Your Pitt eSignature Service (DocuSign) account is setup the first time you access DocuSign using My Pitt. You will be prompted to adopt a signature and initials, or you can scan and upload your own signature and initials.

**SIGNING DOCUMENTS:**

When someone sends you a document, you receive an email notification.

1. Select **Review Document**.

   ![DocuSign Review Document](image)

2. If you are ready to sign, click **Sign**. Otherwise, choose **Other Actions**, such as **Finish Later**, **Assign to Someone Else**, or **Decline to Sign**.
   
   **Note:** As a signer, take action on your documents via the link in the original email notification. For example, if you chose **Finish Later** here’s a message showing your results.

   ![DocuSign Finish Later](image)

3. You receive an email copy of eSignature documents you sign.

**SENDING DOCUMENTS:**

1. Login to My Pitt.

2. Select DocuSign.

3. From the **Home** or **Manage** tab, select **NEW**, then **Send an Envelope**.

   **Add Documents to the Envelope:**

1. Select **Upload** or **Use a Template** (see the **Additional Information** on page 2) or **Get from Cloud**.

2. If needed, select **More Options** to **Replace**, **Rename**, **Delete**, and **View** documents.

   ![DocuSign More Options](image)

**Add Recipients to the Envelope:**

To send document(s) to recipients who need to sign them sequentially:

1. Check **Set signing order**.

   ![DocuSign Set signing order](image)

2. Select an **Action** for each Recipient.
SENDING DOCUMENTS (continued):

3. Make any changes to the Subject and Email Message.  
   Note: eSignature sends this email to all recipients on the envelope.

4. Select Edit, then Advanced Options to change additional messaging options.  
   Note: For example, you can prevent recipients from making changes to signing responsibility.

5. Click NEXT, then tag the document: Select each Recipient, and drag and drop fields onto the document as needed.

6. Click SEND.

ADDITIONAL INFORMATION:

- Practice with DocuSign by sending a sample document to yourself to sign.

- Templates allow you to create simple or complex documents once and reuse them.

- Contact information can be changed:
  1. Select your silhouette/picture.
  2. Select My Preferences, then (Account) Contacts.
  3. Make your changes.

- Notifications are automatically emailed to you regarding all your activities. To review and manage the list of activities that generate these emails:
  1. Select your silhouette/picture.
  2. Select My Preferences, then (Signing and Sending) Notifications.
  3. Make your changes.