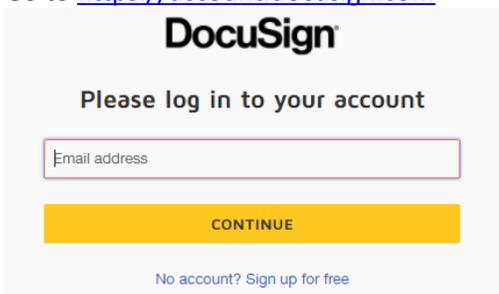


INSTRUCTIONS FOR USING DOCUSIGN

1. Go to <https://account.docusign.com>



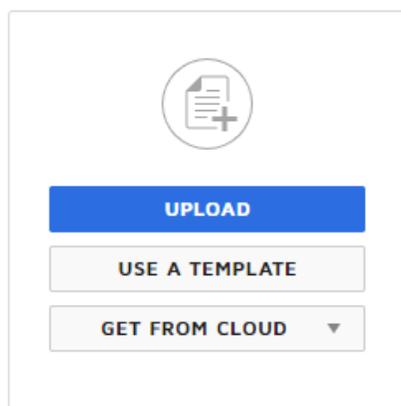
The image shows the DocuSign login page. At the top, it says "DocuSign" in a large, bold font. Below that, it says "Please log in to your account". There is a text input field labeled "Email address". Below the input field is a yellow button labeled "CONTINUE". At the bottom, there is a link that says "No account? Sign up for free".

2. Enter your USF email address. You will then be prompted to login with your NetID and password.
3. Select "New", then "Send an Envelope."



The image shows a dark green background with the text "Sign or Get Signatures" in white. On the right side, there is a dropdown menu with a gold header labeled "NEW". The menu items are "Send an Envelope" (highlighted in yellow), "Sign a Document", and "Use a Template".

4. Upload your completed form that is ready for signature.
Add Documents to the Envelope



The image shows a white box with a document icon and a plus sign. Below the icon are three buttons: a blue button labeled "UPLOAD", a grey button labeled "USE A TEMPLATE", and a grey button labeled "GET FROM CLOUD" with a dropdown arrow.

5. Enter the names and email addresses for each individual who needs to sign the document.

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 * ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼

Email *

 ADD RECIPIENT

6. Select “Next” in the top left corner.
7. Select “Keep PDF form data,” if prompted.

Manage PDF form field data

What would you like to do?

Assign to:

Keep PDF form data

Delete data

CONFIRM

8. To specify on the document where an individual needs to sign, select the “Signature” field from the left column, and drag it to the appropriate location on the document. Repeat this for all signatures.

Standard Fields

- ✍️ Signature
- DS Initial
- 📅 Date Signed

- 👤 Name
- ✉️ Email
- 🏢 Company
- 👔 Title

- T Text
- ☑️ Checkbox
- 📄 Dropdown

9. Select “Send” in the top left corner. You will be notified by email when your form has been signed by all parties.