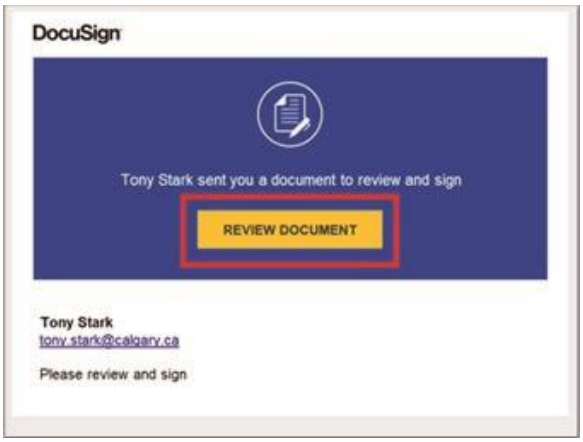
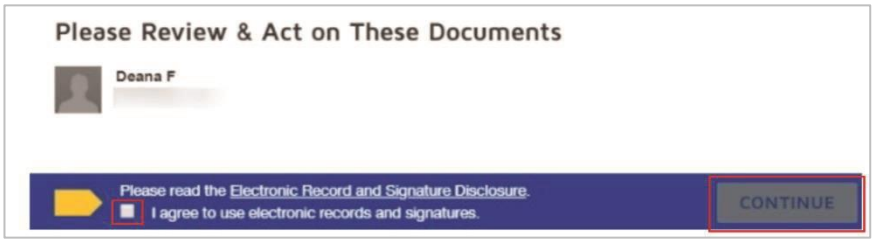
How to Sign Contract Documents with DocuSign

When to use this *How to Guide*:

Follow the steps in this guide to review and sign documents from The City using DocuSign.

STEP	ACTION
1.	When a City Buyer needs you to sign a document, you will receive an email. i. In the email click **REVIEW DOCUMENT**.  ii. On the document review page, select the **I agree to use Electronic Records and Signatures** check box. iii. Click **CONTINUE**.  Note: To view additional options, click **OTHER ACTIONS**.

Step	Action
2.	To review and sign the document: i. Scroll or use the page thumbnails in the right-hand navigation pane. ii. When you are ready to sign, click **SIGN**. iii. Type your signature or initials, as required. iv. Verify that your name and initials are correct or amend as needed. v. Click **ADOPT AND SIGN** to save your signature and return to the document.
3.	When you have entered all required signatures into the document click **FINISH**. A message appears stating that you have completed your document. You can download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.