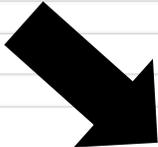
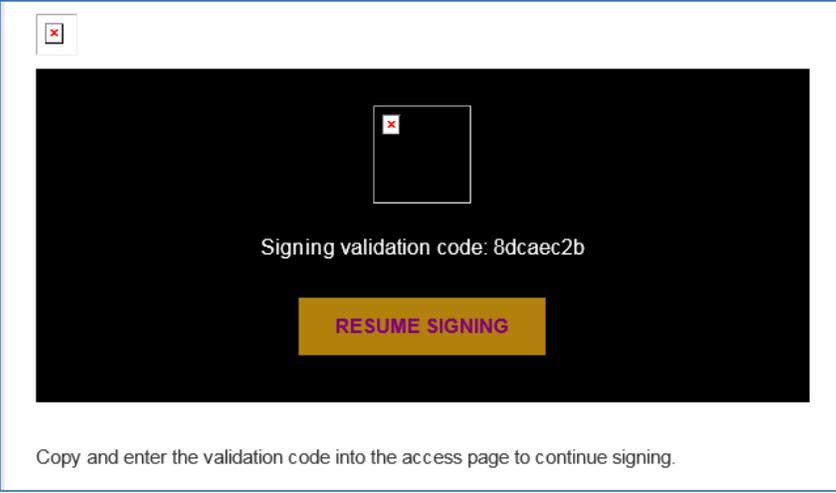
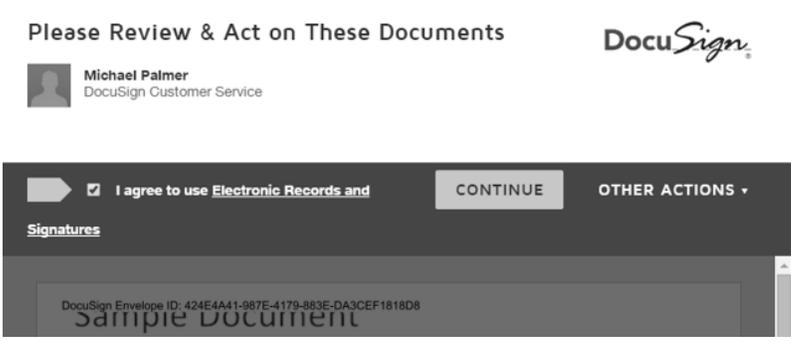
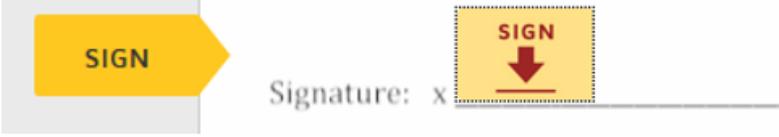


This QRC describes how a requestors initiate document signing from URLs (as opposed to within the DocuSign application).

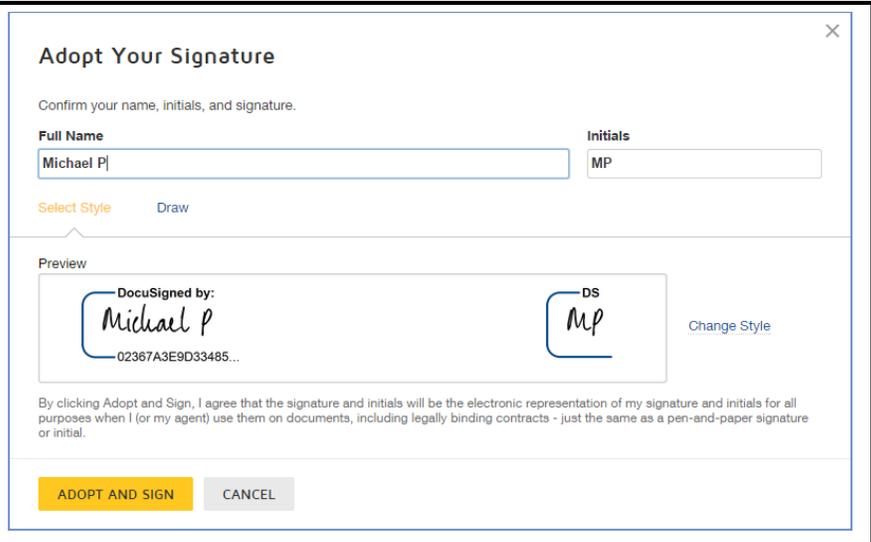
DocuSign: Routing a Document for Signature via a URL	
Click on the URL for the form.	
<p>Add the appropriate parties to the workflow.</p> <p>(Note: Fields shown here are an example. Workflow varies by form.)</p> <p>Click Begin Signing</p>	<h3>PowerForm Signer Information</h3> <p>If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.</p> <p>Please enter your name and email to begin the signing process.</p> <p>Your Role: Requester</p> <p>Your Name: <input type="text"/></p> <p>Your Email: <input type="text"/></p> <p>Please provide information for any other signers needed for this document.</p> <p>Role: Department/School Head</p> <p>Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Role: Employee</p> <p>Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p></p> <p><input type="button" value="Begin Signing"/></p>

<p>An email containing the document access code will be received.</p> <p>Note the access code and return to the browser where DocuSign is open.</p>	 <p>Copy and enter the validation code into the access page to continue signing.</p>
<p>Click Electronic Records and Signatures to review the consumer release information</p> <p>Mark the checkbox next to I agree to use Electronic Records and Signatures</p> <p>Click Continue to begin the signing process</p>	
<p>Review the document</p> <p>Click the Start tag to begin the signing process</p>	
<p>The first field requiring your action is highlighted.</p> <p>Note: Verify the input being requested. Fields may request signature, date, or free text entry.</p> <p>Click Sign</p>	

Adopt your Signature

Enter or verify your full name and initials

Note: This step is only necessary the first time you sign a document via DocuSign



Choose a signature style by completing **one** of the following:

1. Accept the default signature and initial style
2. Click **Change Style** to select a different signature option
3. Click **Draw** to draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen

Click **Adopt and Sign**

Note: This step is only necessary the first time you sign a document via DocuSign



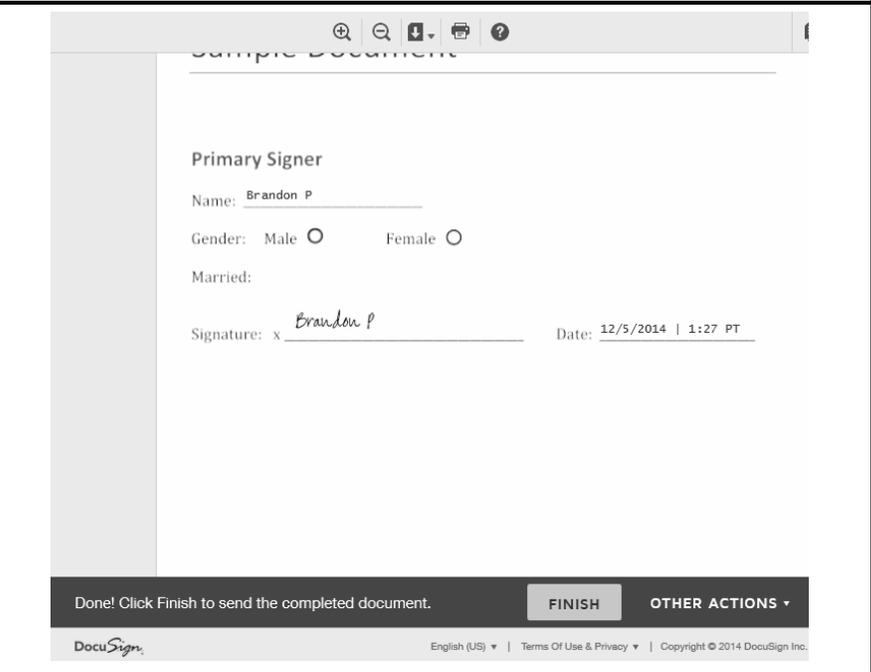
Click each signature tag in the document to place your signature.

When finished, click **Finish** to confirm your signature.

Resulting actions:

- A message appears stating that you have completed your document.
- You can now download a PDF copy or print a copy of the document.

The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.



Note: The **Other Actions** menu provides alternate functionality in the event that you do not wish to sign the document.

FINISH LATER

Save the document in its current state and finish the signing process at a later time.

ASSIGN TO SOMEONE ELSE

Should someone else be signing? Provide the new signer's email address and send the document to them for signature.

DECLINE TO SIGN

Notify the sender that you refuse to sign the document.

[Help & Support](#) 

[View History](#)

[About DocuSign](#) 

[View Certificate \(PDF\)](#) 

FINISH **OTHER ACTIONS**