This QRC contains directions on how to sign a document that is already completed.

- Personally sign the document
- Send a document to one or more other people to sign

Access DocuSign

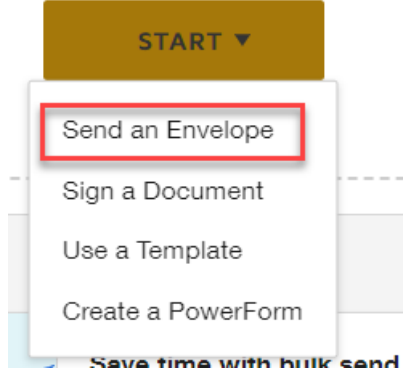| Access **DocuSign** through the OneCampus Portal https://one.purdue.edu **Login** using your Purdue career account user ID and password	DocuSign - Access to the University electronic signature system. DocuSign End User Training: **Sign Up**

Preparing to Personally Sign a Document

1. **Click the Start Button** 2. **Select Sign a Document** a. **Upload Document** to **send a signed copy by you** to another person	START ▼ Send an Envelope Sign a Document Use a Template Create a PowerForm Save time with bulk send

Sign a Document

1

UPLOAD

GET FROM CLOUD ▼

2

SIGN   CANCEL
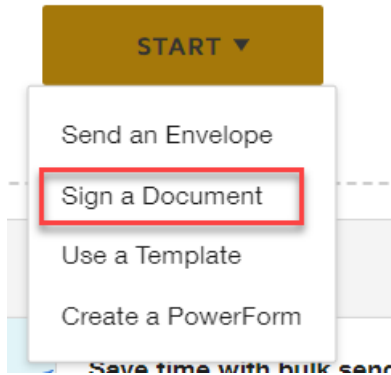
Preparing an Envelope for other people to Sign a Document

Click the Start Button

1. **Select Send an Envelope**
   a. **Upload Document** to **send** to multiple people

START ▼

Send an Envelope

Sign a Document

Use a Template

Create a PowerForm

Save time with bulk send

Add Documents to the Envelope

UPLOAD

USE A TEMPLATE
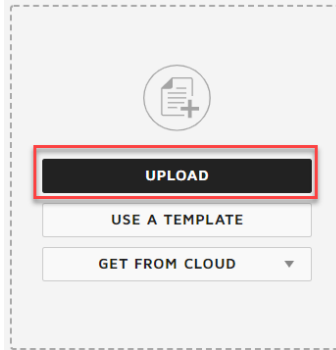
GET FROM CLOUD ▼

1. Add the Recipient(s)

In the *Recipients and Routing* field, enter the recipient's email address and name

Click **Add Signer**

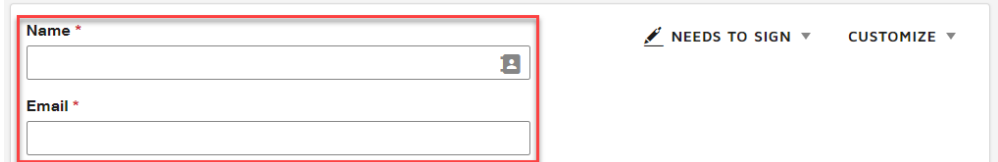Note: Ensure that the order is accurate if adding multiple signers. If renumbering, start from the bottom up.

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Import a bulk list. Send copies of this envelope to many people at once. ⓘ

☐ Set signing order

Name *

Email *

✎ NEEDS TO SIGN ▼   CUSTOMIZE ▼

2. Edit the email subject and message

Edit the subject to include meaningful information such as name, PERNR, Org Unit, etc.

You can also add custom notes to each receipient using the *Add a Note to* feature.

Email Message

Subject to **All Recipients**
Please DocuSign this document: NDA-2.pdf

Email Message to **All Recipients**

Customize email and signing language for each recipient

Add a Note to   Kevin Smith ▼   Add

3. Add Signing Tags

4. At the bottom of the page, click **Next**

- In the *To* field, **select a signer's name**
- From the column on the left side, **drag the Signature tool** to the appropriate location in the document where the selected person should sign

Repeat the steps above for each signer.

Note: Other types of fields can be added as well (e.g. Date Signed) using the same process.
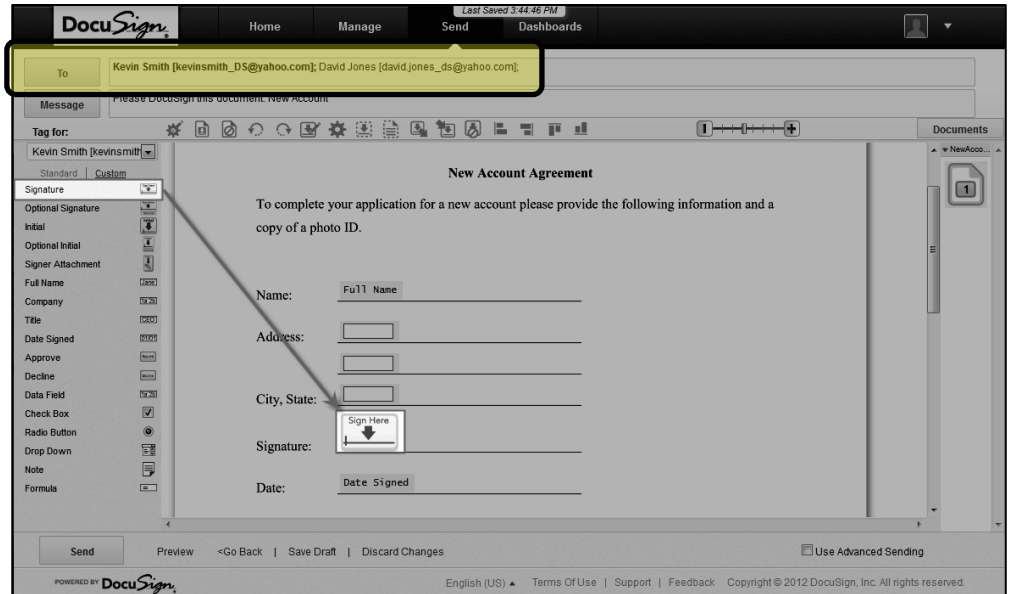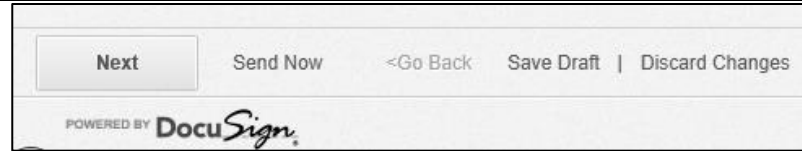
5. Preview and send your document

Click **Preview** to review your document

Click **Send**