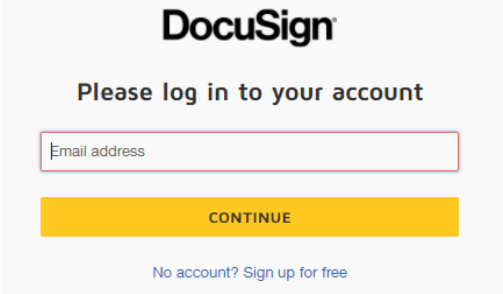
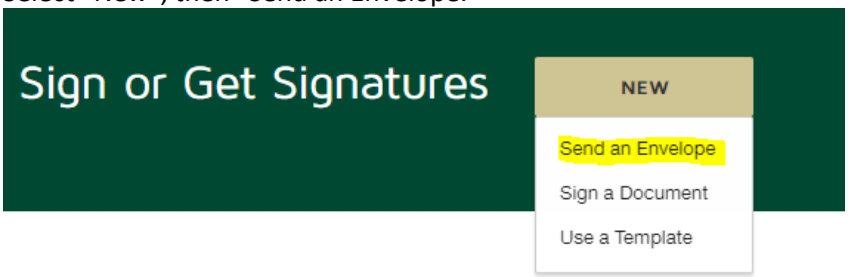
INSTRUCTIONS FOR USING DOCUSIGN

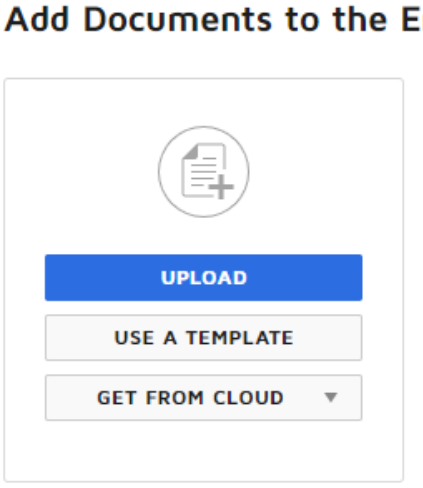
1. Go to https://account.docusign.com



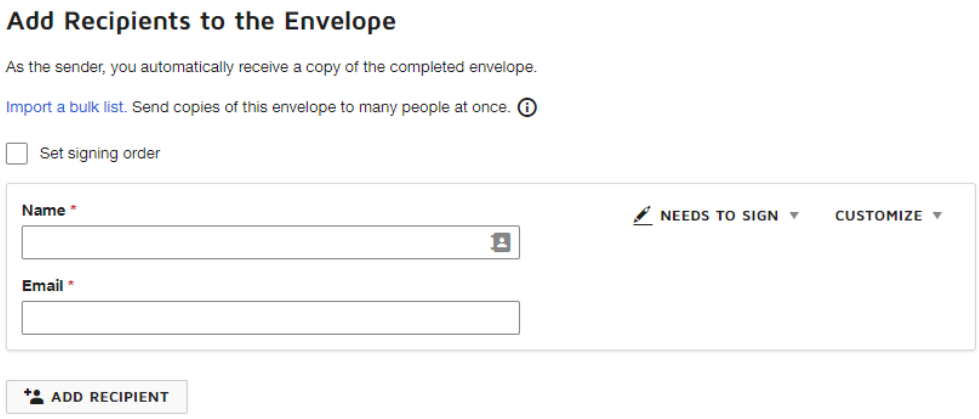
2. Enter your USF email address. You will then be prompted to login with your NetID and password.
3. Select "New", then "Send an Envelope."



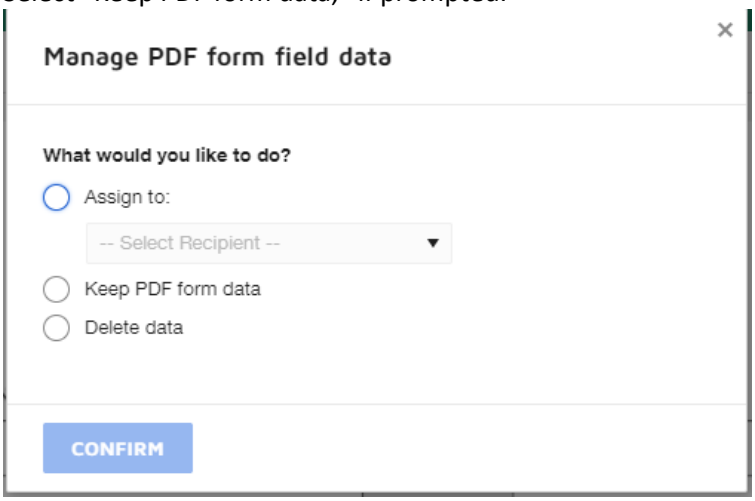
4. Upload your completed form that is ready for signature.



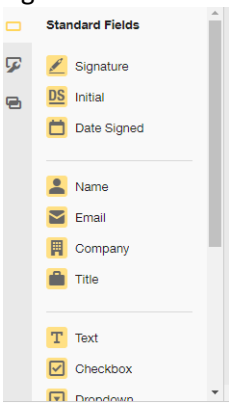
5. Enter the names and email addresses for each individual who needs to sign the document.



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



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.



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