

TIP SHEET

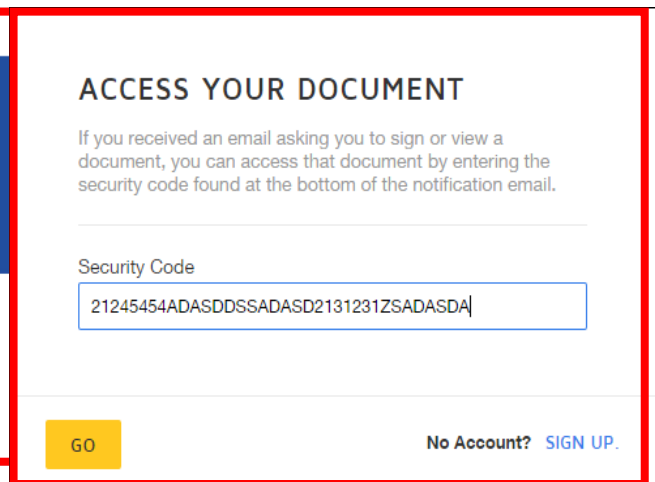
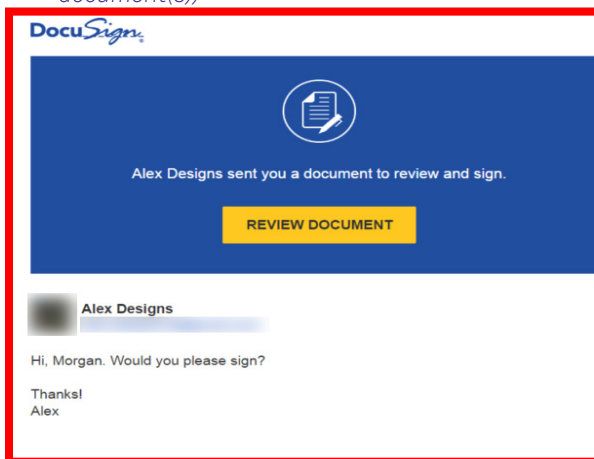
GETTING STARTED: HOW TO ACCESS MY DOCUSIGN SIGNED DOCUMENTS

WHAT IS IT?

This job aid steps through how to access the DocuSign documents that you signed or had signed. Beginning in February 2019, OSR is participating in a pilot program where we will utilize DocuSign to collect signatures on unfunded agreements: confidential disclosure agreements (CDAs), data use agreements (DUAs), and material transfer agreements (MTAs)

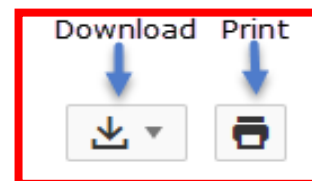
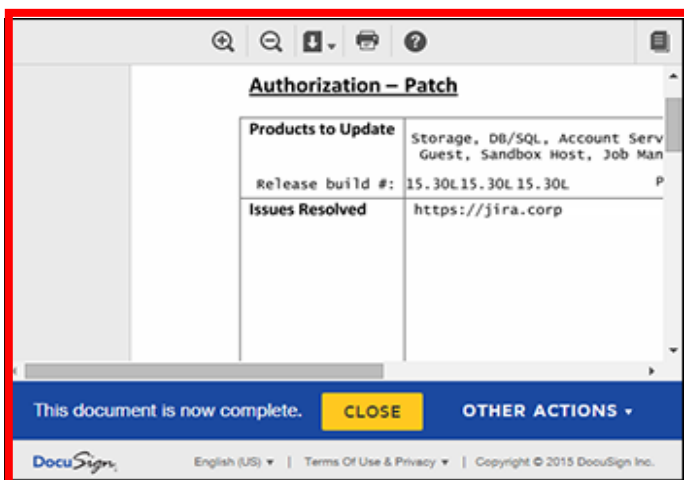
1. Open the DocuSign "Completed" Email

- You will receive an email once you have finished signing a DocuSign document
 - » The email will come through DocuSign from the Contracts Officer responsible for the agreement negotiation
 - » Click "Review Document" in the email to open the documents in your browser; OR, Copy the multi-character security code at the bottom of the email, go to <http://www.docusign.com>, and click "Access Documents" and the "Access Your Document" page opens. Paste the security code from the DocuSign Completed email, and click "Go" (**Note:** You do not need a DocuSign account to access the signed document(s))



2. The Signed Document Opens

- » Either "Print" or "Download" the document(s)



Learn more:
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