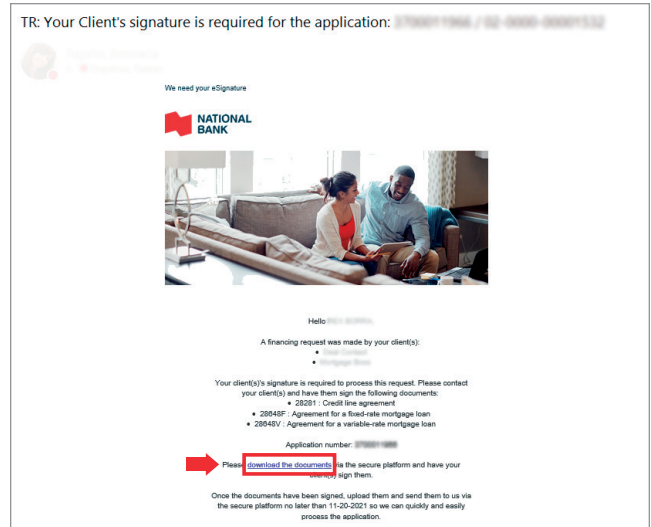




How to print and sign a document using DocuSign

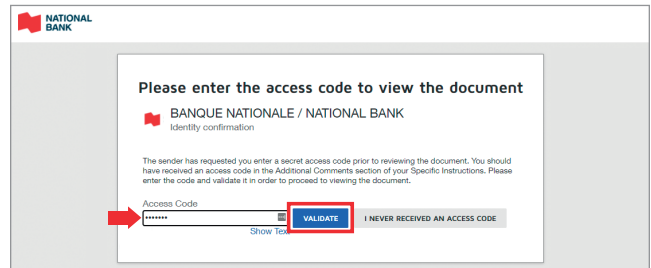
1

Open the email and click on the "Download the documents" link.

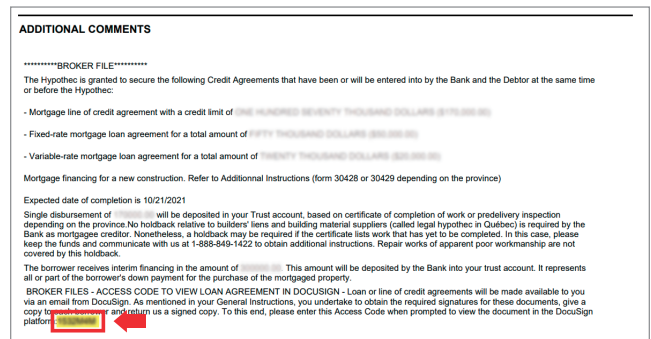


2

Enter the secret access code and click on "Validate" to view the document.

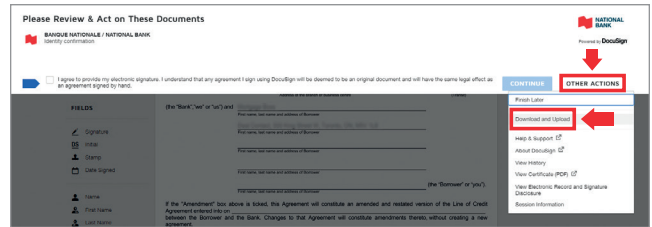


The access code can be found in the "Additional Comments" section of your Specific Instructions.

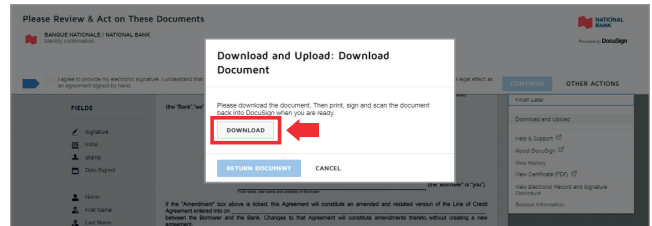




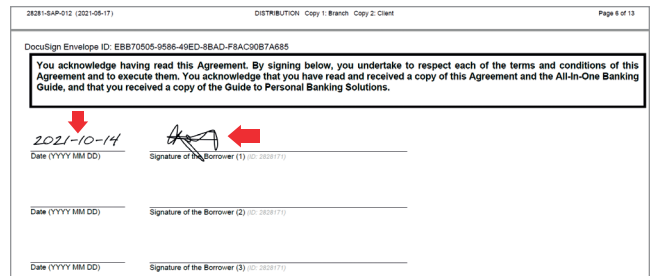
3 Click on **"OTHER ACTIONS"** and select the **"Download and Upload"** option.



4 Click on **"Download"** to download the document.

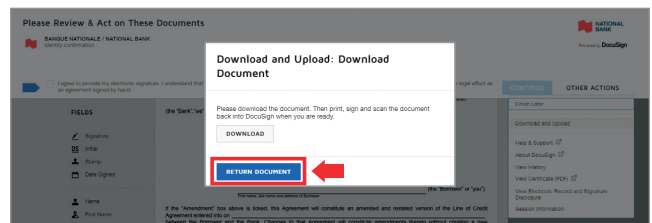


5 The document should automatically open in Adobe Acrobat Reader. Print the document and get client(s) wet signature(s) and corresponding date(s) of signature(s) on all required lines of the document.



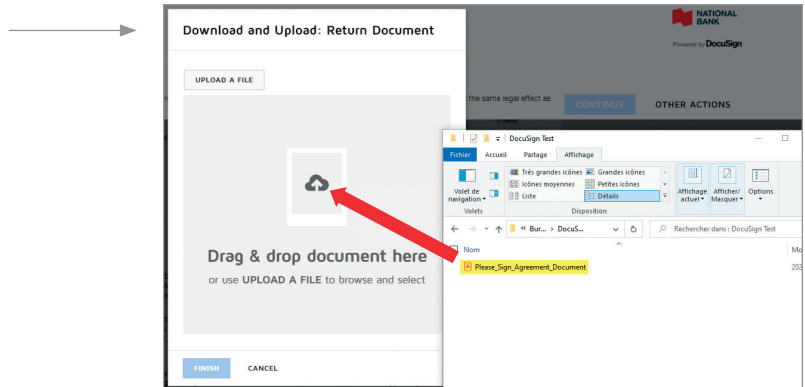
6 Using your scanner, scan all pages of the signed document and save them to a folder on your device.

7 In the Download and Upload window, click on **"RETURN DOCUMENT"**. If the Download and Upload window is not visible onscreen, click on **"OTHER ACTIONS"** and select the **"Download and Upload"** option.

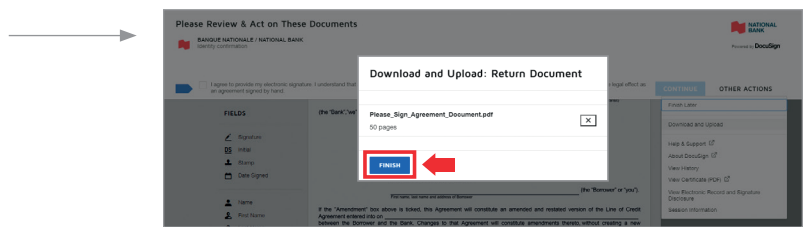




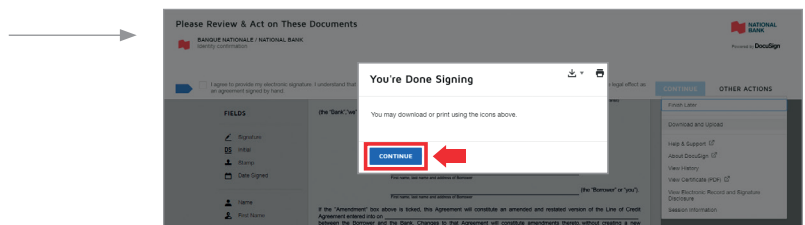
- 8 Drag and drop the signed document from the folder on your device to the Download and Upload window, or click on "UPLOAD A FILE" to select the file from the folder on your device.



- 9 When the file name appears in the Download and Upload window, click on "FINISH".



- 10 Click on "CONTINUE" to finish and exit DocuSign:



- 11 You're done! The following informative page will be displayed in your web browser:

