JOB AID

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HOW TO PRINT & SIGN A DOCUMENT IN DOCUSIGN

This job aid walks through the Print & Sign wet signature option in DocuSign.

You'll receive an email notification when a document has been sent for your signature.

DocuSign

Michael Sara sent you a document to review and sign.
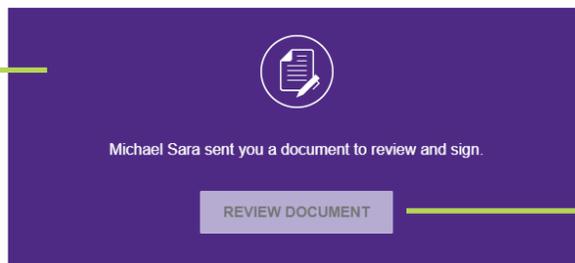
REVIEW DOCUMENT

To begin, click **Review Document**.

The **Electronic Records and Signature Disclcourse** must be agreed to in order to continue.
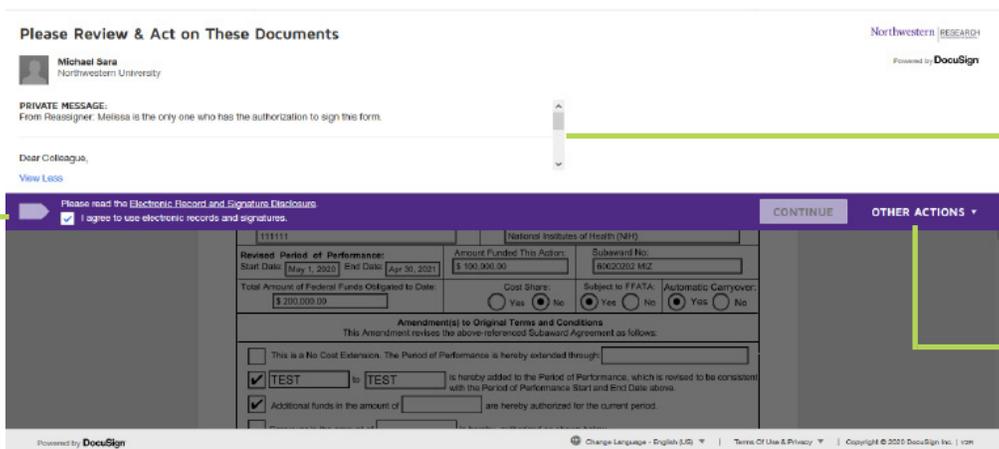
Use the scroll bar to read the email message from Northwestern OSR.

Click the **Other Actions** menu to proceed.

In the Other Actions menu, select **Print & Sign**.

FINISH **OTHER ACTIONS ▼**

Finish Later

Print & Sign

Assign to Someone Else

Decline to Sign

Help & Support ⤢

About DocuSign ⤢

View History

View Certificate (PDF) ⤢

View Electronic Record and Signature Disclosure

Session Information
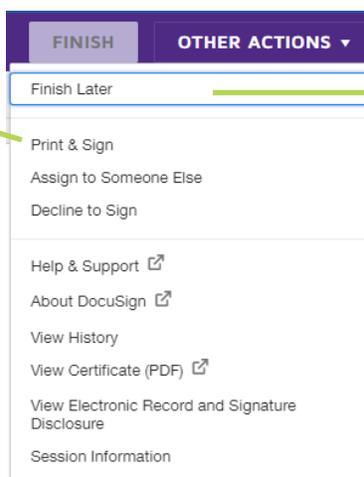
OPTIONAL: If changes need to be made to the document before signature, click **Finish Later.** Then email the requested changes to the OSR Grants Officer who sent the document.

Stop for now. You can restart the signature process after you receive a revised document from your OSR Grants Officer.

Print & Sign   ✕

How would you like to return your signed document?

◉ Upload

○ Fax

Select **Upload** as the way you will return the signed document.

Then click **Continue**.

CONTINUE   CANCEL

Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT   CANCEL

Click the **Download** button. Once the document is done downloading, print, and sign (in black or blue ink). Then scan the document to your computer.

Click **Return Document** when you are ready to upload the document back to DocuSign.

Print & Sign: Download Document

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT   CANCEL

Opening TEST_-_Amendment_-_To_Reassign_and_Print_and_.pdf   ✕

You have chosen to open:

📄 TEST_-_Amendment_-_To_Reassign_and_Print_and_.pdf

which is: Adobe Acrobat Document (437 KB)
from: https://na3.docusign.net

What should Firefox do with this file?

○ Open with   Adobe Acrobat DC (default)   ▼
◉ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Select the document from your local drive.

Choose **Save File**.

Then, click **OK**.

Print & Sign: Return Document

ContractScan.pdf   ✕
1 page

Once the document has successfully uploaded, click **Finish**.

FINISH   CANCEL