

Signing Documents with DocuSign – Instructional Guide

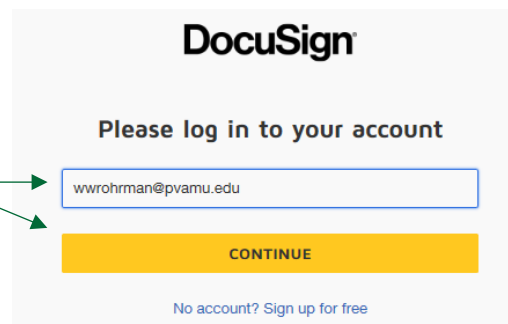
Signing a document with DocuSign is quick, easy, and does not require you to have a DocuSign account. However, an account has been made available for all PVAMU faculty, staff and students and can be accessed utilizing your PVAMU email address. Your DocuSign account enables you the convenience to save your documents for record purposes and future reference.

To access your DocuSign account, please take the following steps:

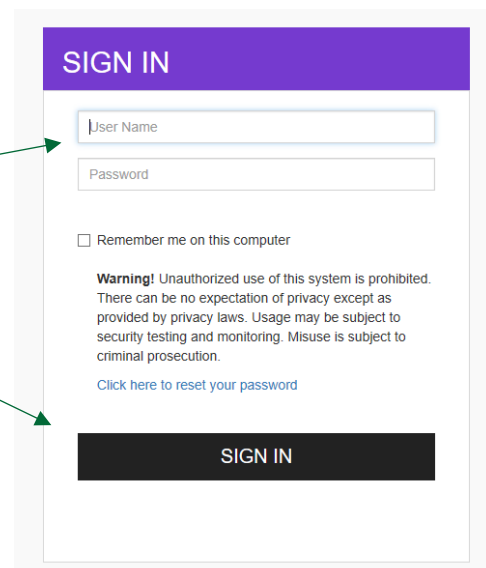
1. Visit <https://www.docusign.com> and click the “**Log In**” icon.



2. Input your **PVAMU email address** and click on “**Continue.**”



3. Input your **PVAMU credentials** and click on “**Sign In.**”

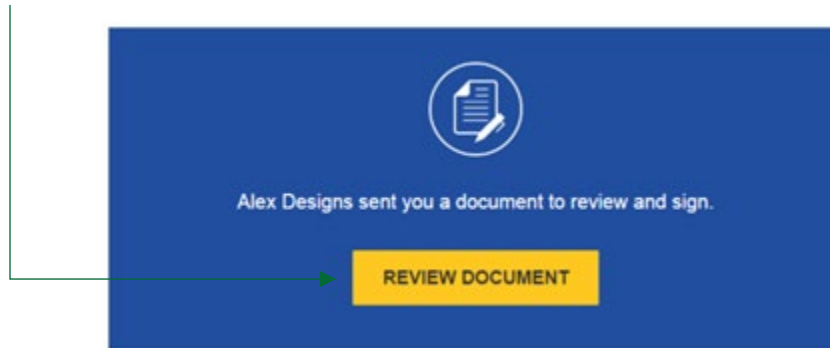


4. Edit your “**My DocuSign ID**” and select a desired electronic signature to complete your account profile.

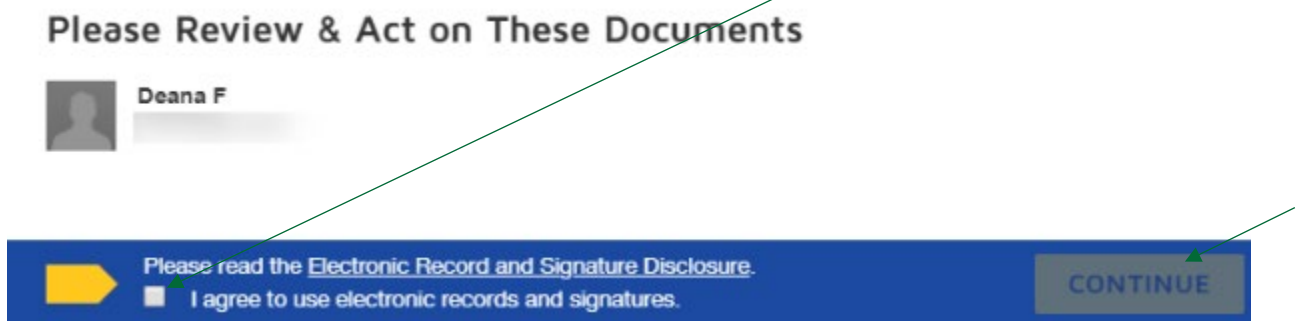
To sign your document using DocuSign, please take the following steps:

1. The signing process starts when you receive a secure email notification to review and sign a document.
2. Review the DocuSign email: Open the email and review the message from the sender.

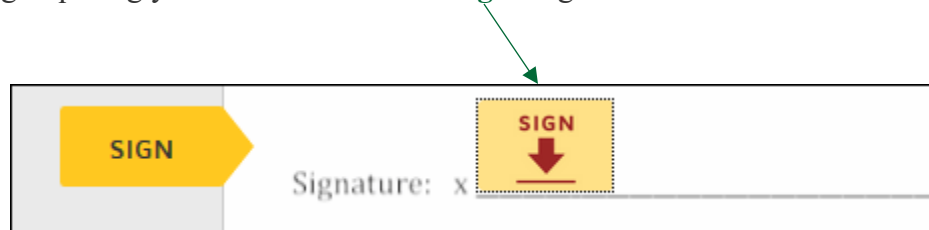
Click “**Review Document**” to begin the signing process.



3. Agree to sign electronically: Review the consumer disclosure, and select the checkbox “**I agree to use Electronic Records and Signatures**”.
4. Click “**Continue**” to begin the signing process.



5. **Important!** To view and sign the documents, you must agree to conduct business electronically.
6. Start the signing process: Click the “**Start**” tag on the left to begin the signing process. You are taken to the first tag requiring your action. Click the “**Sign**” tag.



7. Verify your signature and or initials are correct.

DocuSigned by:
Michael P
02367A3E9D33485...

DS
MP

8. Confirm signing: When you finish clicking all signature tags in the document, confirm signing by clicking “**Finish.**” A message appears stating that you have completed your document.
9. 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.