

TIP SHEET

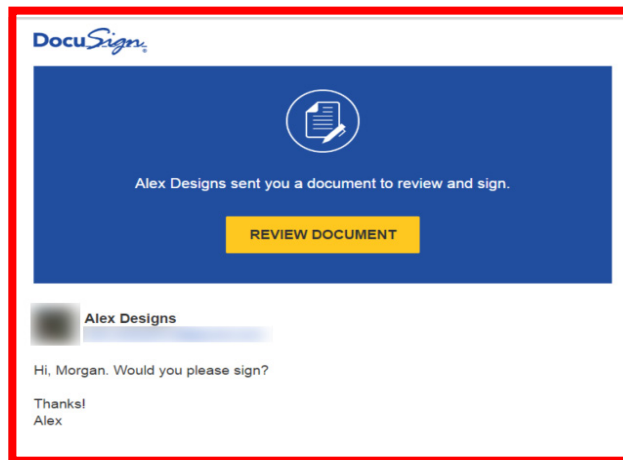
GETTING STARTED: HOW TO SIGN A DOCUMENT USING DOCUSIGN

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)

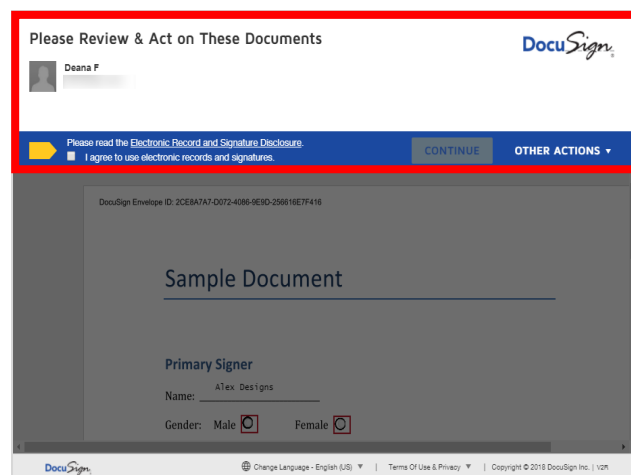
1. Receive an Email Notification

- 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



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START DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8
Sample Document

SIGN Signature: x **SIGN**

Confirm your name, initials, and signature.

Full Name: Michael P Initials: MP

Select Style Draw

Draw your signature Clear

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Sample Document

Primary Signer

Name: Brandon P

Gender: Male Female

Married:

Signature: x Brandon P Date: 12/5/2014 | 1:27 PT

Done! Click Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

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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))

Learn more:

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