

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

DocuSign: Routing a Document for Sig	gnature via a URL	
Click on the URL for the form.		
	PowerForm Signer Information	
	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.	
	Please enter your name and email to begin the signing process.	
	Your Role:	
	Requester *	
	Your Name:	
Add the appropriate parties to the workflow.	Your Email:	
(Note: Fields shown here are an example. Workflow varies by form.)	Please provide information for any other signers needed for this document.	
	Role:	
	Department/School Head	
Click Begin Signing	Name:	
	Email:	
	Role:	
	Name:	
	Email:	
	Benin Signing	
	- Begin Si gining	



Quick Reference Card DocuSign: Routing a Document for Signature via a URL

An email containing the document access code will be received. Note the access code and return to the browser where DocuSign is open.	Image: Signing validation code: 8dcaec2b RESUME SIGNING Copy and enter the validation code into the access page to continue signing.
Click Electronic Records and Signatures to review the consumer release information	Please Review & Act on These Documents Docu Sign:
Mark the checkbox next to I agree to use <u>Electronic Records and Signatures</u> Click Continue to begin the signing process	I agree to use Electronic Records and CONTINUE OTHER ACTIONS + Signatures Signatures ^^ DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8 ^^
Review the document Click the Start tag to begin the signing process	START DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8
The first field requiring your action is highlighted. Note: Verify the input being requested. Fields may request signature, date, or free text entry. Click Sign	Signature: x



Quick Reference Card

	Adoot Your Signature
Adopt your Signature Enter or verify your full name and initials	Confirm your name, initials, and signature. Full Name Michael P Select Style Draw Preview DocuSigned by: DS
Note: This step is only necessary the first time you sign a document via DocuSign	Michael P MP Change Style D02367A3E9D33485 By clicking Adopt and Sign, 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 documents, including legally binding contracts - just the same as a pen-and-paper signature or initial. ADOPT AND SIGN CANCEL
Choose a signature style by completing one of the following:	Adopt Your Signature
 Accept the default signature and initial style Click Change Style to select a different signature option Click Draw to draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen 	Confirm your name, initials, and signature. Full Name Initials Michael P MP Select Style Draw Draw your signature Clear Machael P Clear
Click Adopt and Sign	By clicking Adopt and Sign, 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 documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.
Note: This step is only necessary the first time you sign a document via DocuSign	ADOPT AND SIGN CANCEL
Click each signature tag in the document to place your signature.	Primary Signer
When finished, click Finish to confirm your signature.	Name: Brandon P Gender: Male O Female O Married:
 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. 	Signature: x Brandon P Date: 12/5/2014 1:27 PT
account.	Doce Click Finish to send the completed document. FINISH OTHER ACTIONS + Doce Signo English (US) + Terms Of Use & Privacy + Copyright © 2014 DocuSign Inc.



Quick Reference Card DocuSign: Routing a Document for Signature via a URL

Note: The Other Actions menu provides alternate functionality in the event that you do not wish to sign the document.	FINISH LATER	ASSIGN TO SOMEONE ELSE
	Save the document in its current state and finish the signing process at a later time.	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 🗗	About DocuSign 🗗
	View History	View Certificate (PDF)
		FINISH OTHER ACTIONS