INSTRUCTIONS FOR USING DOCUSIGN

1. Go to https://account.docusign.com

2.

5. Enter the names and email addresses for each individual who needs to sign the document.

Add Recipients to the Envelope

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

Import a bulk list. Send copies of this envelope to many people at once. ⓘ

6. Select "Next" in the top left corner.
7. Select "Keep PDF form data," if prompted.

8. To specify on the document where an individual needs to sign, select the "Signature" field from the left column, and drag it to the appropriate location on the document. Repeat this for all signatures.

9. Select "Send" in the top left corner. You will be notified by email when your form has been signed by all parties.