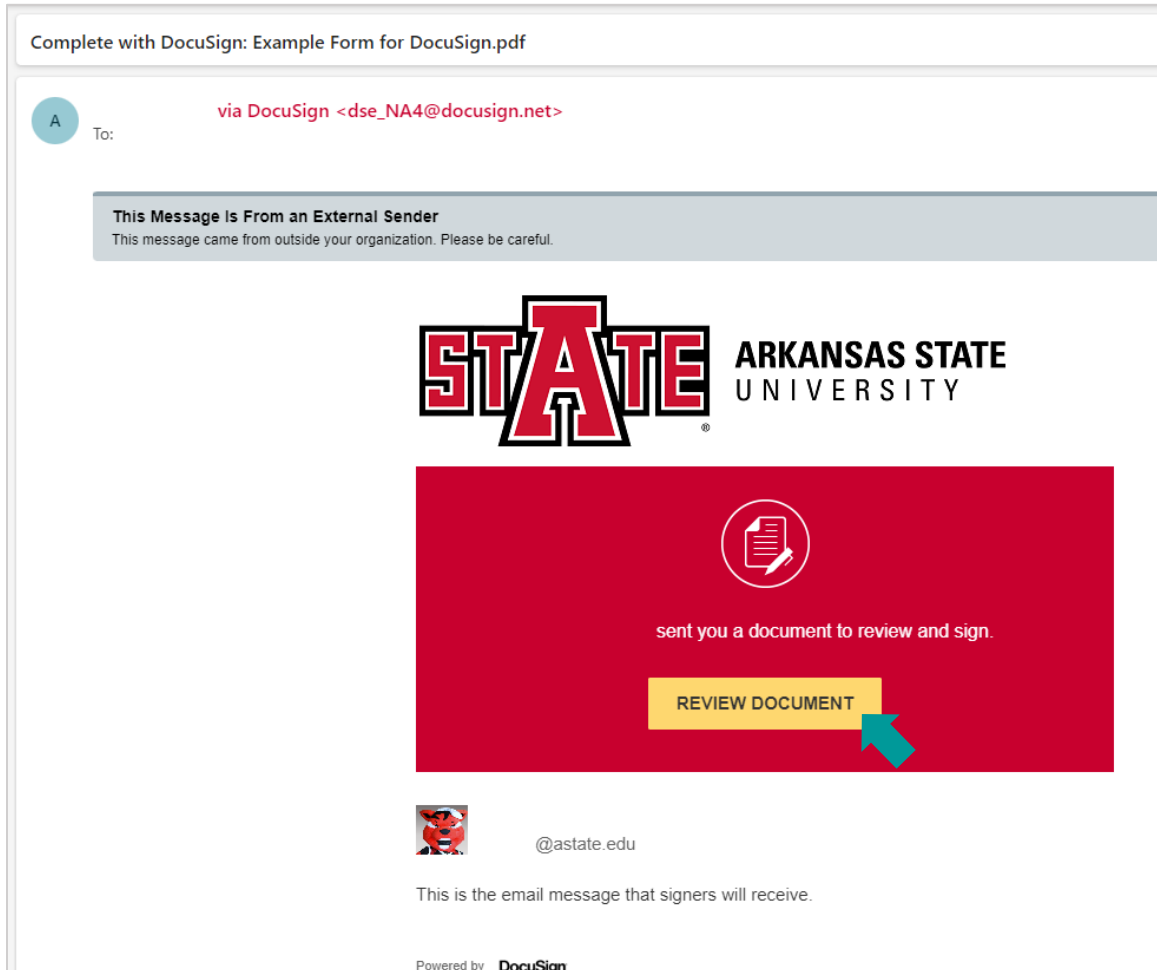# SIGN A DOCUSIGN DOCUMENT

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
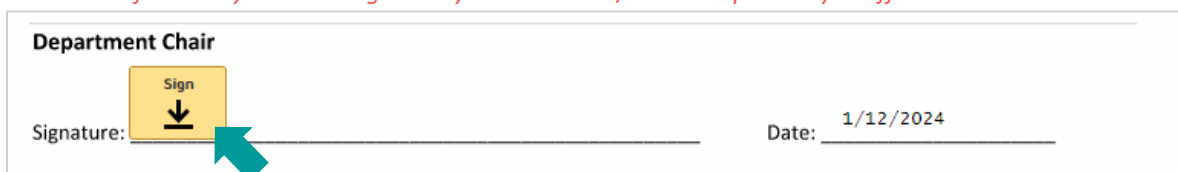(after reading the Electronic Record and Signature Disclosure)

3. Select "**Continue**"

4. Enter the information required in your assigned fields and/or select "**Sign**"
Note: Some fields may not be assigned to you and will be/were completed by a different user

5. You may need to confirm your name, initials, and signature

a. Use "**Draw**" to electronically draw/write your signature
b. Use "**Upload**" to upload an image of your signature

6. Select "**Adopt and Sign**"

7. Select "**Finish**"

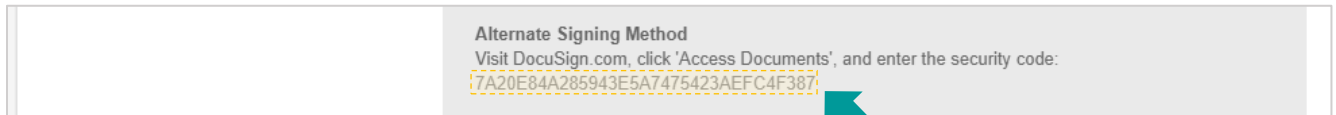*Note: Selecting either "Finish" button, top or bottom, will complete your portion of the PowerForm*

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.
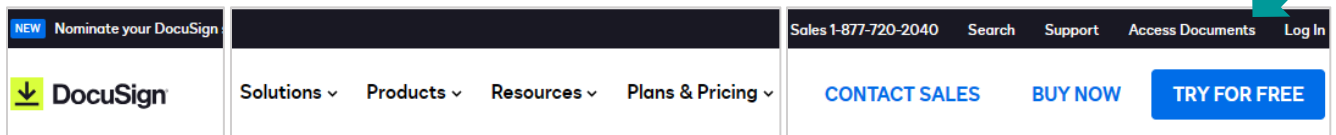
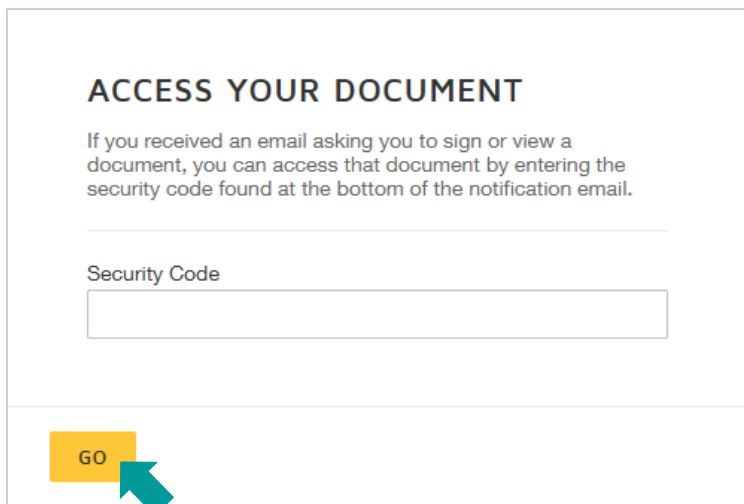1. Scroll down to the gray box of small text in your email from DocuSign
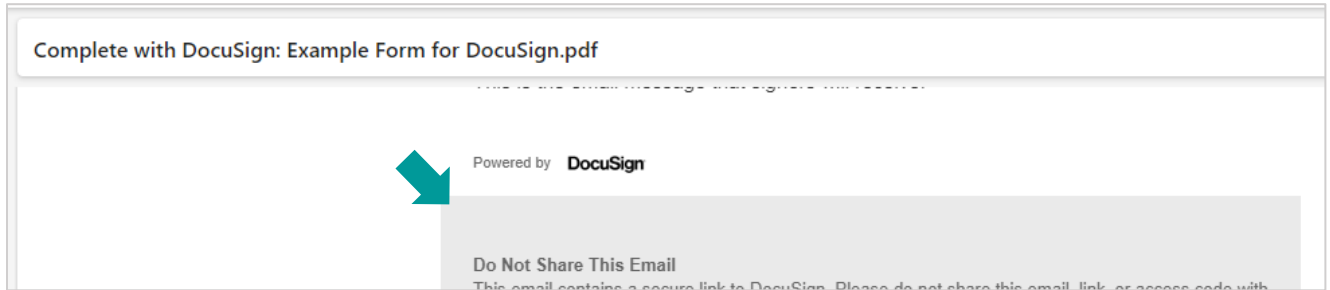
2. Under "**Alternate Signing Method**" copy the **Security Code**

Alternate Signing Method
Visit DocuSign.com, click 'Access Documents', and enter the security code:
7A20E84A285943E5A7475423AEFC4F387

3. Go to **DocuSign.com** and select "**Access Documents**"
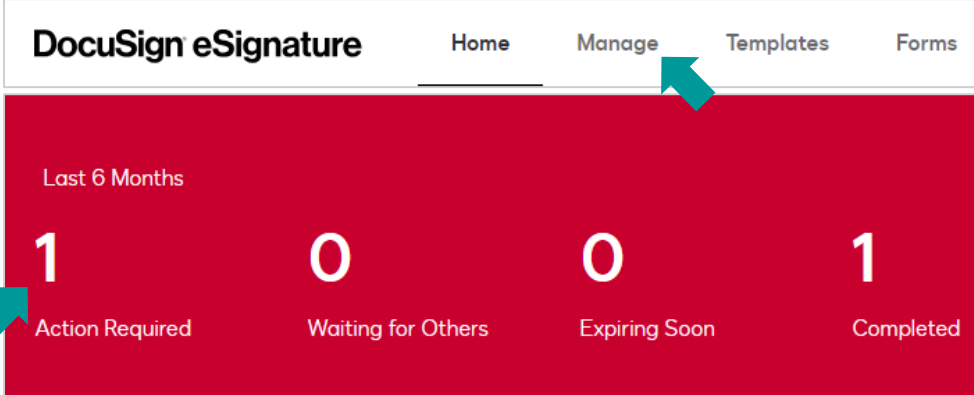
4. Enter the security code copied from your email and select "**Go**"

ACCESS YOUR DOCUMENT

If you received an email asking you to sign or view a document, you can access that document by entering the security code found at the bottom of the notification email.

Security Code

GO

ACCESS A DOUCMENT 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
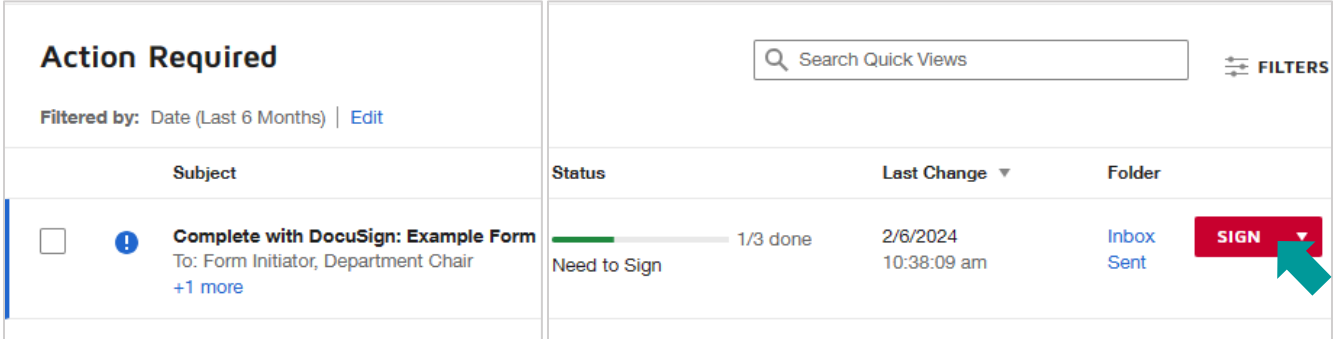
   a. OR select "**Sign**" next the document under "**Recent Activity**"

3. Select "**Sign**" next to the document you'd like to complete/sign