

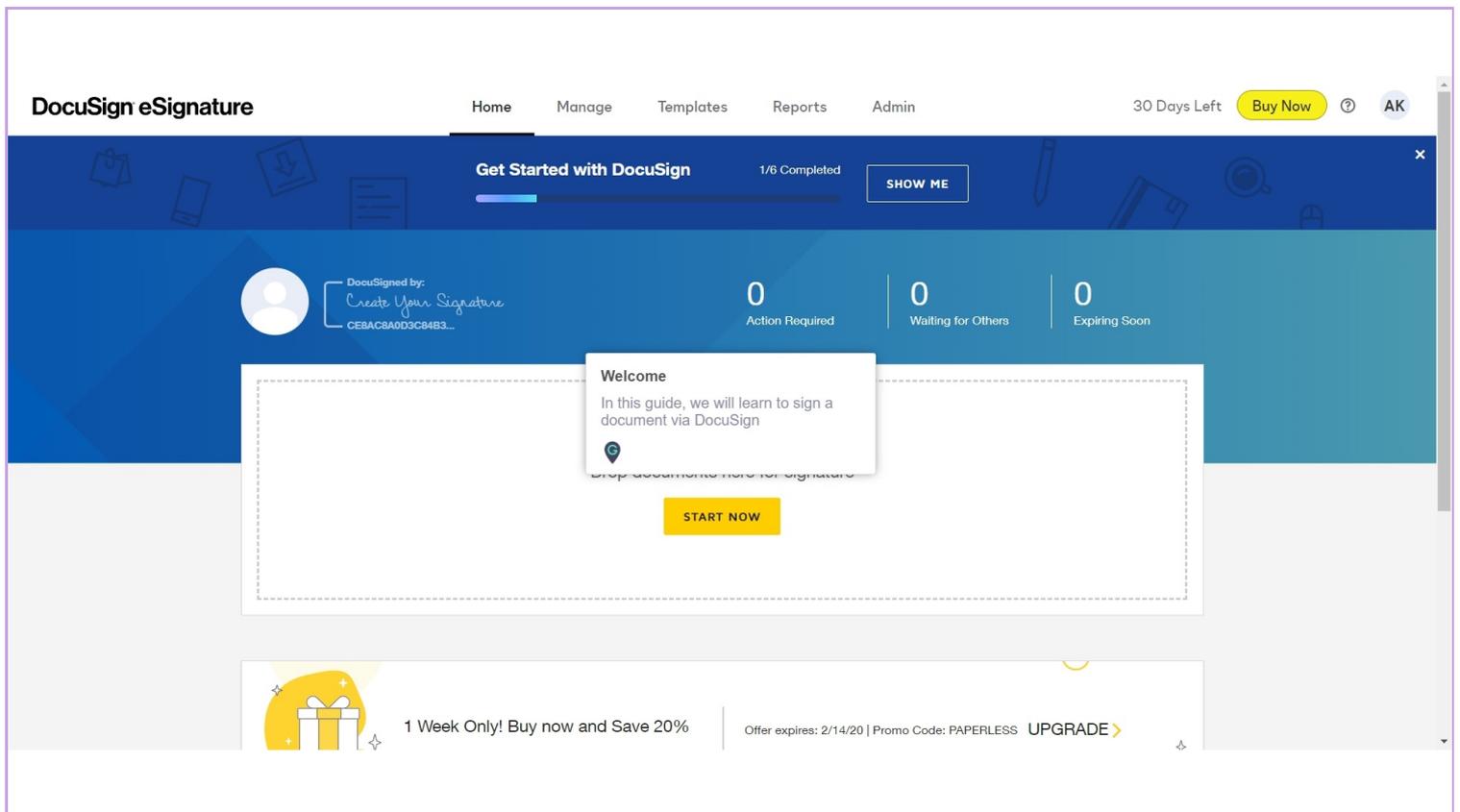


How to sign a document in DocuSign

Step: 01

Welcome

In this guide, we will learn to sign a document via DocuSign



Step: 02

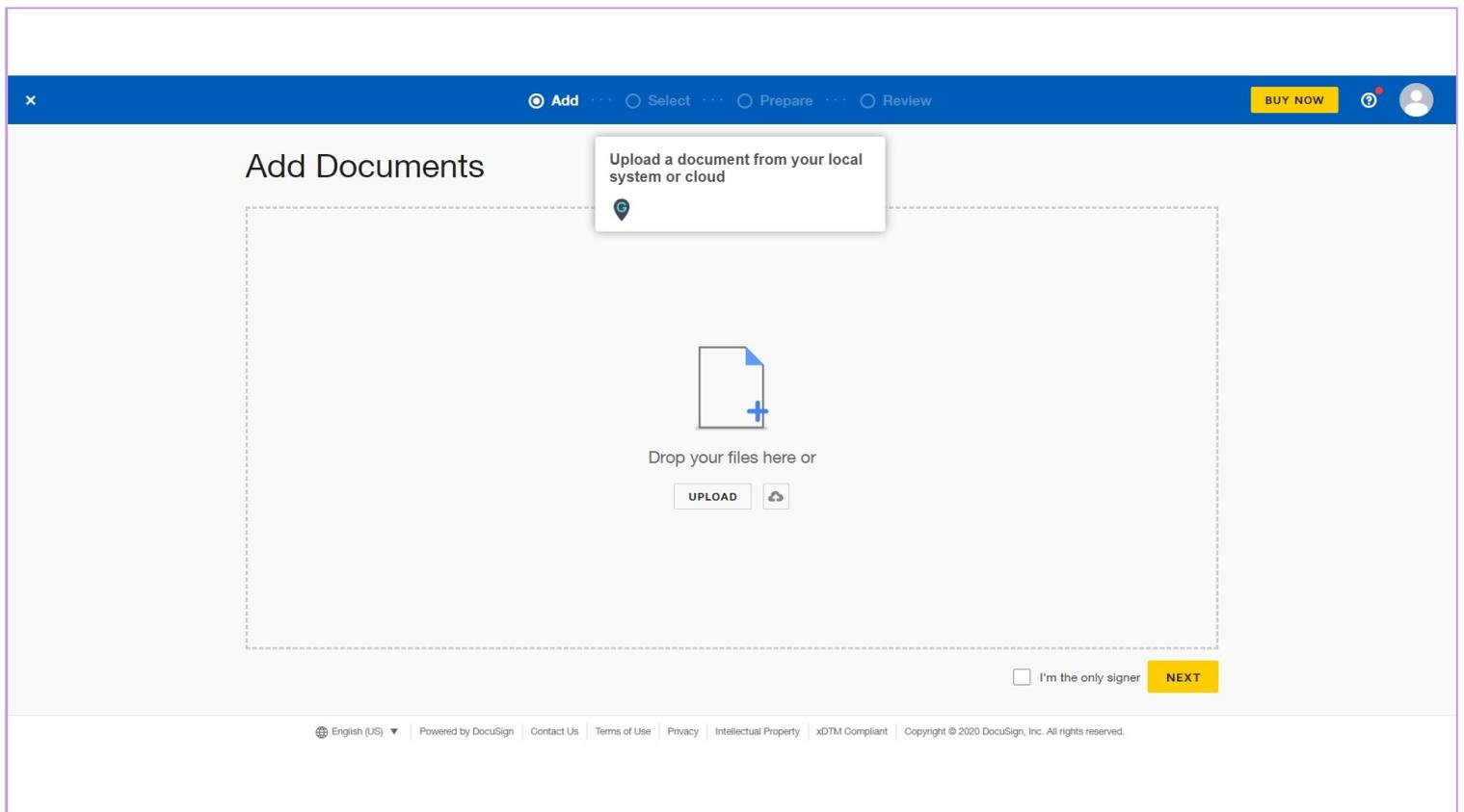
Click on "Start Now"

You can find this on Home page or Manage page

The screenshot shows the DocuSign eSignature dashboard. At the top left, the logo "DocuSign eSignature" is displayed. The navigation menu includes "Home", "Manage", "Templates", "Reports", and "Admin". On the right, there is a "Buy Now" button, a help icon, and the user initials "AK". A "30 Days Left" notification is also present. Below the navigation, a "Get Started with DocuSign" banner shows a progress bar at "1/6 Completed" and a "SHOW ME" button. The main dashboard area features a user profile section with a "DocuSigned by:" label, a signature, and a unique ID. Three statistics are shown: "0 Action Required", "0 Waiting for Others", and "0 Expiring Soon". A central area with a dashed border contains the text "Drop documents here for s" and a yellow "START NOW" button. A tooltip points to the button with the text "Click on 'Start Now'" and "You can find this on Home page or Manage page". At the bottom, a promotional banner for a "1 Week Only! Buy now and Save 20%" offer is visible, with a promo code "PAPERLESS UPGRADE" and an expiration date of "2/14/20".

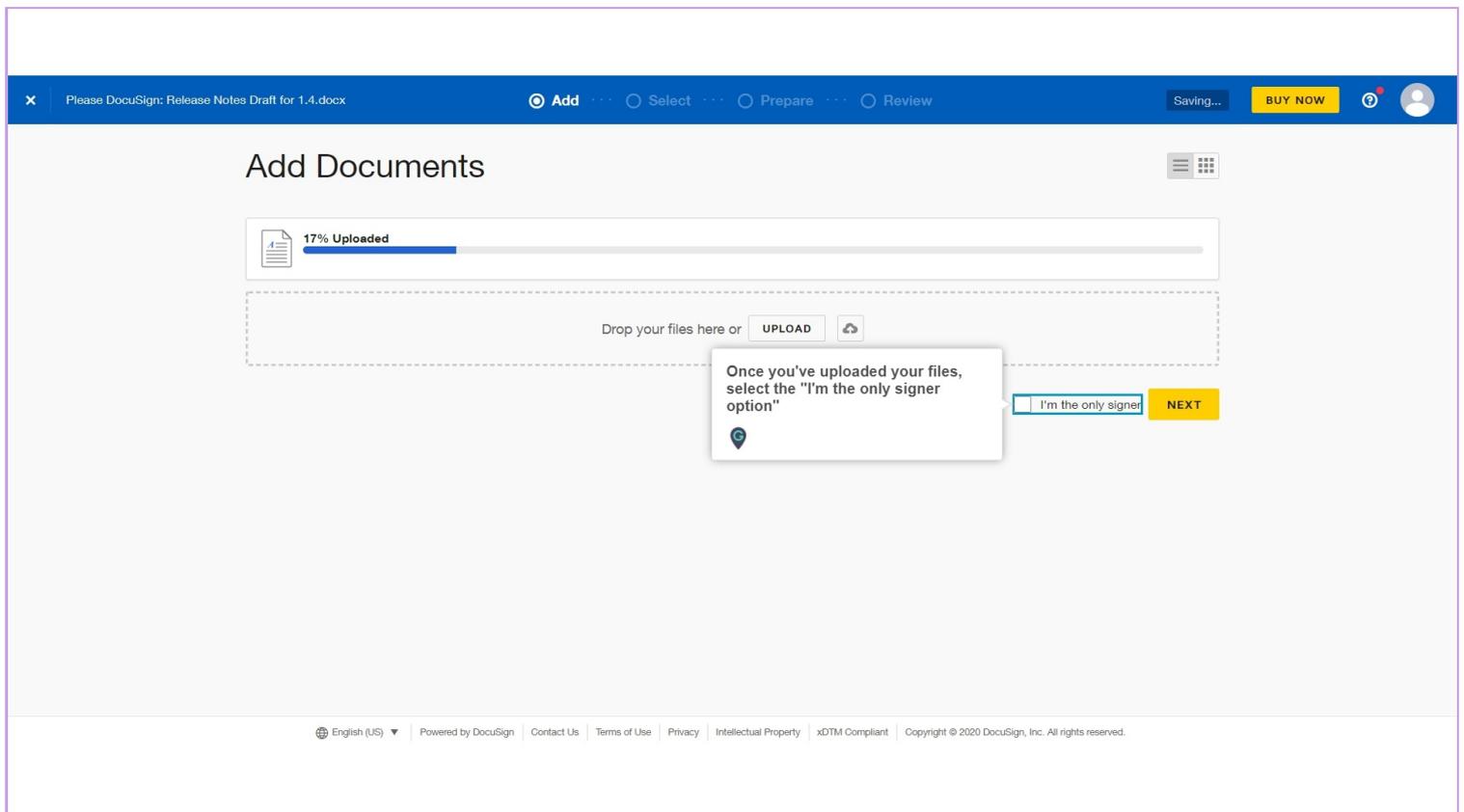
Step: 03

Upload a document from your local system or cloud



Step: 04

Once you've uploaded your files, select the "I'm the only signer option"



The screenshot displays the DocuSign 'Add Documents' interface. At the top, a blue navigation bar contains the document title 'Please DocuSign: Release Notes Draft for 1.4.docx', a progress indicator with 'Add' selected, and buttons for 'Saving...', 'BUY NOW', and a user profile icon. The main content area is titled 'Add Documents' and features a progress bar showing '17% Uploaded'. Below the progress bar is a dashed box for file uploads with the text 'Drop your files here or' and an 'UPLOAD' button. A callout box with a location pin icon contains the instruction: 'Once you've uploaded your files, select the "I'm the only signer option"'. To the right of the callout box are two buttons: 'I'm the only signer' and 'NEXT'. The footer includes a language dropdown set to 'English (US)', 'Powered by DocuSign', and various legal links like 'Contact Us', 'Terms of Use', 'Privacy', 'Intellectual Property', 'xDTM Compliant', and 'Copyright © 2020 DocuSign, Inc. All rights reserved.'

Step: 05

Click on "Sign" to open your document

The screenshot displays the DocuSign 'Add Documents' interface. At the top, a blue navigation bar contains the breadcrumb 'Please DocuSign: Release Notes Draft for 1.4.docx' and steps: 'Add', 'Select', 'Prepare', and 'Review'. A 'BUY NOW' button and a user profile icon are also visible. The main content area is titled 'Add Documents' and features a document card for 'Release Notes Draft for 1.4.docx' (14 pages). Below this is a dashed box for file uploads with an 'UPLOAD' button. A yellow 'SIGN' button is positioned to the right of the document card. A white tooltip with a blue location pin icon points to the 'SIGN' button, containing the text 'Click on "Sign" to open your document'. The footer includes a language dropdown set to 'English (US)', 'Powered by DocuSign', and various legal links.

Step: 06

Click on "Continue" to begin signing your document

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please Review & Act on These Documents

DocuSign

Aishwarya Karanjkar
myGuide

Please review the documents below.

decide, some are being worked on and some are available in the system. Please review the documents below.

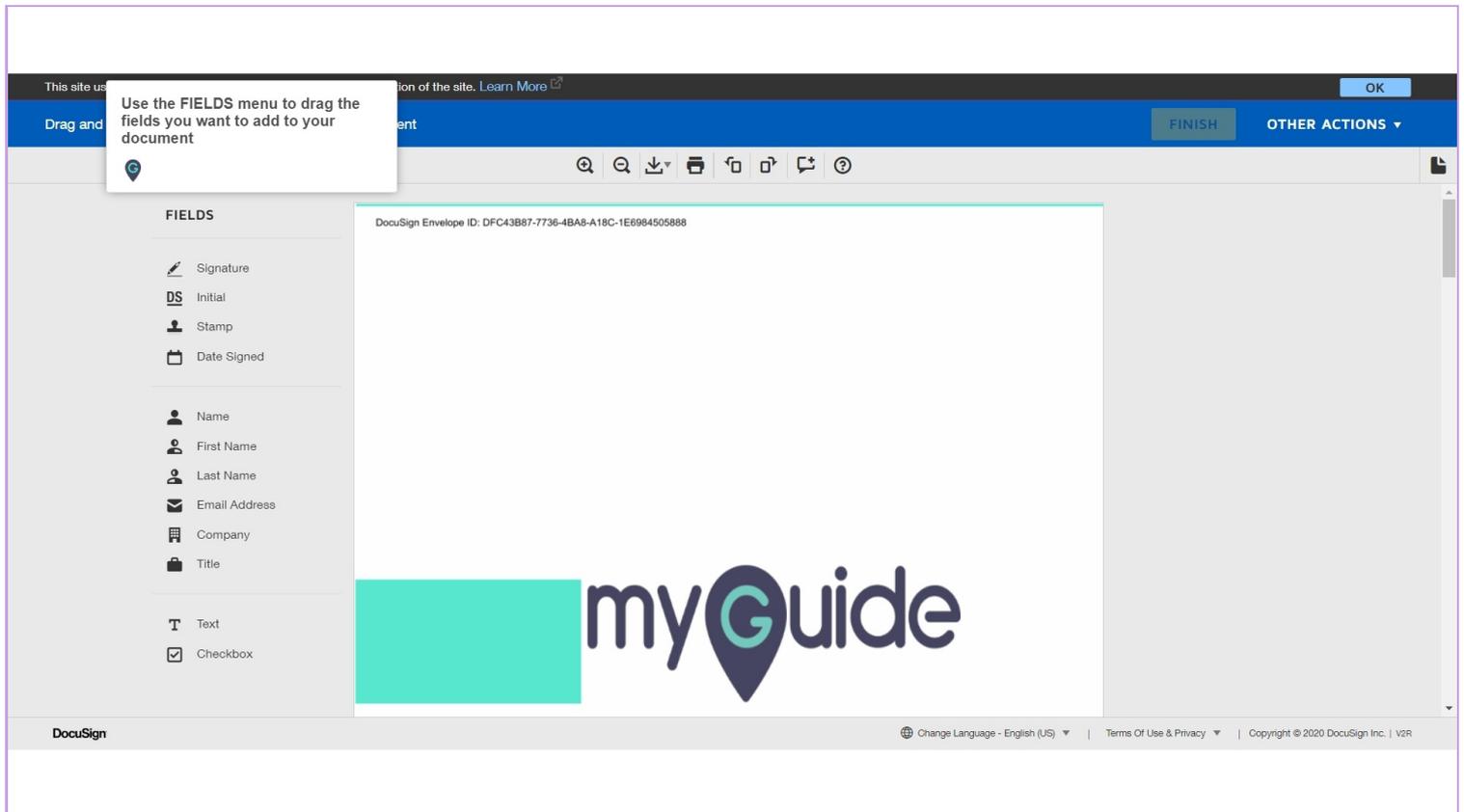
- UI changes

CONTINUE **OTHER ACTIONS** ▾

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Step: 07

Use the FIELDS menu to drag the fields you want to add to your document



Step: 08

Once you've placed and filled in all your fields, click FINISH

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

Signature
Initial
Stamp
Date Signed

Name
First Name
Last Name
Email Address
Company
Title

Text
Checkbox

I thank You!

<https://myguide.org>

myGuide

Page 3

DocuSigned by:
Arishwarya Kaneskar
—CF8ACAA7D7C863

FINISH

Once you've placed and filled in all your fields, click FINISH

16-08-2019-5d56ee7ed3829-1565978238.docx 3 of 3

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Thank You!

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