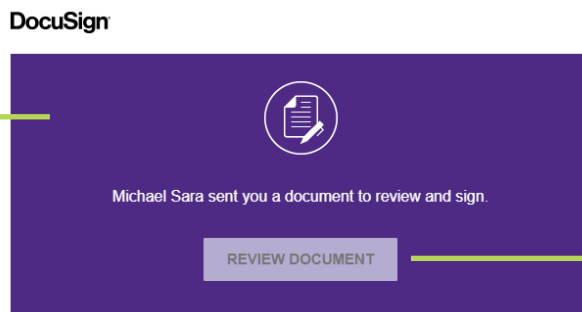


## HOW TO ELECTRONICALLY SIGN A DOCUMENT IN DOCUSIGN

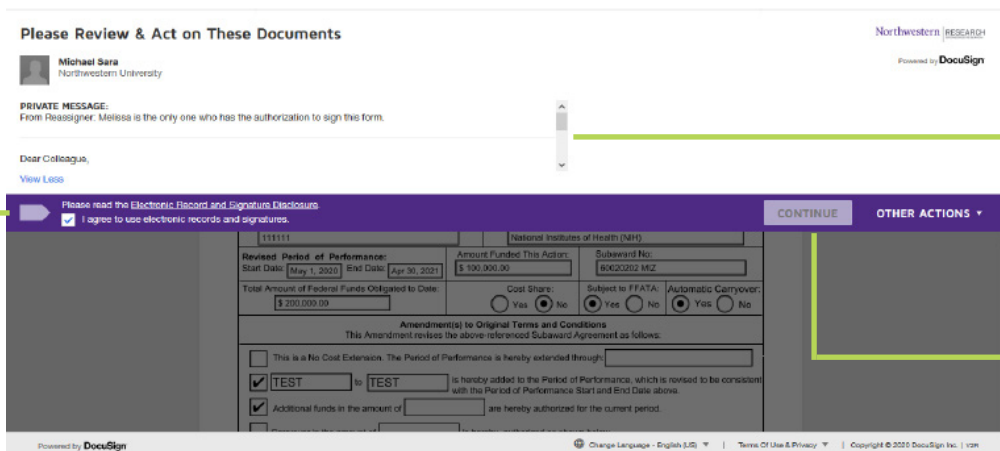
This job aid walks through the steps to electronically sign a document in DocuSign.

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



To begin, click **Review Document**.

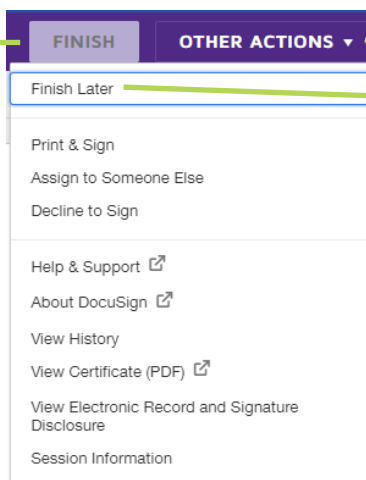
The **Electronic Records and Signature Disclosure** must be agreed to in order to continue.



Use the scroll bar to read the email message from Northwestern OSR.

Click **Continue** to proceed.

To continue with the electronic signature process, click **Finish**.



**OPTIONAL:** The **Other Actions** menu provides a list of additional options and help. For example, if changes need to be made to the document before signature, click **Finish Later**. Then email the requested changes to the 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.

## HOW TO ELECTRONICALLY SIGN A DOCUMENT IN DOCUSIGN

Click the **Start** button to be directed to the signature line(s).

Click the **Sign** box to add your signature.

Type in your name and initials. A preview of your signature will appear below.

There are multiple electronic signature options. **Select Style** is the default and allows you to type in your signature and initials.

Once your signature is complete, click **Adopt And Sign**.

Alternatively, you can use your mouse or mousepad to **Draw** your signature or **Upload** your signature if you have an electronic version previously saved.

There may be additional fields to complete (e.g. Signer Name and Title). Click the red boxes to complete these fields.

Once all the fields are complete, click **Finish**.