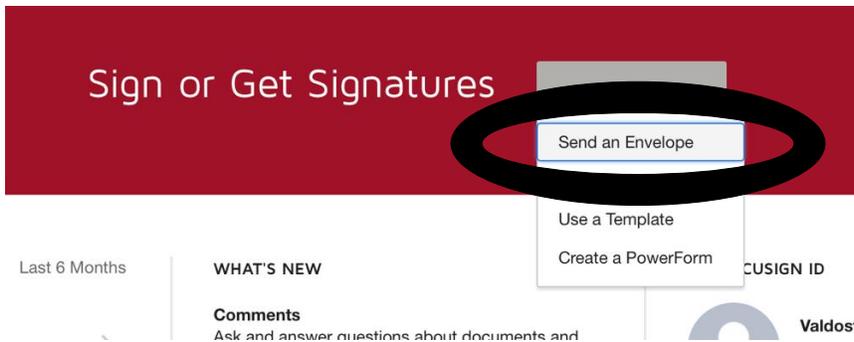
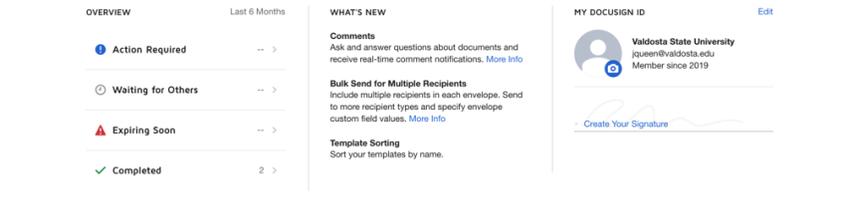


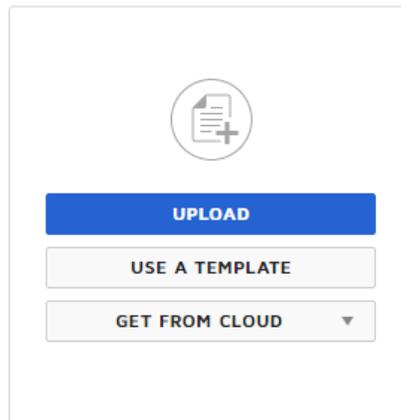
Sending a DocuSign Document

1. Start a new envelope from the “Home” tab. Click New then click Send and Envelope.



2. Add documents and then click **NEXT**.

Add Documents to the Envelope



To add recipients

3. From the prepare view, enter the email address and name of your first recipient.

* To add additional recipient rows, click **ADD RECIPIENT**.

* (Optional) Specify a signing order for the recipients to control the order in which your recipients receive and sign your documents.

* You can assign different actions to the recipients of your document under “needs to sign” (image 2).

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

1

Name *

Email *

ADD RECIPIENT **ADD CONDITIONAL RECIPIENT**

NEEDS TO SIGN

- Needs to Sign
- In Person Signer
- CC Receives a Copy
- Needs to View
- Specify Recipients
- Allow to Edit
- Update Recipients

4. After you add recipients, you enter the email subject and message.

*You can send individual messages to each recipient if necessary.

Message to All Recipients

Custom email and language for each recipient

Email Subject*

Please DocuSign: contract-approval-routing-.pdf

Characters remaining: 53

Email Message

Enter personalized message. |

Characters remaining: 9973

- When finished, click **NEXT**.
- The Fields Palette and your document will appear. The recipient name is displayed in the Recipients List (upper left corner). To assign a signature or other field for the recipient, click and drag a field from the left and place it on the document.

IT Staff

Recipient #1
Recipient #2
Recipient #3

Edit Recipients

Stamp
Date Signed

Name
Email
Company
Title

Text
Checkbox
Dropdown
Radio
Payment Item

and priorities and that the department can furnish the services, materials, and funds designated in the contract/agreement and the appropriate **Vice President and/or Cabinet Level Officer has authorized this project to move forward.**

Approvals	Printed Name	Signature	Date
1. Primary Contact	Full Name	Sign	
2. Budget Manager (If different from Primary Contact)		Sign	
3. OSPRA Director (Required for grants and sponsored programs.)	Full Name	Sign	
*** FOR PROCUREMENT INTERNAL USE ONLY ***			Date Release to Dept.:
4. Procurement		Sign	
5. Information Technology	Full Name	Sign	
6. Legal Affairs			

- Review your document, then click **SEND**.