WHAT IS IT?

This job aid steps through how to sign a document using DocuSign. 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).

GETTING STARTED:
HOW TO SIGN A DOCUMENT USING DOCUSIGN

1. Receive an Email Notification
   - You will receive an email requesting your review of the unfunded agreement
     - The email will come through DocuSign from the Contracts Officer responsible for the agreement negotiation
     - The subject line will begin with "Please DocuSign" and reference the agreement type, your name, and other relevant identifying information

2. Click "Review Document" and Follow the Prompts to Sign
   - Click "Review Document" in the email
   - Follow the prompts on the web page that opens after you click (e.g. your full name and/or title)
   - Click "Finish" when done
   - The document automatically routes to the next signatory and a notification is sent to your Contract Officers alerting them of the status

Learn more: support.docusign.com
3. Receive the Fully-Executed Agreement and Begin Your Project

When the agreement is fully-executed, you’ll receive a signed copy, and you’re ready to proceed with the activity (material transfer for MTAs, data transfer for DUAs, and information exchange for CDAs)

(Note: Legally-binding and Secure: Signatures collected through DocuSign are legally binding and secure, with all steps of execution tracked securely and electronically
Availability: Available 24 hours from any computer or smartphone with internet access; to sign you do not need to set-up an account (though you may))