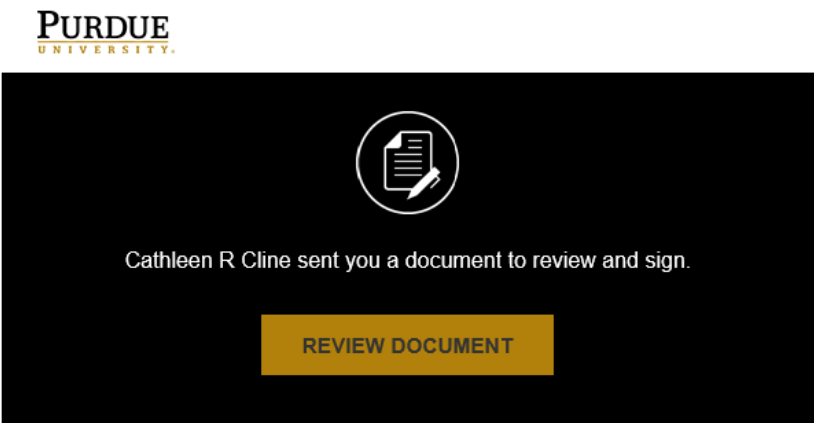
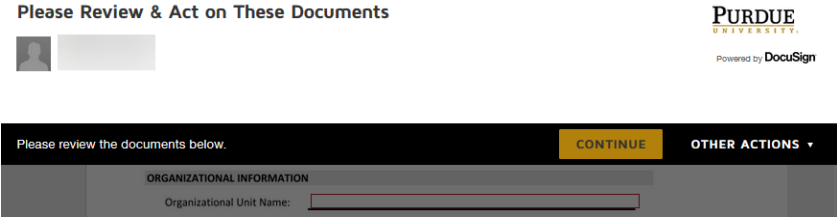
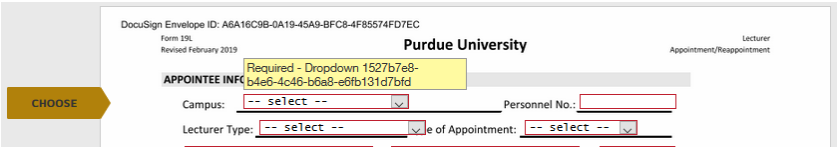



DocuSign: Signing a Document Received via Email	
<p>Open the DocuSign email (subject line "<u>Sender's name</u> via DocuSign")</p> <p>Click Review Document</p>	 <p>The screenshot shows the Purdue University logo at the top. Below it is a dark grey box with a white document icon in a circle. The text reads: "Cathleen R Cline sent you a document to review and sign." At the bottom of this box is a yellow button that says "REVIEW DOCUMENT".</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>The screenshot shows the header "Please Review & Act on These Documents" with the Purdue University logo and "Powered by DocuSign". Below is a grey bar with "Please review the documents below." and a yellow "CONTINUE" button and "OTHER ACTIONS" link. Underneath is a section for "ORGANIZATIONAL INFORMATION" with a text input field for "Organizational Unit Name".</p>
<p>Review the document</p> <p>Click the Start tag to begin the signing process</p> <p>Complete the information required</p>	 <p>The screenshot shows a document review form for Purdue University. It includes fields for "APPOINTEE INFO" (with a highlighted dropdown menu), "Campus" (dropdown), "Personnel No." (text input), "Lecturer Type" (dropdown), and "Date of Appointment" (dropdown). A yellow "CHOOSE" button is on the left.</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>	 <p>The screenshot shows a yellow arrow-shaped "SIGN" button on the left. To its right is a "Signature: x" label followed by a signature line. A yellow box with a red arrow pointing down and the word "SIGN" is positioned over the signature line.</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](#)  [About DocuSign](#) 

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

FINISH **OTHER ACTIONS**