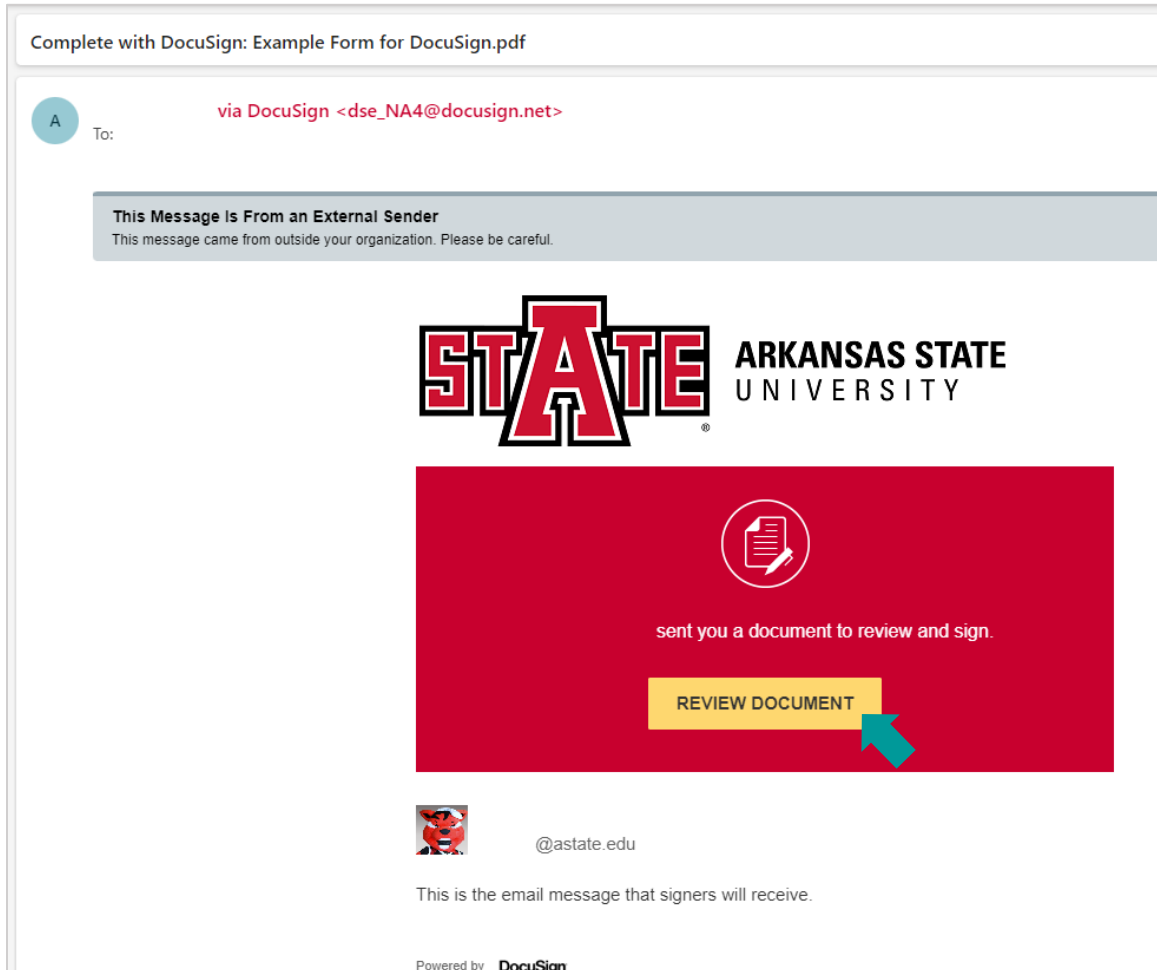


# SIGN A DOCUSIGN DOCUMENT

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)

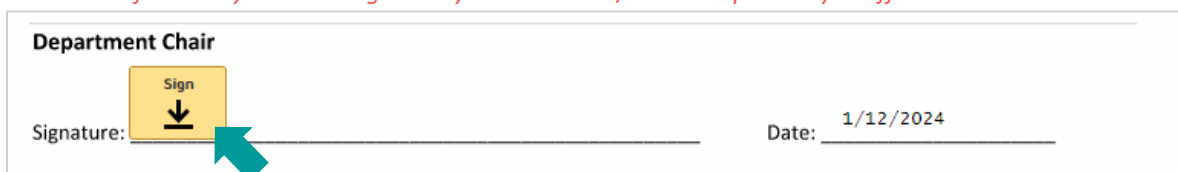


3. Select “Continue”



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

**Adopt Your Signature** x

Confirm your name, initials, and signature.

\* Required

**Full Name\*** **Initials\***

Form Initiator FI

**SELECT STYLE**   **DRAW**   **UPLOAD**

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

6. Select **“Adopt and Sign”**

**ADOPT AND SIGN**   CANCEL

7. Select **“Finish”**

Document. **FINISH**

DocuSign Envelope ID: 3AB349CE-6795-4717-B531-2270D5D0BA37

**STATE** **Example Form for DocuSign**

This is an example form to demonstrate how to utilize the various features of DocuSign PowerForms.

**STUDENT INFORMATION**

Name Student Name	ID Number 12345678
College Sciences & Mathematics	Department Biological Sciences
Student Class (select one)	
Freshman   x   Sophomore   Junior   Senior	

**SIGNATURES**

**Form Initiator**

I have read the above information.

I agree to the terms and conditions.

DocuSigned by:  
Form Initiator  
Signature: \_\_\_\_\_ Date: 1/12/2024

**Department Chair**

DocuSigned by:  
Department Chair  
Signature: \_\_\_\_\_ Date: 1/12/2024

**Ready to Finish?** **FINISH**

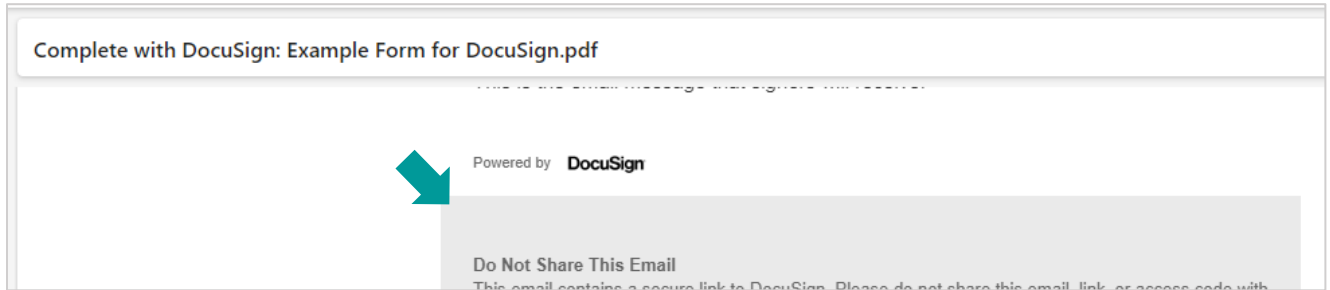
You've completed the required fields. Review your work, then select **FINISH**.

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

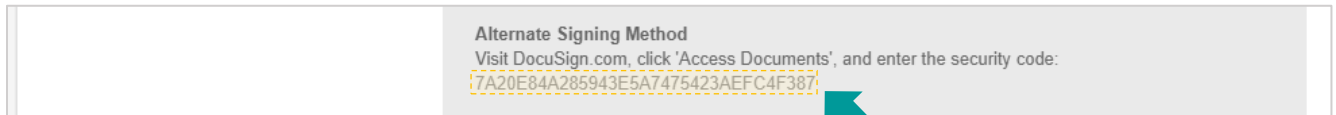
## ACCESS A DOCUMENT USING THE EMAIL ALTERNATE SIGNING METHOD

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

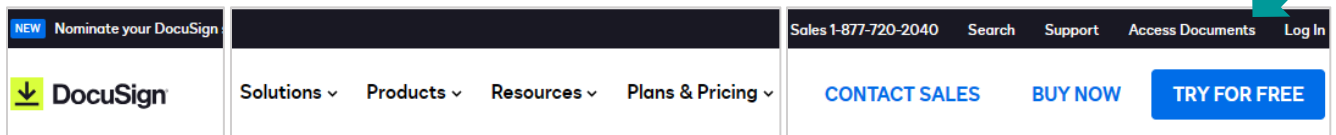
1. Scroll down to the gray box of small text in your email from DocuSign



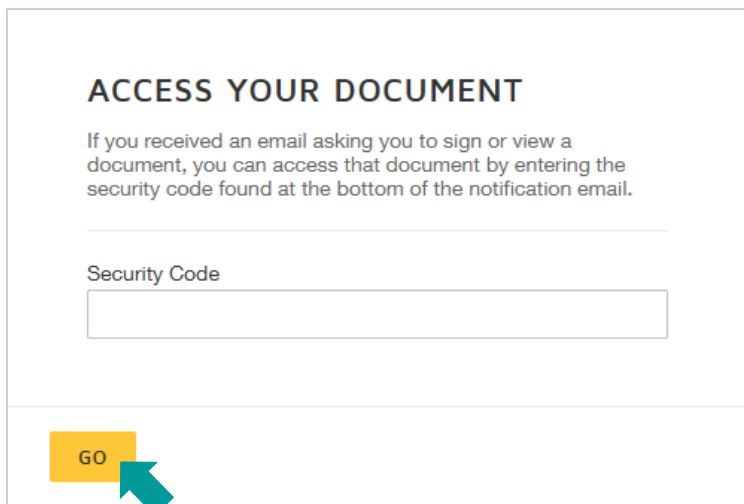
2. Under "Alternate Signing Method" copy the Security Code



3. Go to **DocuSign.com** and select "Access Documents"

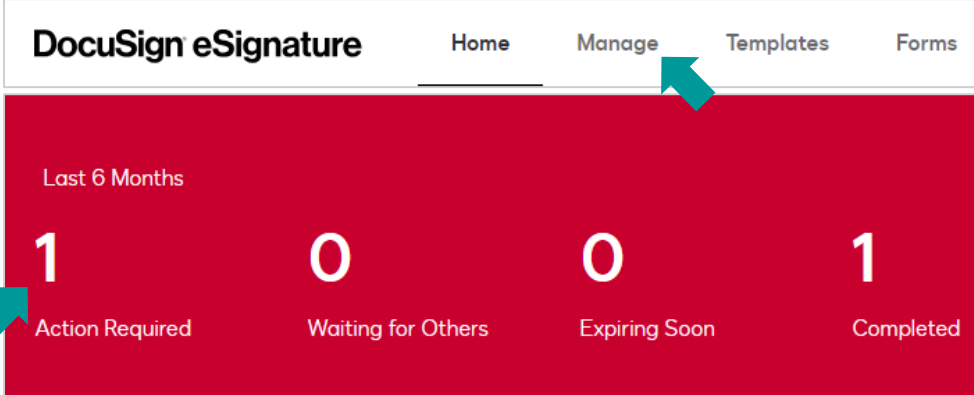


4. Enter the security code copied from your email and select "Go"




## 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 bar for the 'Last 6 Months' period. It contains four large numbers: '1' for Action Required, '0' for Waiting for Others, '0' for Expiring Soon, and '1' for Completed. A teal arrow points to the '1' under 'Action Required'.

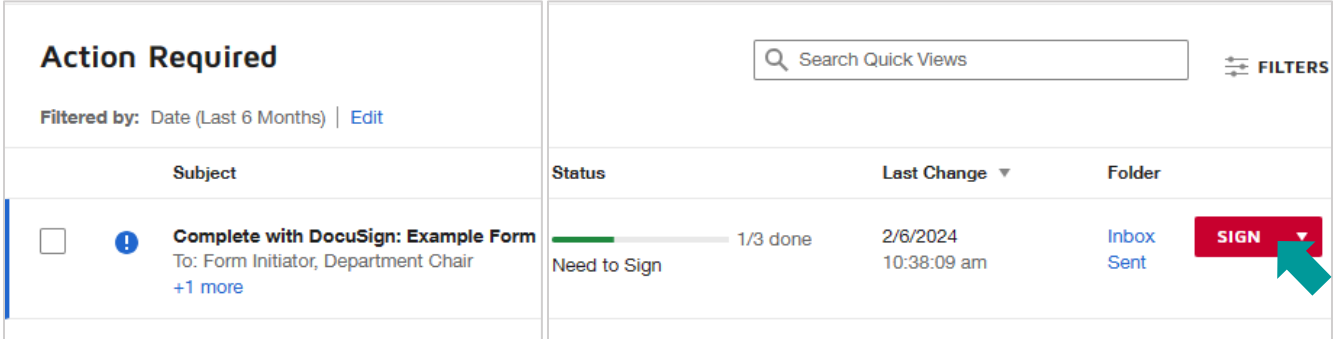
- a. OR select “Sign” next the document under “Recent Activity”



The screenshot shows the 'Recent Activity' section. It features a table with columns for document details and a 'Sign' button. A teal arrow points to the 'Sign' button.

Recent Activity ⓘ		Go to Manage >
Complete with DocuSign: Example Form for DocuSign.pdf 3 minutes ago	<div style="width: 50%;"><div style="width: 50%;"></div></div> You need to sign	<div style="background-color: red; color: white; padding: 5px; text-align: center;">Sign</div>

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



The screenshot shows the 'Action Required' section. It features a table with columns for document details and a 'SIGN' button. A teal arrow points to the 'SIGN' button.

Action Required		Search Quick Views		FILTERS
Filtered by: Date (Last 6 Months)   Edit		Status	Last Change ▾	Folder
<input type="checkbox"/>	<b>Complete with DocuSign: Example Form</b> To: Form Initiator, Department Chair <a href="#">+1 more</a>	<div style="width: 33%;"><div style="width: 33%;"></div></div> Need to Sign	2/6/2024 10:38:09 am	Inbox Sent <div style="background-color: red; color: white; padding: 5px; text-align: center;">SIGN ▾</div>