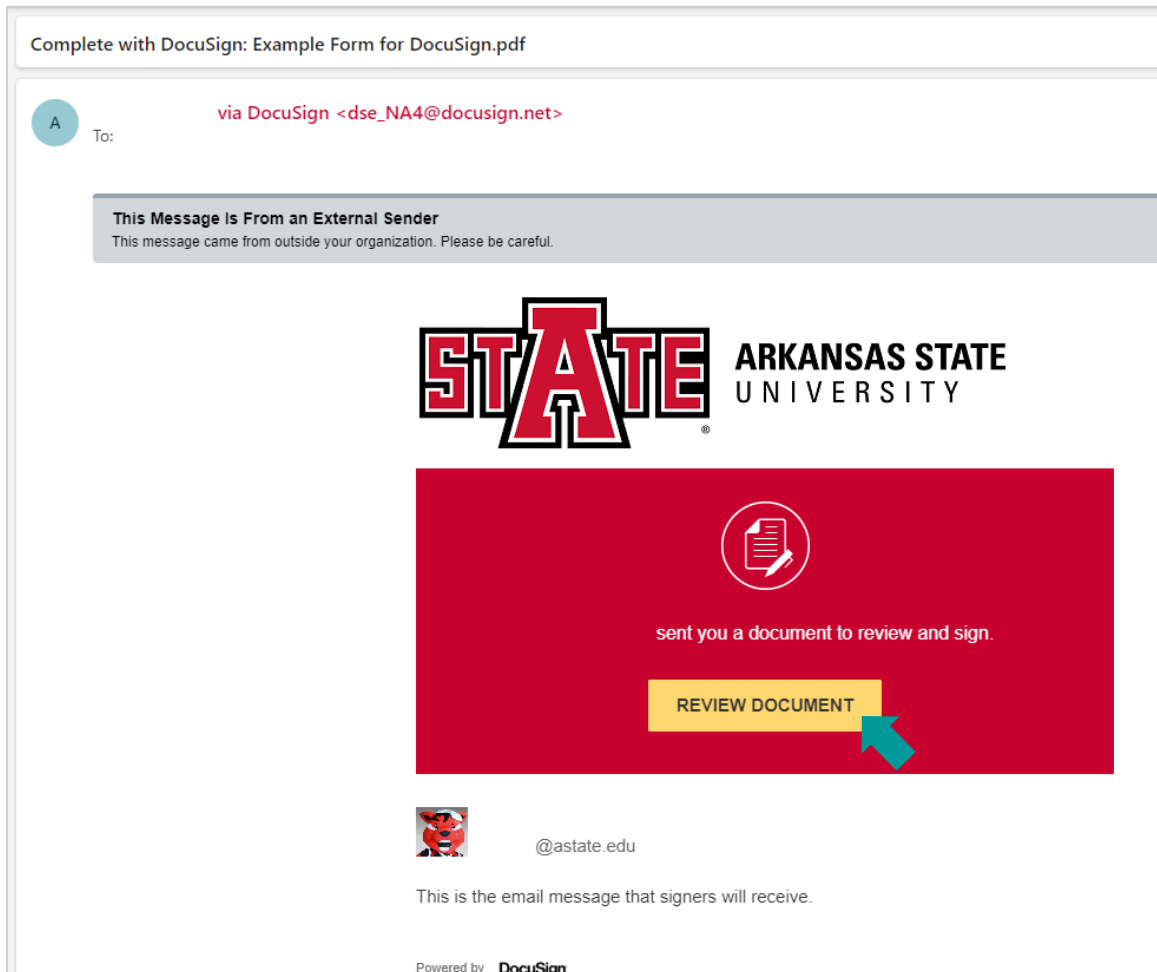


DECLINE TO SIGN A DOCUSIGN DOCUMENT

1. Open the email from DocuSign and select “Review Document”



Note: Additional ways to access your pending document(s) are included at the end of this guide

2. Check the box to agree to use electronic records and signatures
(after reading the Electronic Record and Signature Disclosure)

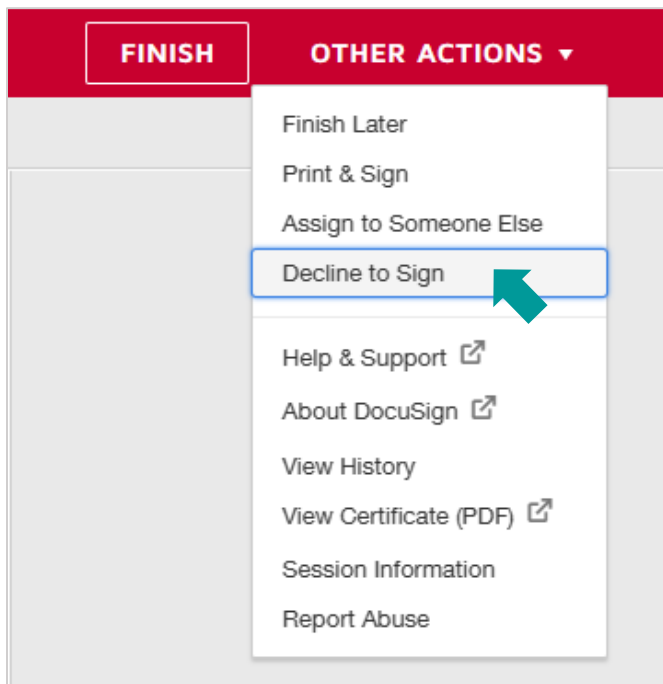


3. Select “Continue”

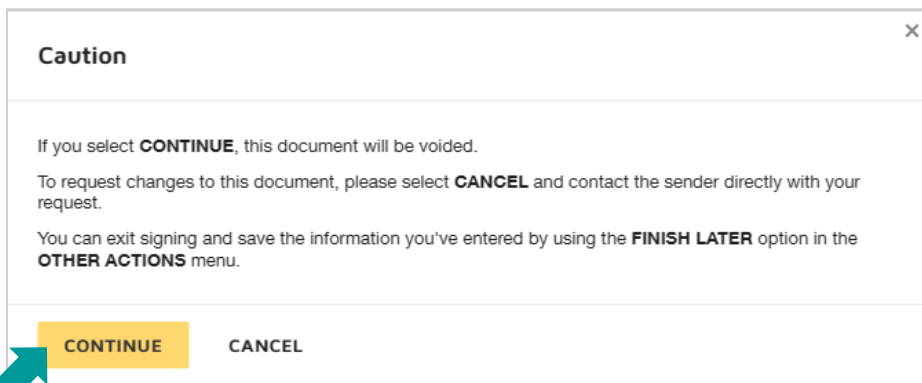


4. If you are not the correct recipient for this form, do not approve the request, see information that is incorrect or missing, or this is a duplicate submission, (among other reasons) you have the option to “Decline to Sign”

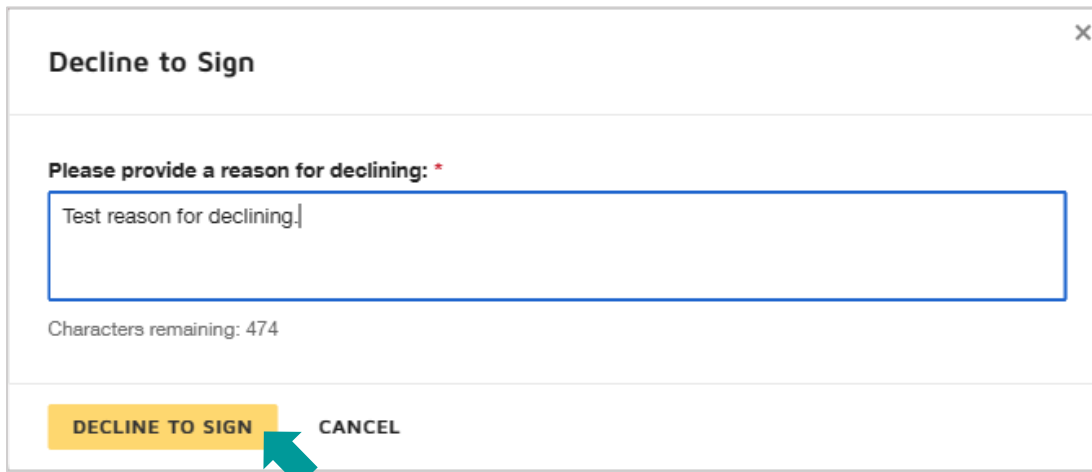
5. Select “Other Actions” then “Decline to Sign”



6. Select “Continue”



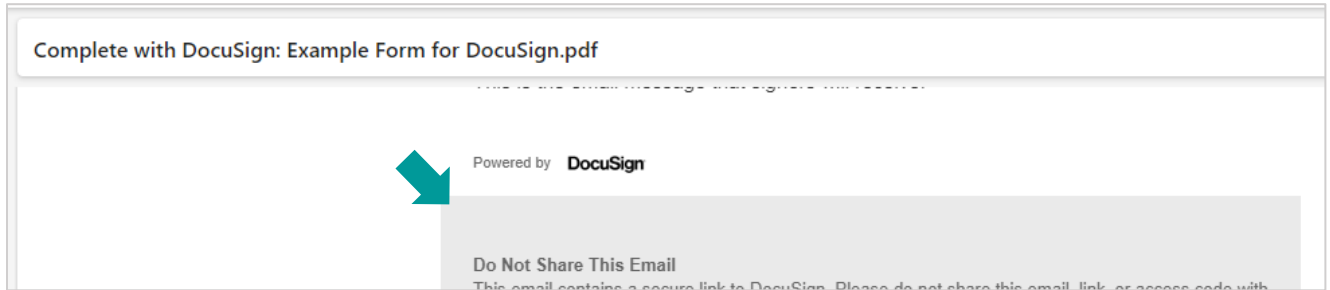
7. Enter a reason for declining and select “Decline to Sign”



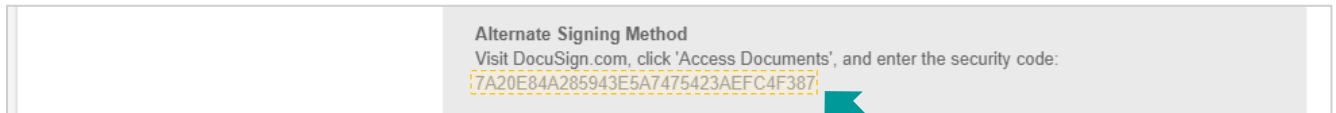
ACCESS A DOCUMENT USING THE EMAIL ALTERNATE SIGNING METHOD

Directions for an alternate signing method are listed at the end of the email from DocuSign.

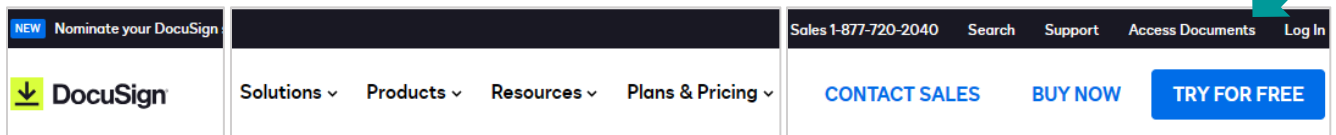
1. Scroll down to the gray box of small text in your email from DocuSign



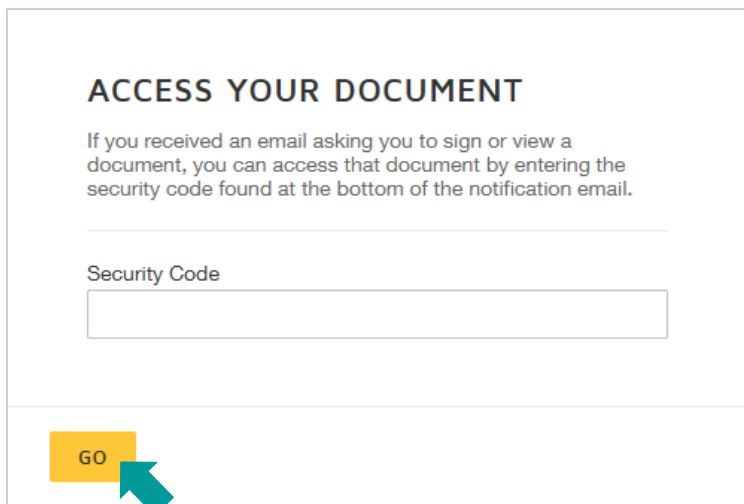
2. Under “Alternate Signing Method” copy the Security Code



3. Go to **DocuSign.com** and select “Access Documents”



4. Enter the security code copied from your email and select “Go”



ACCESS A DOCUMENT VIA THE DOCUSIGN WEBSITE

1. Login to DocuSign via my.AState (Digital Forms) or directly (<https://app.docusign.com/home>)
2. Select the number above “Action Required” OR open the “Manage” tab

The screenshot shows the DocuSign eSignature dashboard. At the top, there are navigation tabs: Home, Manage, Templates, and Forms. A teal arrow points to the 'Manage' tab. Below the tabs is a red summary card for 'Last 6 Months' with four categories: Action Required (1), Waiting for Others (0), Expiring Soon (0), and Completed (1). A teal arrow points to the number '1' in the 'Action Required' category.

- a. OR select “Sign” next the document under “Recent Activity”

The screenshot shows the 'Recent Activity' section. It features a document entry: 'Complete with DocuSign: Example Form for DocuSign.pdf' with a progress bar and the text 'You need to sign'. To the right of the document is a red 'Sign' button with a teal arrow pointing to it. Above the document is a 'Go to Manage' link with a right-pointing arrow.

3. Select “Sign” next to the document you’d like to complete/sign

The screenshot shows the 'Action Required' section. It has a search bar 'Search Quick Views' and a 'FILTERS' button. Below is a table with columns: Subject, Status, Last Change, and Folder. A teal arrow points to a red 'SIGN' button in the 'Folder' column of the first row.

Subject	Status	Last Change	Folder
<input type="checkbox"/> Complete with DocuSign: Example Form To: Form Initiator, Department Chair +1 more	<div style="width: 33%; background-color: green; height: 10px;"></div> 1/3 done Need to Sign	2/6/2024 10:38:09 am	Inbox Sent SIGN