document is signed.



You can save your completed document to your files by selecting "Download."

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