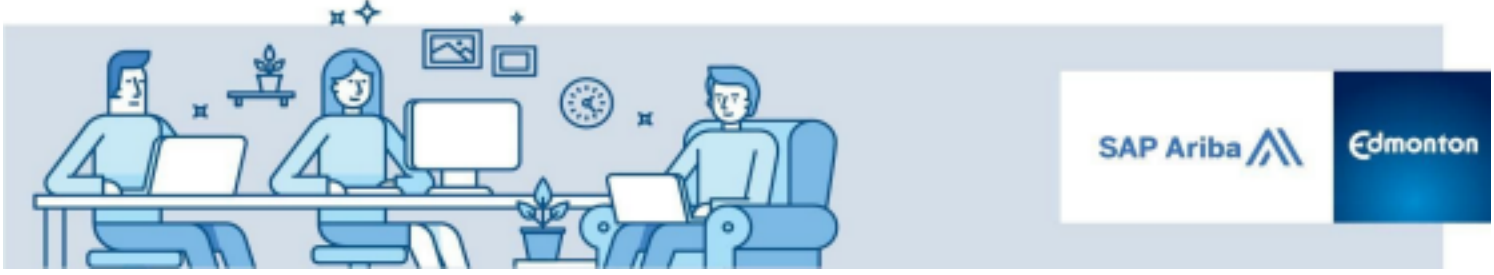


# How to Use DocuSign to Sign Documents Electronically

*A step by step guide*

<b>Step 1: Notification of Signature Request</b>	<b>2</b>
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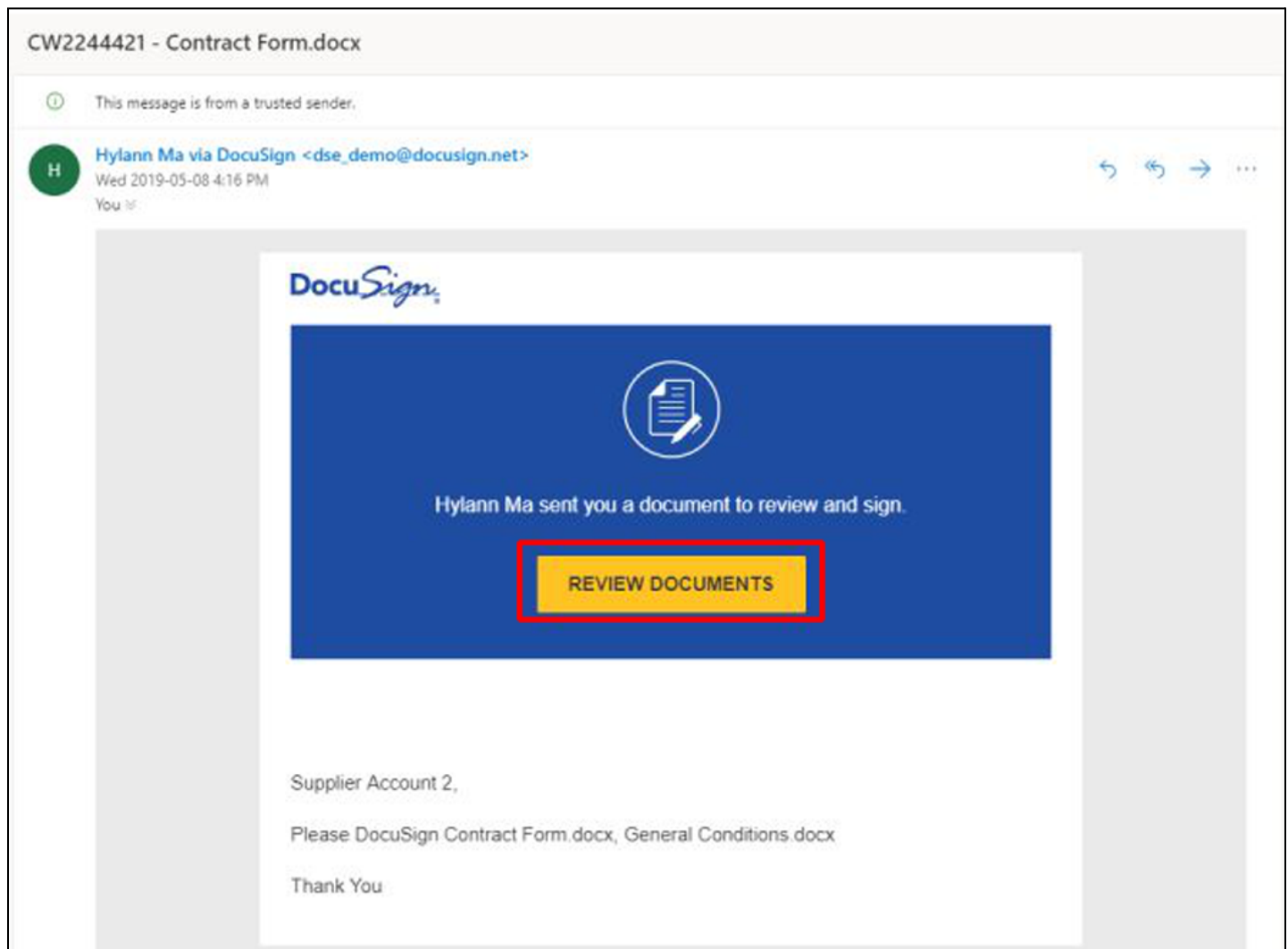


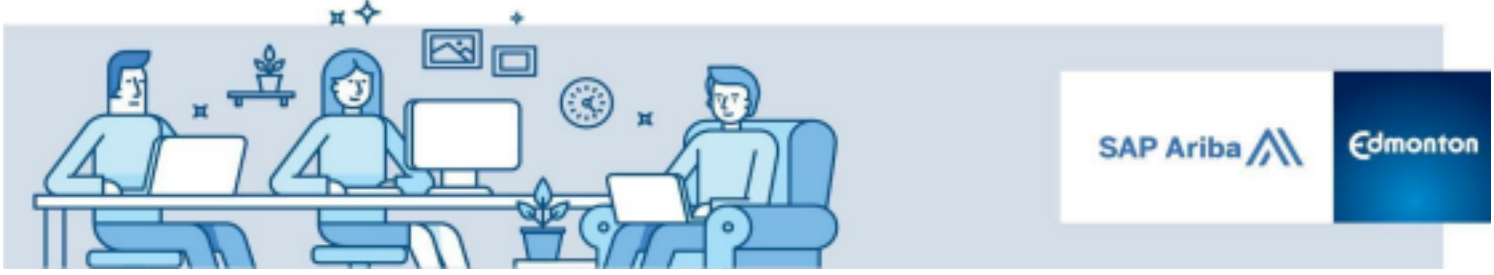
## Guide - How to Use DocuSign to Sign Documents Electronically

The City of Edmonton is using DocuSign - a secure and reliable electronic signature solution - to enable seamless integration with the Ariba system. You may need to sign contractual documents through DocuSign, the following guide will provide step-by-step instructions on how to use DocuSign.

### Step 1: Notification of Signature Request

When a signature is requested by the City of Edmonton, the user will receive an email notification in their inbox. To begin to review and sign the document, click the **Review Documents** button in the email. The user will be redirected to the DocuSign page.





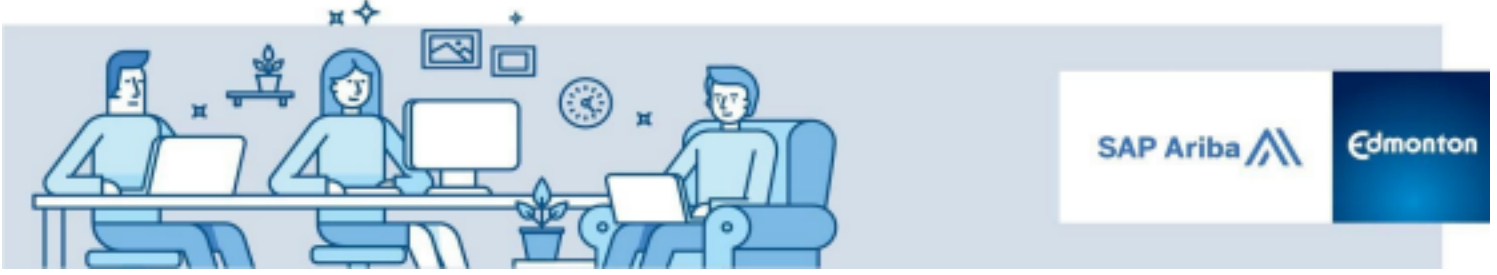
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### Step 2: Review and Sign the Document

I. Review the Electronic Record and Signature Disclosure and click the **checkbox** to indicate agreement and acceptance of terms. Then click the **Continue** button. Use the [How to change signer](#) guide if you need to change signers or want to reassign the signing responsibility to their delegated authority.

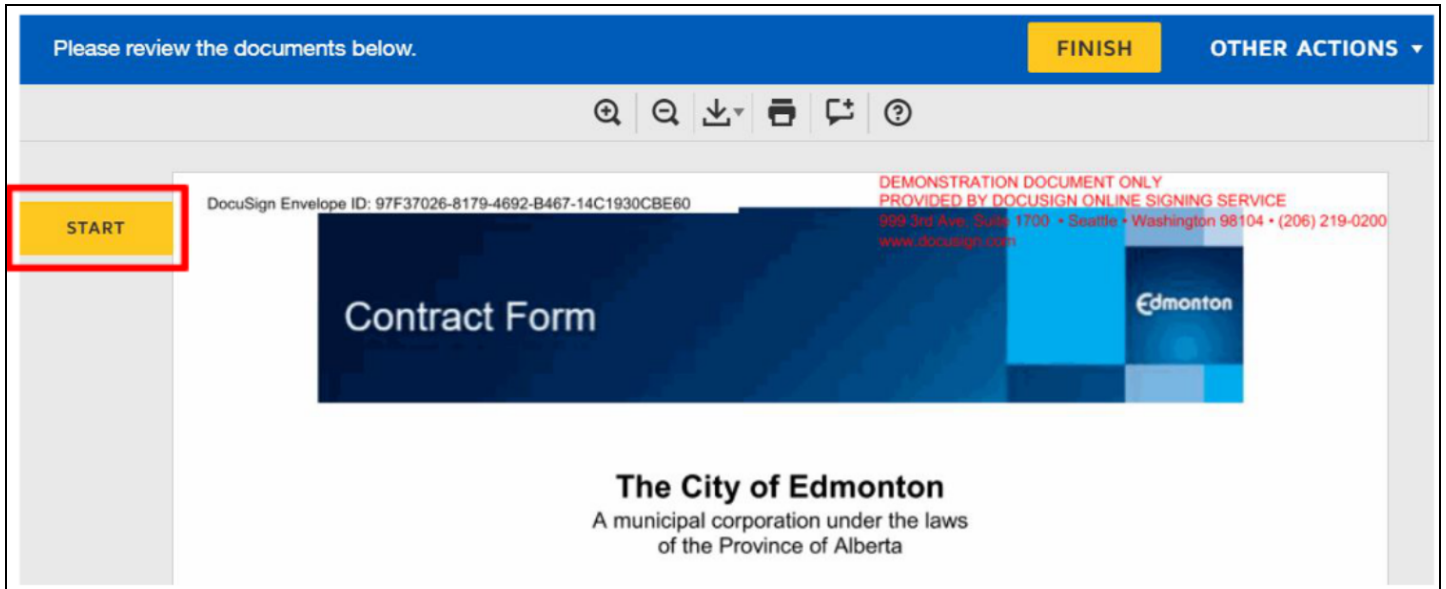
II. Review the document in its entirety.

The electronic signature process is equivalent to the traditional execution using a handwritten signature. The user must review any documents they sign thoroughly, just as they would review any document where they would provide a handwritten signature.

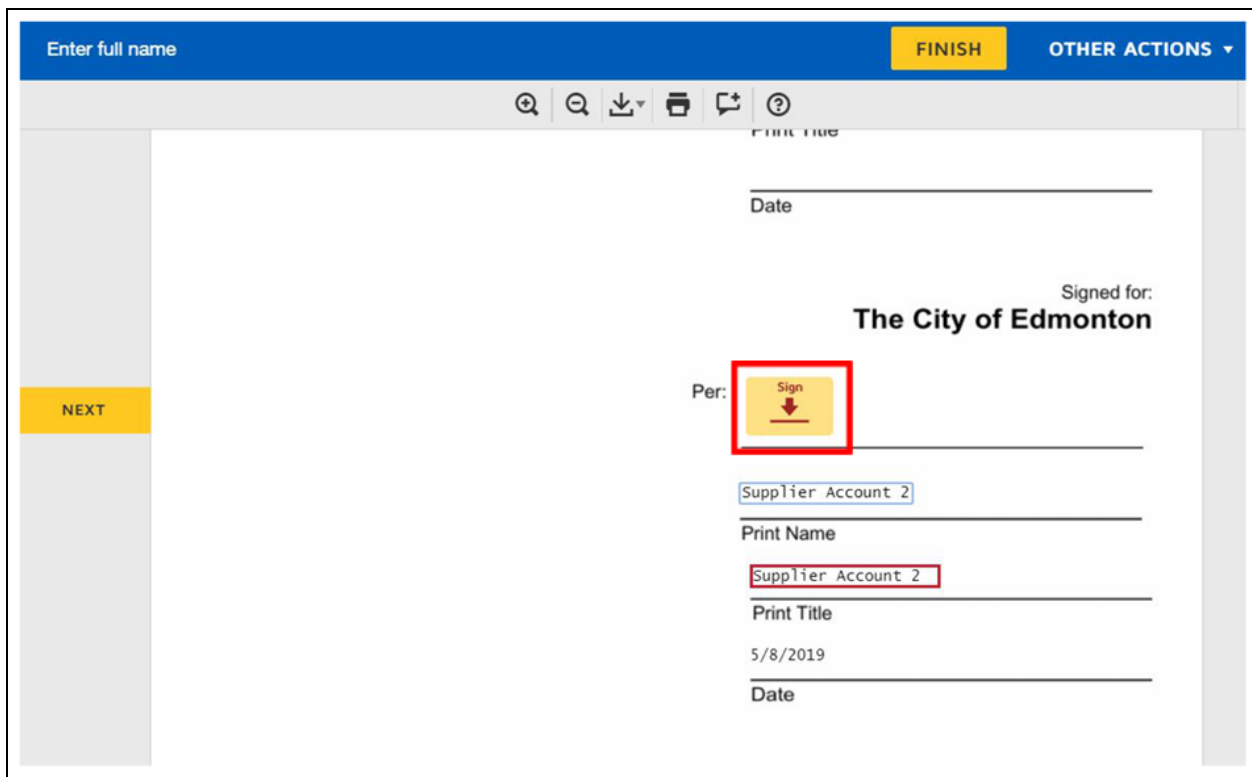


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III. Click the **Start** button on the far left.



IV. The document will automatically scroll to the first field that requires an initial or signature from the Seller. Click the yellow **Sign** button.





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V. A new screen will appear where you can verify your signature details. To change the name and initials to be used, change the text in the *Full Name* and *Initials* Fields. Then click **Adopt and Sign**.

**Note** There is an option to freehand draw a custom signature to replace the standard auto-generated signature, by clicking the Draw button in the following screen.

Select the sign field to create and add your signature

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

<b>Full Name*</b> Supplier Account 2	<b>Initials*</b> SA2
---	-------------------------

**SELECT STYLE**    **DRAW**

**PREVIEW** Change Style

DocuSigned by:  
Supplier Account 2  
E6680B995DA94ED...    DS  
SA2

By selecting 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.

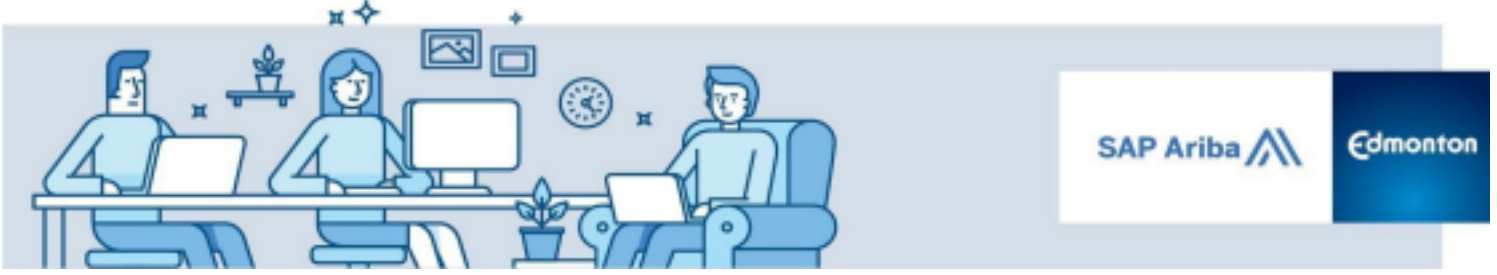
**ADOPT AND SIGN**    CANCEL



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VI. Click on the buttons that indicate a request for a signature or an initial - they will be yellow and marked with the word **Sign** or **Initial** - to electronically sign or initial the document. Fields that are in a red box are editable; customize the text in the box as needed.

The screenshot shows a DocuSign document review interface. At the top, a blue bar contains the text 'Please review the documents below.' and two buttons: 'FINISH' and 'OTHER ACTIONS'. Below this is a toolbar with icons for zooming, downloading, printing, and help. The main content area shows a 'Per:' field with a yellow 'Sign' button containing a downward arrow, which is highlighted with a red box. Below this are several text input fields: 'Supplier Account 2', 'Print Name', 'Print Title', and 'Date'. The 'Print Name' field contains the text 'Supplier Account 2' and is highlighted with a red box, with a red arrow pointing to it from the right. The 'Date' field contains '5/8/2019'. A yellow 'NEXT' button is located in the bottom left corner of the document area.



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VII. Once the **Next** button on the left disappears, no more initials or signatures are required. Click **Finish** to complete the signing process and submit the document.

Done! Select Finish to send the completed document.

**FINISH** OTHER ACTIONS ▾

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### The City of Edmonton

Per: DocuSigned by:  
*Supplier Account 2*  
E6680B995DA94ED

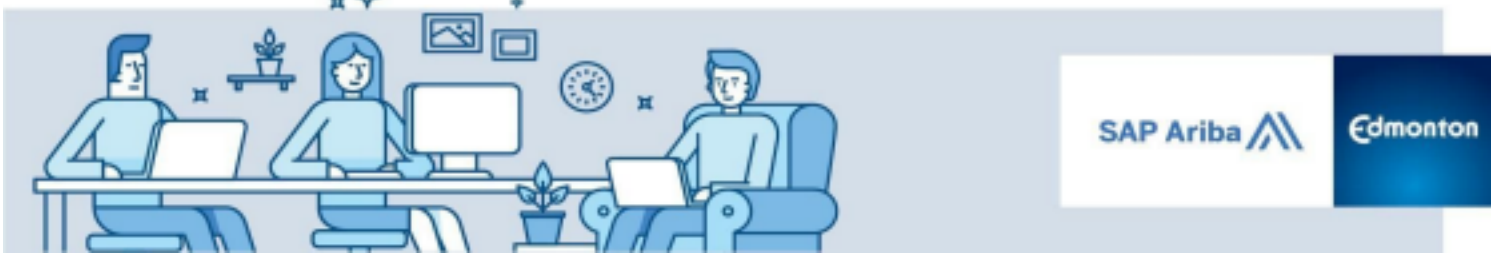
Supplier Account 2

Print Name  
**Clerk**

Print Title

5/8/2019

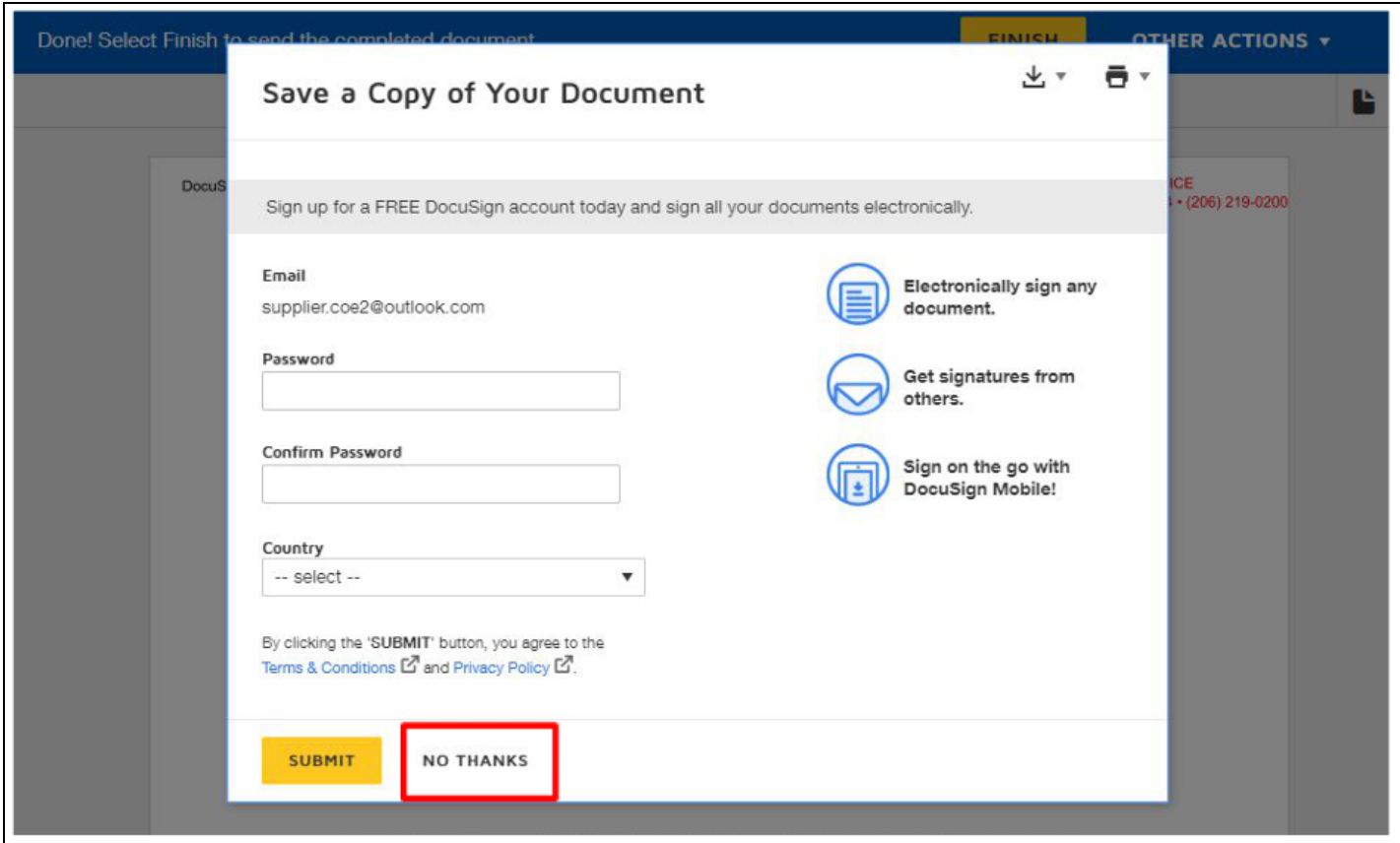
Date



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VIII. A window will appear prompting you to sign up for a DocuSign account. Without filling in any of the fields, click **No Thanks** since signing up is not mandatory.

**Note** For the purpose of signing documents while transacting with the City of Edmonton, you do not need a DocuSign account.







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IX. When all assigned signers have completed signing, you will receive an email confirming that your document has been completed and fully signed. A PDF copy of the signed documents can be found as an attachment in the confirmation email. Please download the fully-signed contract for your records. This shall be treated as your original. Refer to the [How Do I Download and Print a Document that I Received](#) guide for detailed procedures.

The screenshot shows an email interface with the following elements:

- Subject: Completed: CW2244421 - Contract Form.docx
- Sender: Hylann Ma via DocuSign <dse\_demo@docusign.net>
- Date: Thu 2019-05-09 8:39 AM
- Attachments (highlighted with a red box):
  - Contract Form.docx.pdf (232 KB)
  - General Conditions.docx.pdf (224 KB)
- Message content: A blue DocuSign banner with a document icon and the text "Your document has been completed" and a button labeled "VIEW COMPLETED DOCUMENTS".
- Footer: All parties have completed CW2244421 - Contract Form.docx.