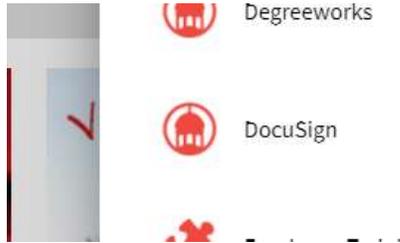
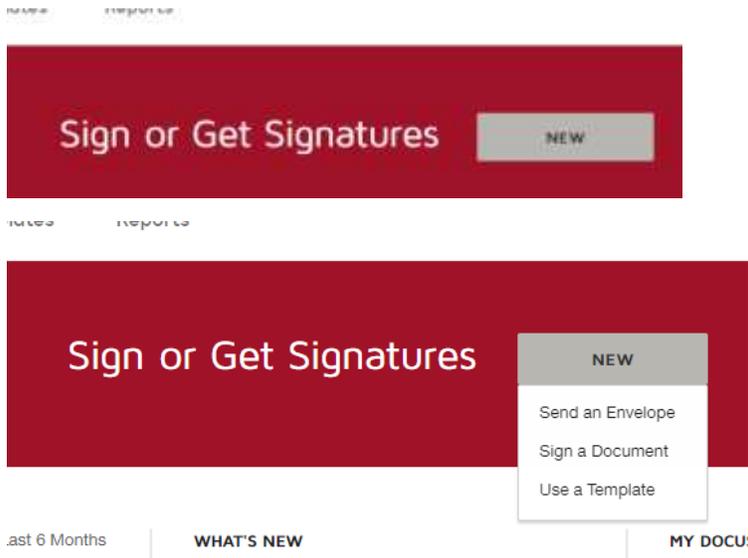


How to use DocuSign to send a form:

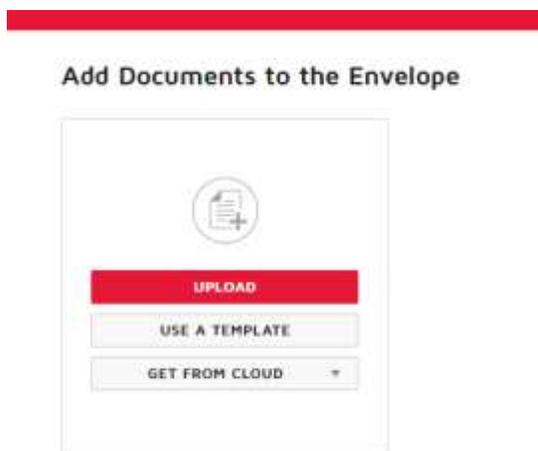
1. Login using “DocuSign” on myVSU portal



2. Click on “New” and choose “Send an Envelope” from the drop-down menu



3. Upload the form that needs signatures



4. Specify signee and check the box for “Set signing order”. If applicable, add recipients who would get a copy.

Set signing order 

Name *

Email *

NEEDS TO SIGN CUSTOMIZE

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

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

Message to All Recipients

Email Subject*

Please DocuSign:

 Email subject is required.

Characters remaining: 100

Email Message

Enter Message

5. Click “Next” to indicate the places where individuals would sign, Or, click “Send Now”

 ADD FROM CONTACTS  SIGNING ORDER

SEND NOW

NEXT

Adding notes to a form:

On some occasions a form may need additional information or needs to be sent back with some notes. Way to add notes or further information to a completed form can be found at:

<https://support.docuSign.com/en/guides/ndse-user-guide-add-comments>