

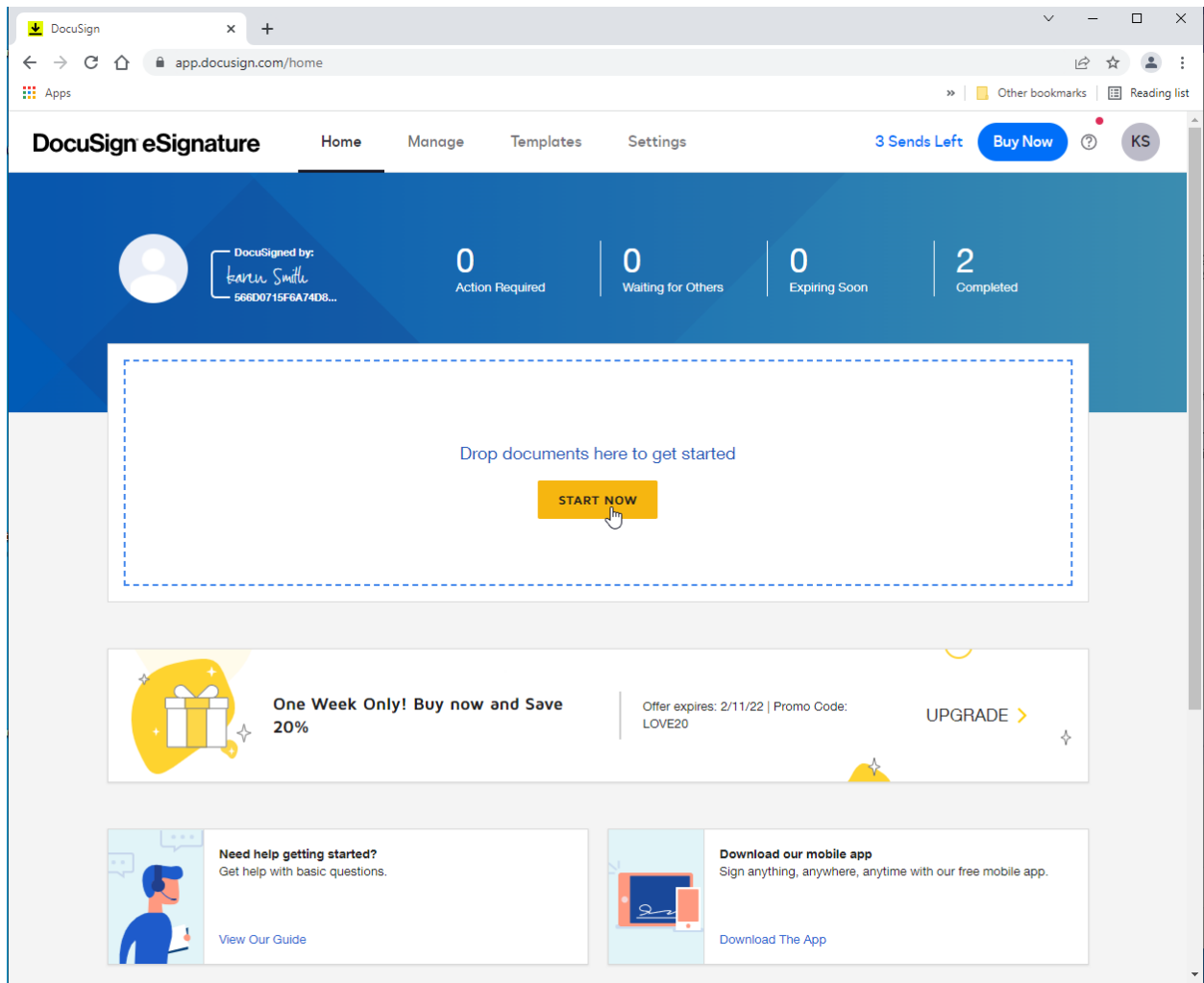
Using DocuSign to sign a document

Use the link below to log in to DocuSign:

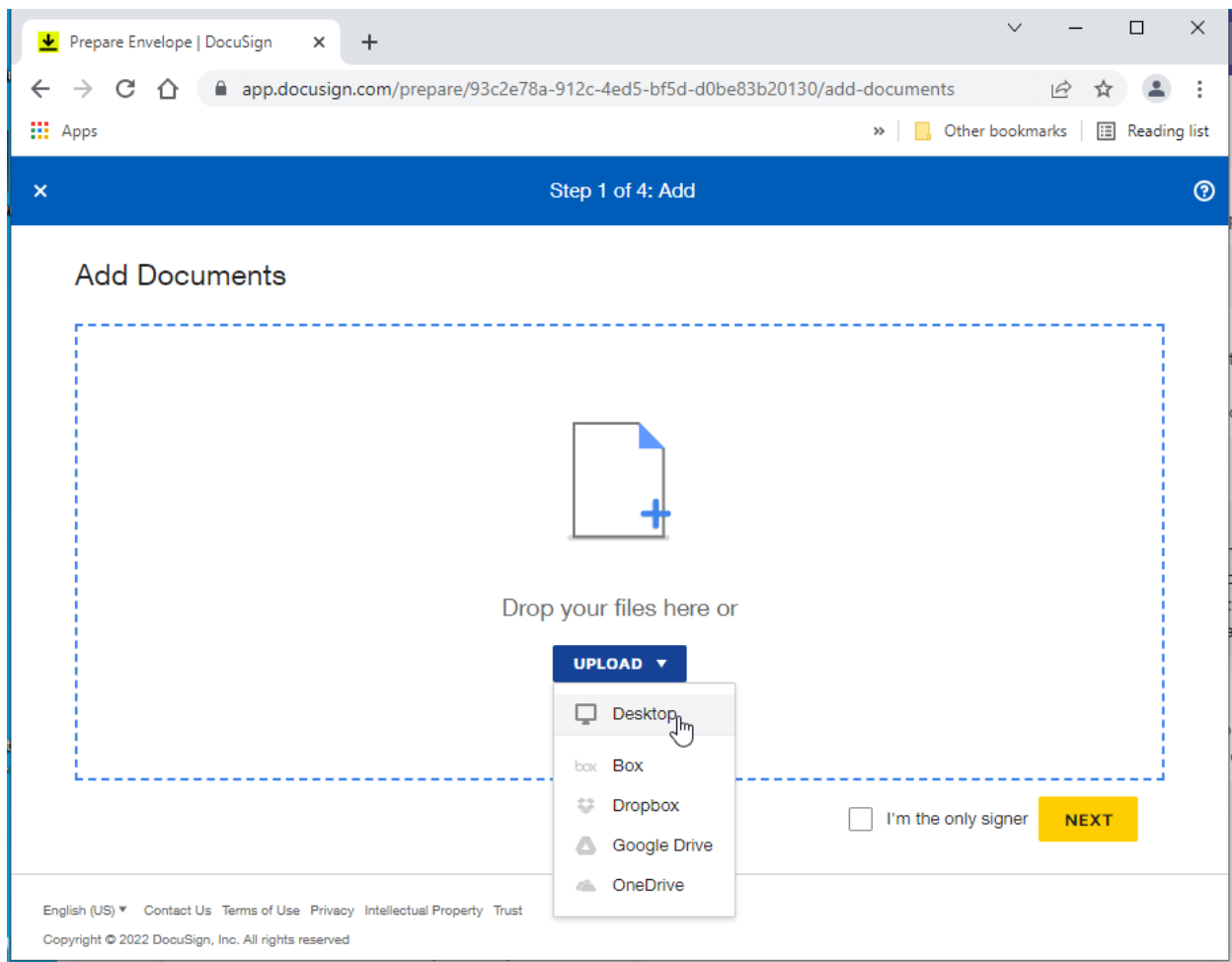
<https://account.docusign.com/>

Log in with your email address and the password you chose when you created your DocuSign account

After you log in, you will see the DocuSign eSignature landing page:

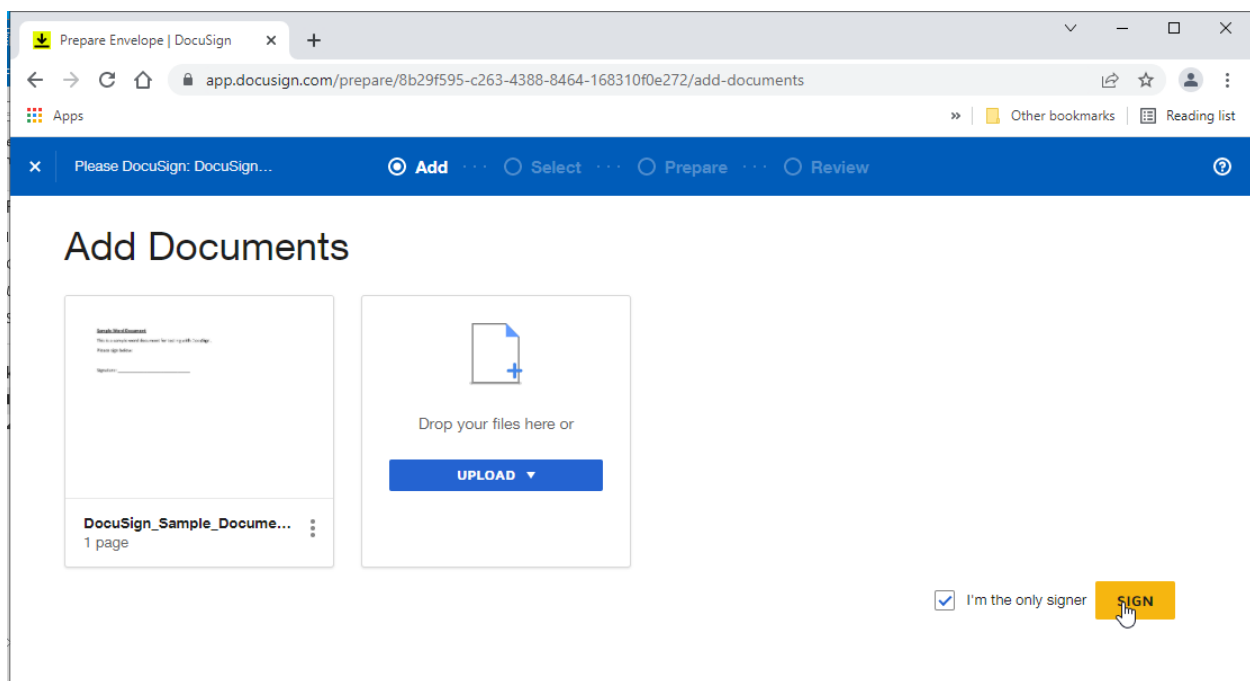
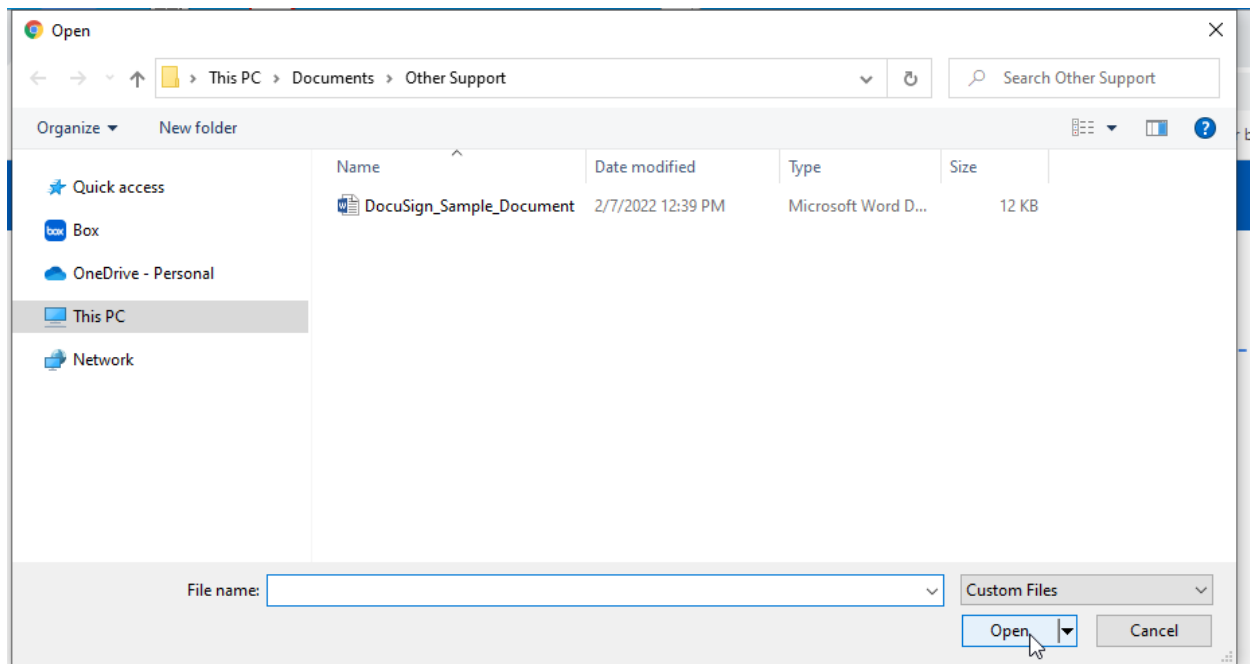


Click 'Start Now' to upload and sign a document

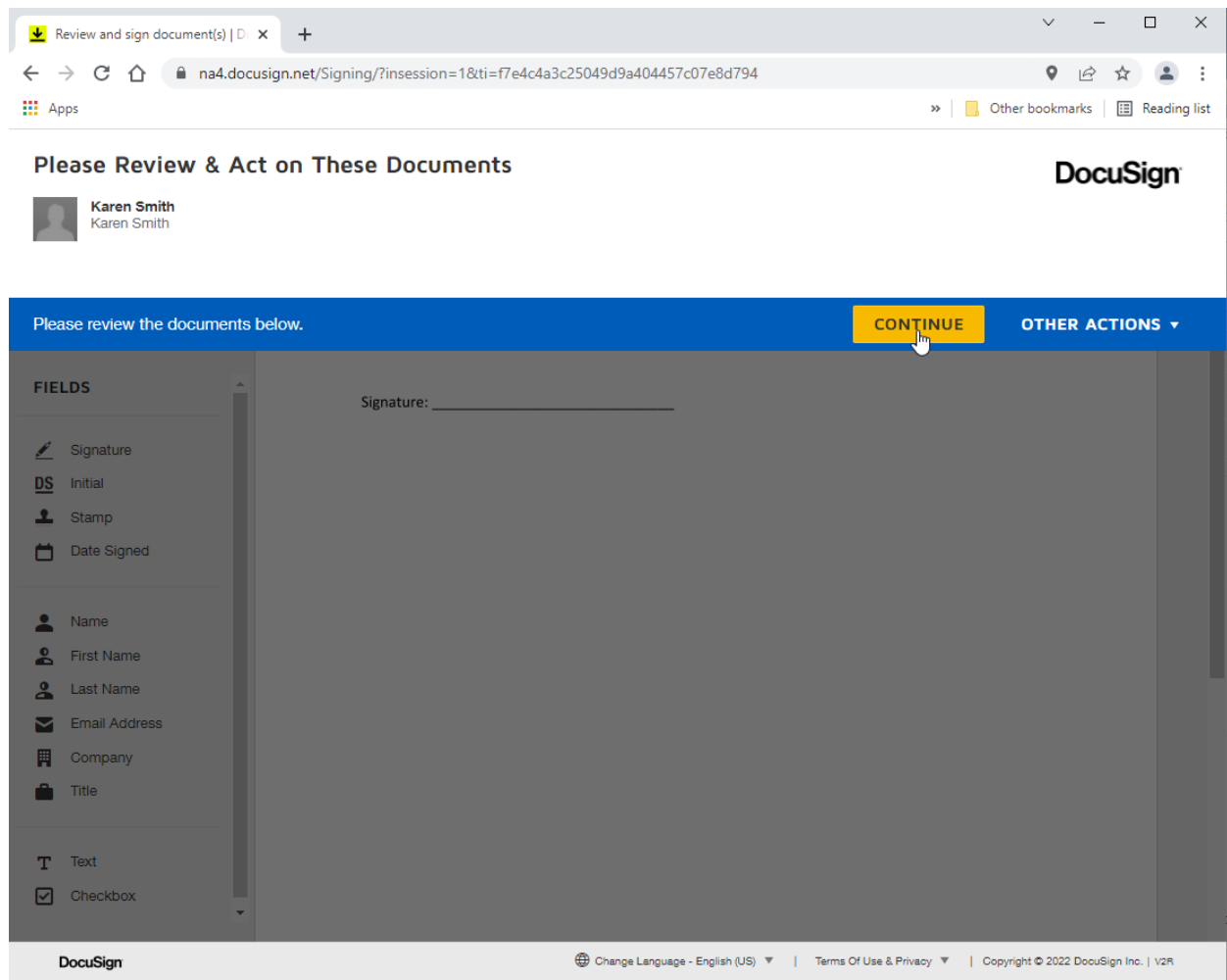


Select the location you wish to upload from, ex. 'Desktop'

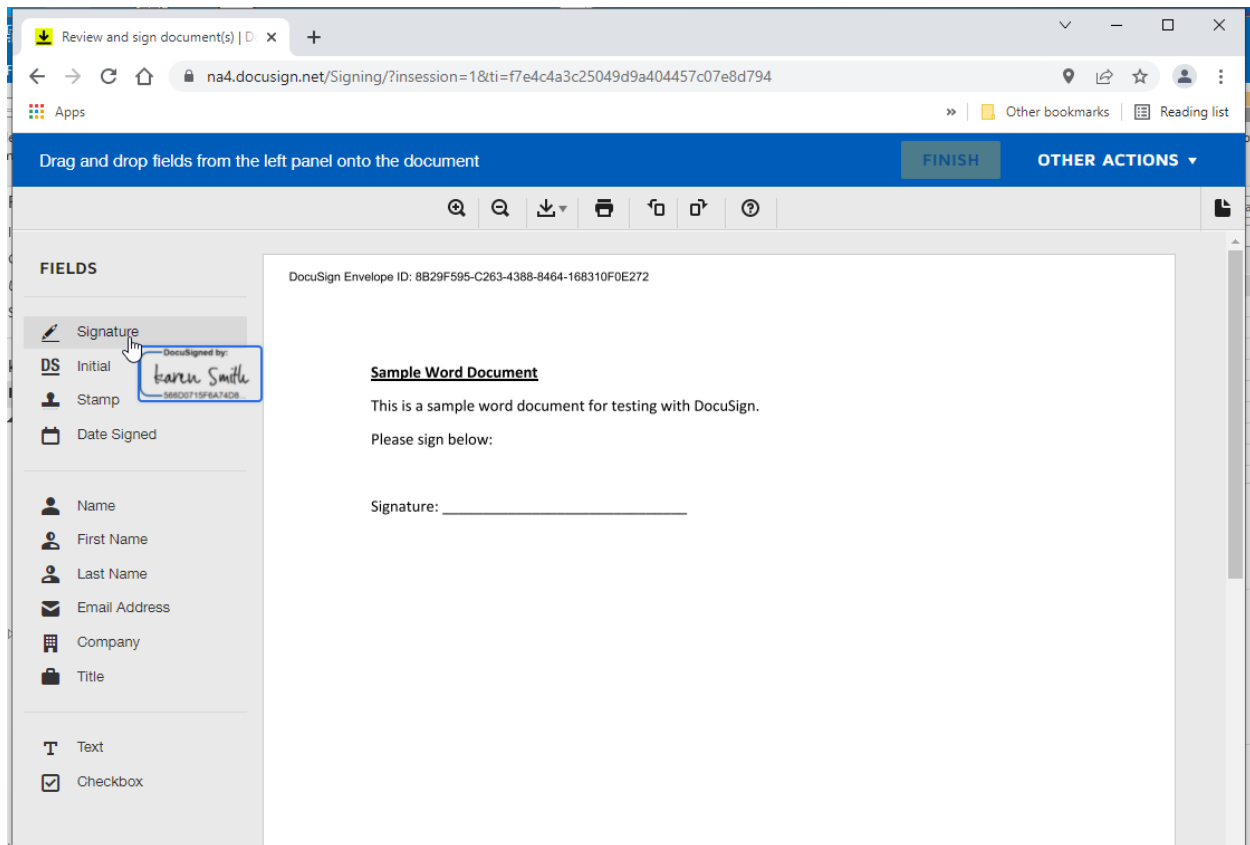
Find the document you wish to upload and click 'Open'



Check the 'I'm the only signer' box and click 'SIGN'



There is no action needed here except to click 'Continue'

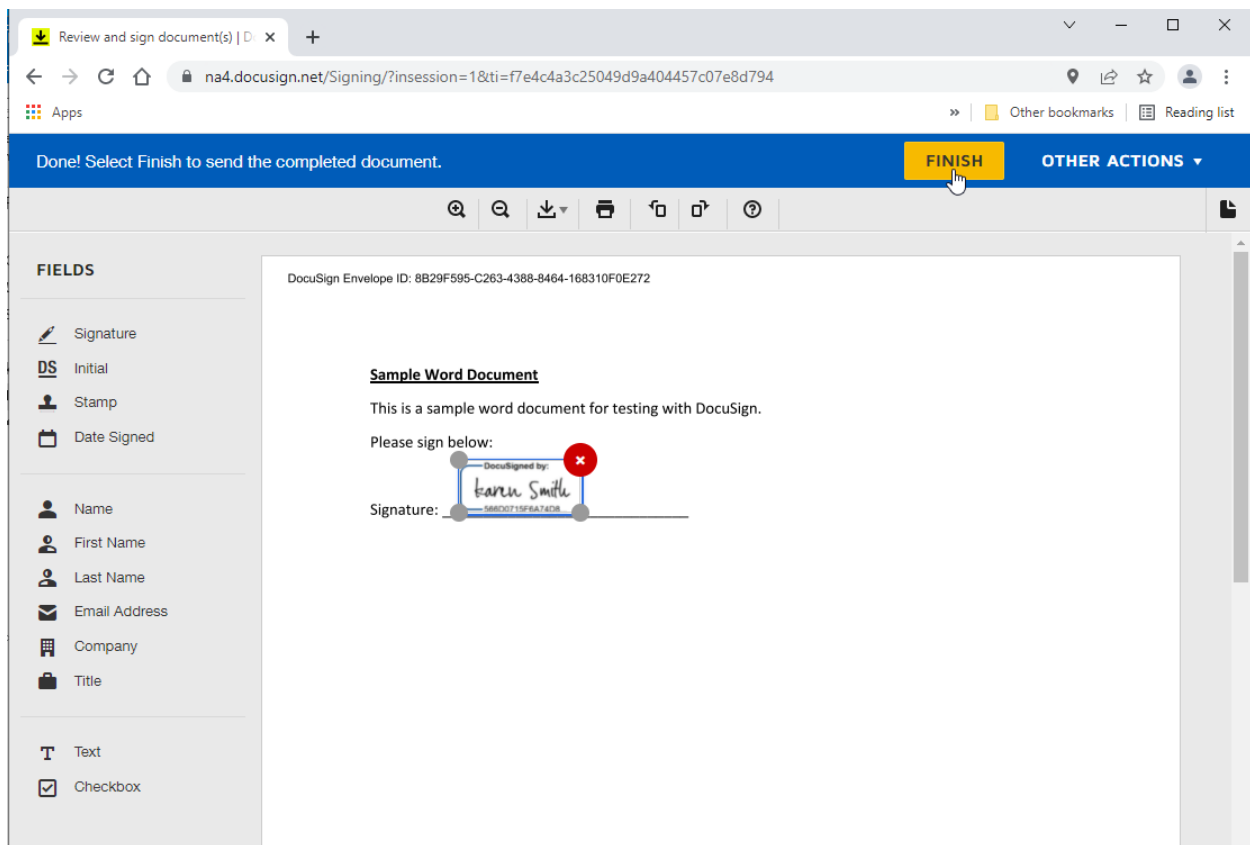


Click on 'Signature' and drag your signature to where you want to place it in the document.

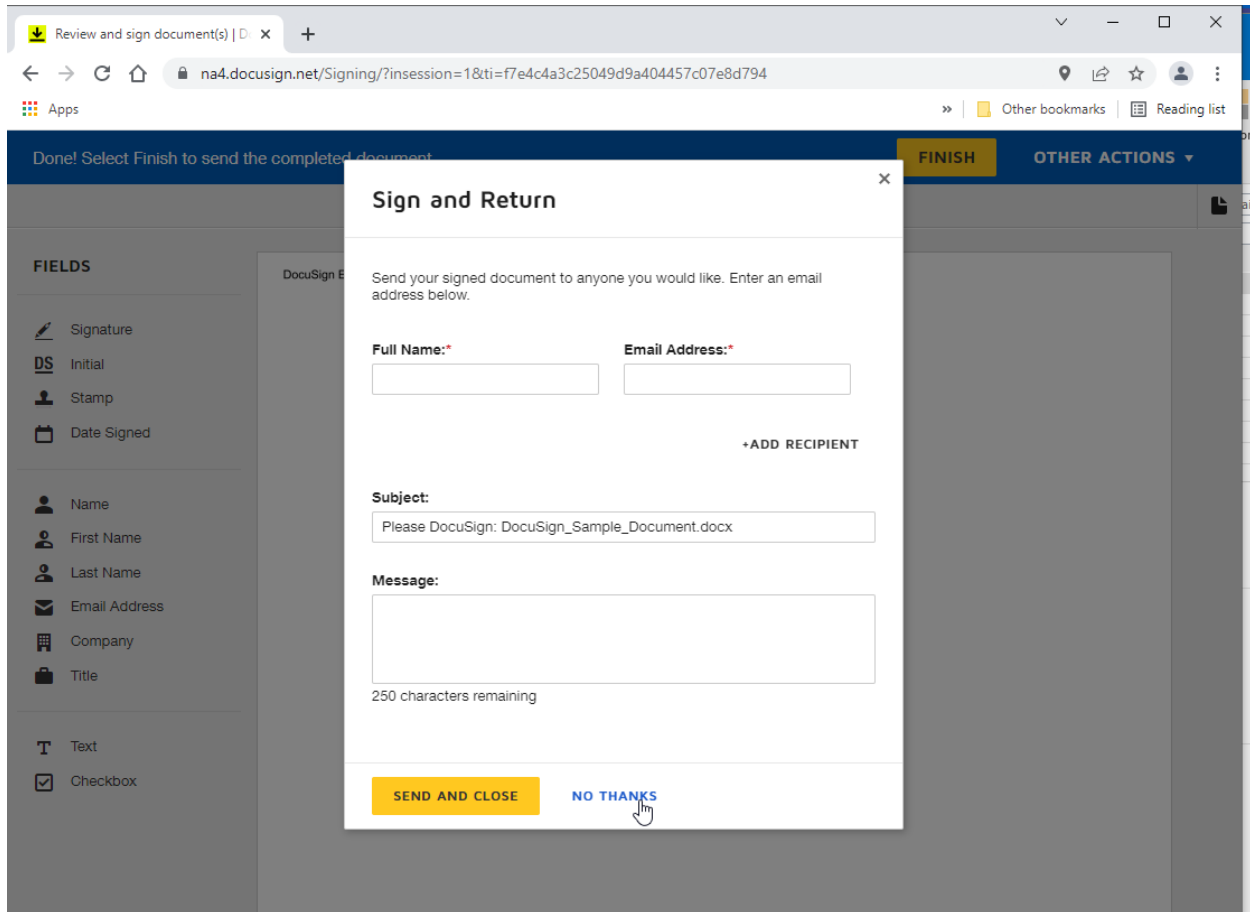
If this is your first time signing in DocuSign, you will see a generic 'Sign' image, which when dragged onto the document will take you to a screen asking you to adopt a signature.

For more info on how to adopt a signature, please see 'Adopt a Signature' help article at:

<https://support.docusign.com/en/guides/signer-guide-signing-adopt-new>

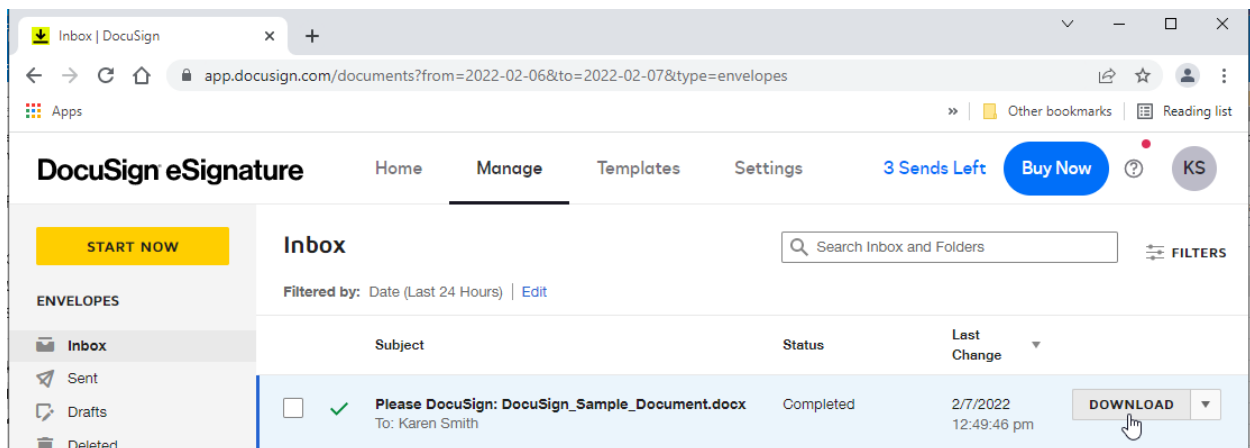


Click 'Finish'

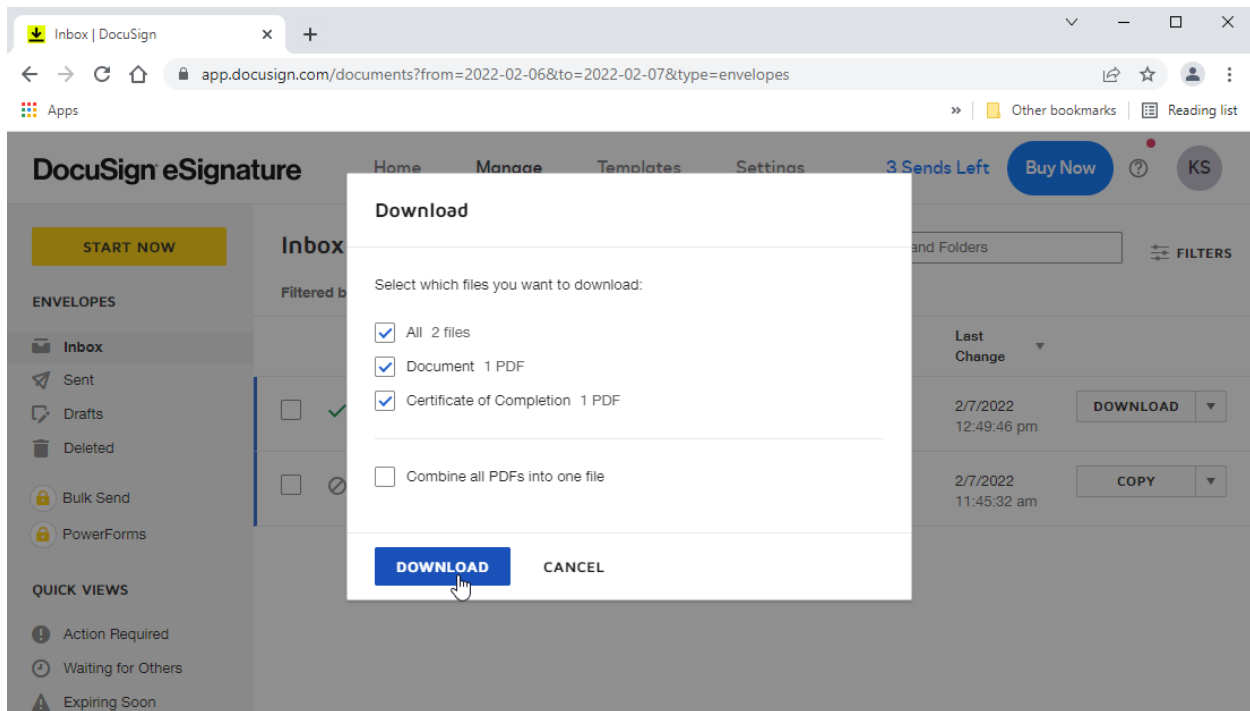


The document does not need to be sent to anyone else for signature, so click 'No Thanks'

You will see your signed document in your inbox



Click on 'Download'

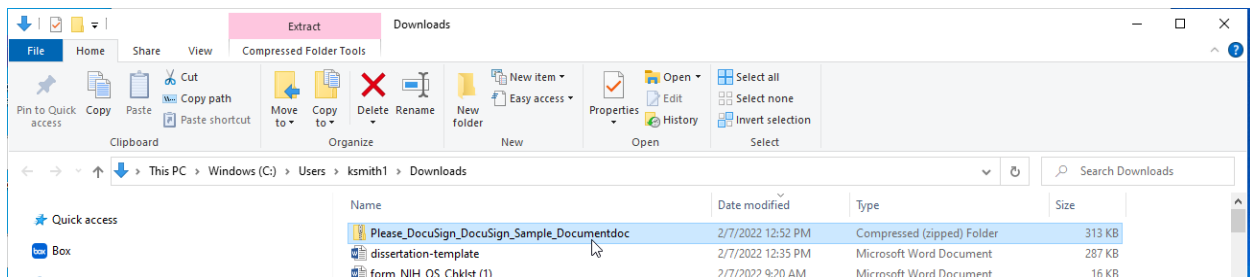


Download both files – the first document is a PDF of your signed document

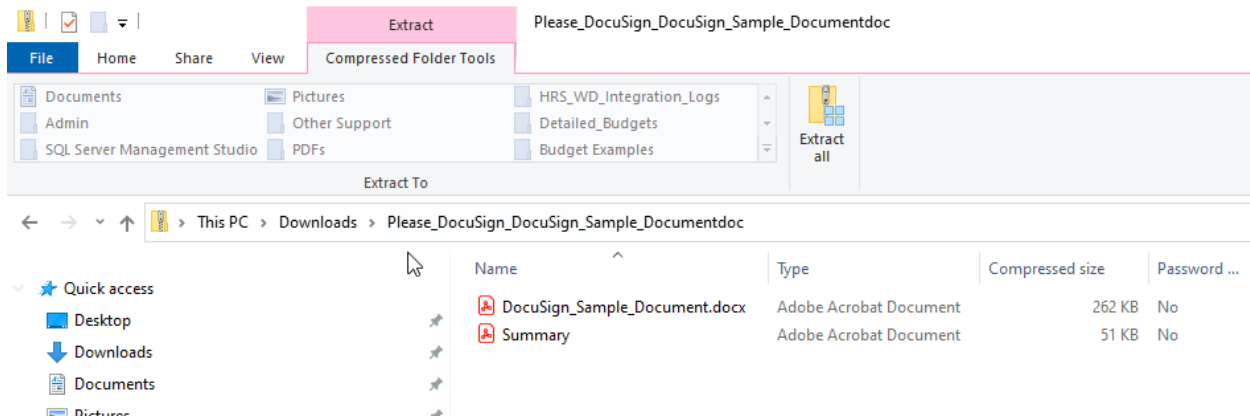
The second file is your audit log to verify your signature – this should be kept in your department and made available as needed to prove you signed the document.

The 2 files will be download as a zip file – go to your file system to see the file (location will vary depending on your browser settings)

Example:

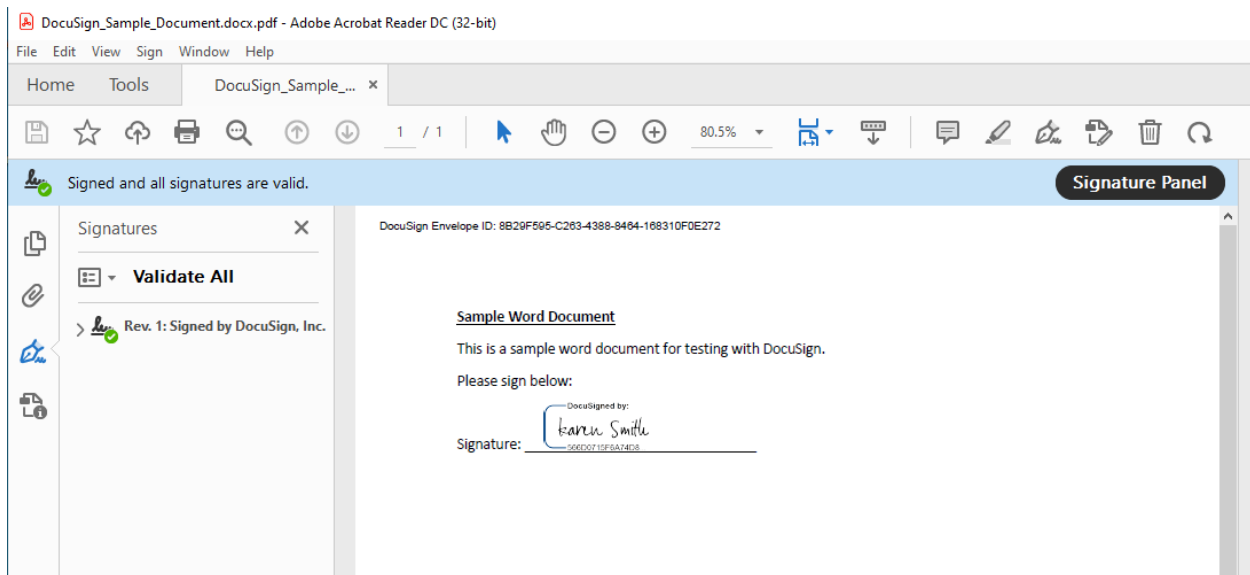


The zip file name will be 'Please_DocuSign_<your document name>doc'



The top document listed is the signed document and the 'Summary' is the audit log.

Example:



The signed document

Certificate Of Completion

Envelope Id: 8B29F595C26343888464168310F0E272		Status: Completed
Subject: Please DocuSign: DocuSign_Sample_Document.docx		
Source Envelope:		
Document Pages: 1	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Karen Smith
AutoNav: Enabled		karen.smith@rochester.edu
Envelope Stamping: Enabled		IP Address: 128.151.113.25
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		

Record Tracking

Status: Original	Holder: Karen Smith	Location: DocuSign
2/7/2022 9:44:07 AM	karen.smith@rochester.edu	

Signer Events

Karen Smith
karen.smith@rochester.edu
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

58930715F6A7406...
Signature Adoption: Pre-selected Style
Using IP Address: 128.151.113.25

Timestamp

Sent: 2/7/2022 9:45:43 AM
Viewed: 2/7/2022 9:46:07 AM
Signed: 2/7/2022 9:49:46 AM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/7/2022 9:45:43 AM
Certified Delivered	Security Checked	2/7/2022 9:46:07 AM
Signing Complete	Security Checked	2/7/2022 9:49:46 AM
Completed	Security Checked	2/7/2022 9:49:46 AM
Payment Events	Status	Timestamps

The audit log