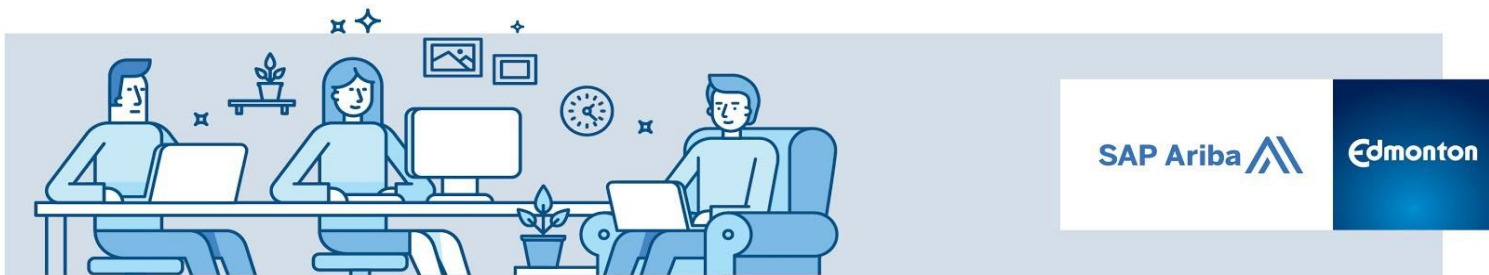


How to Use DocuSign to Sign Documents Electronically

How to Use DocuSign to Sign Documents Electronically

A step by step guide

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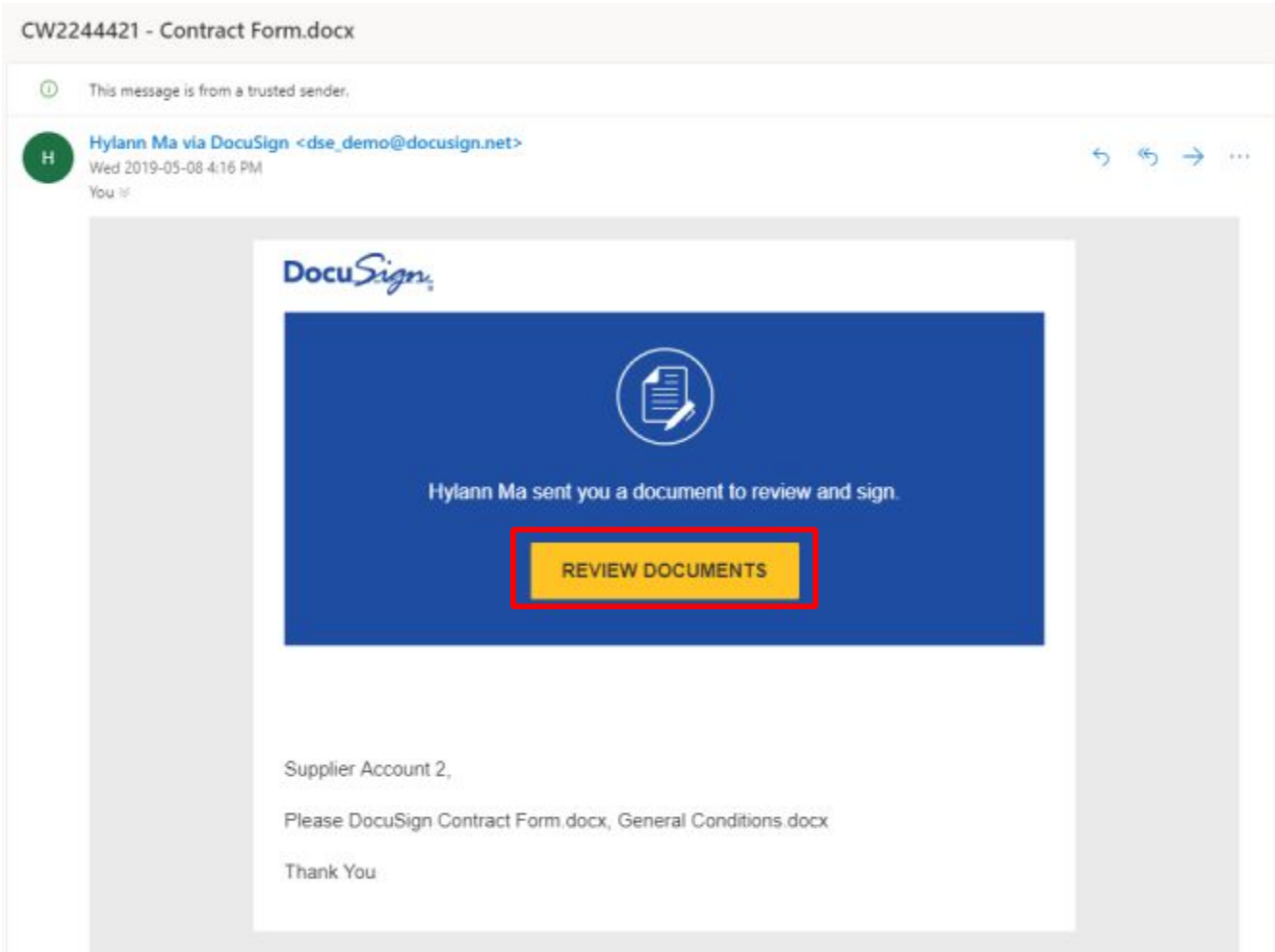


How to Use DocuSign to Sign Documents Electronically

The City of Edmonton is using DocuSign - a secure and reliable electronic signature solution - to enable seamless integration with the Ariba system. You may need to sign contractual documents through DocuSign, the following guide will provide step-by-step instructions on how to use DocuSign.

Step 1: Notification of Signature Request

When a signature is requested by the City of Edmonton, the user will receive an email notification in their inbox. To begin to review and sign the document, click the **Review Documents** button in the email. The user will be redirected to the DocuSign page.

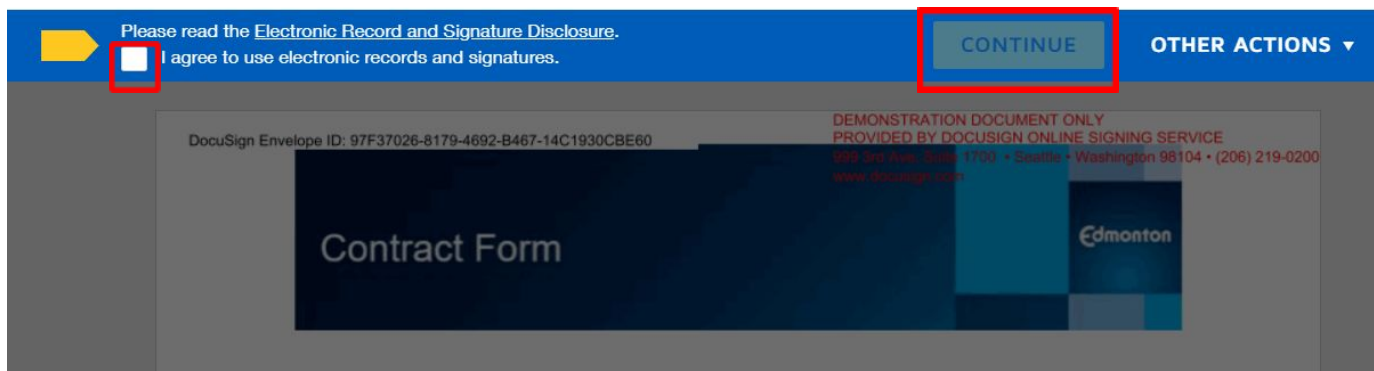




Step 2: Review and Sign the Document

- I. Review the Electronic Record and Signature Disclosure and click the **checkbox** to indicate agreement and acceptance of terms. Then click the **Continue** button.

Please Review & Act on These Documents



- II. Review the document in its entirety.

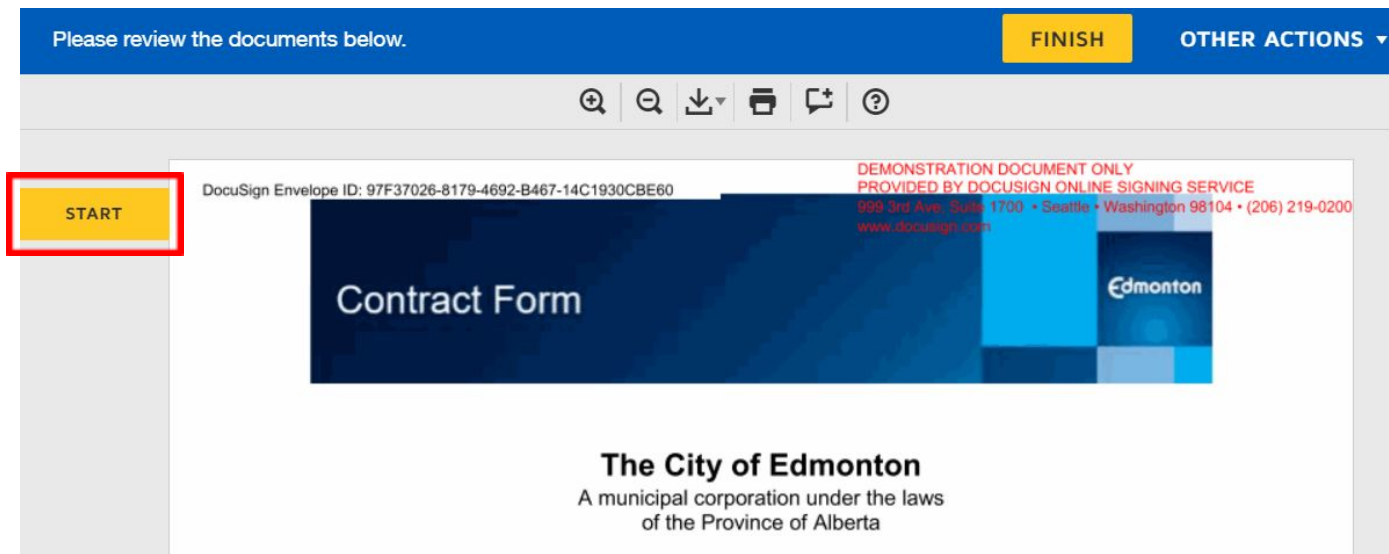


The electronic signature process is equivalent to the traditional execution using a handwritten signature. The user must review any documents they sign thoroughly, just as they would review any document where they would provide a handwritten signature.

- III. Click the **Start** button on the far left.



How to Use DocuSign to Sign Documents Electronically



- IV. The document will automatically scroll to the first field that requires an initial or signature from the Seller. Click the yellow **Sign** button.



How to Use DocuSign to Sign Documents Electronically

Enter full name FINISH OTHER ACTIONS ▾

Print Name _____
Date _____

Signed for:
The City of Edmonton

Per: Sign
↓ _____

Supplier Account 2
Print Name
Supplier Account 2
Print Title
5/8/2019
Date

NEXT

- V. A new screen will appear where you can verify your signature details. To change the name and initials to be used, change the text in the *Full Name* and *Initials* Fields. Then click **Adopt and Sign**.

■ There is an option to freehand draw a custom signature to replace the standard auto-generated signature, by clicking the Draw button in the following screen.

Note



How to Use DocuSign to Sign Documents Electronically

Select the sign field to create and add your signature

FINISH OTHER ACTIONS

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Supplier Account 2	Initials* SA2
---	-------------------------

SELECT STYLE DRAW

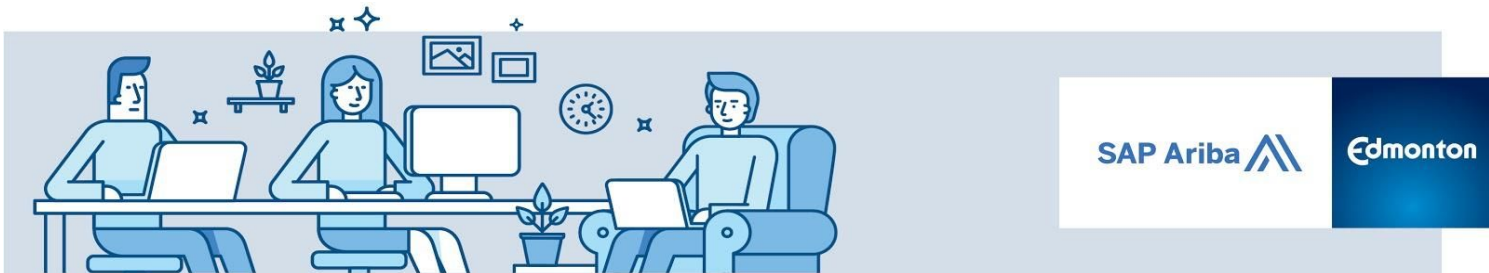
PREVIEW [Change Style](#)

DocuSigned by:
Supplier Account 2
E6680B995DA94ED... DS
SA2

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- VI. Click on the buttons that indicate a request for a signature or an initial - they will be yellow and marked with the word **Sign** or **Initial** - to electronically sign or initial the document. Fields that are in a red box are editable; customize the text in the box as needed.



How to Use DocuSign to Sign Documents Electronically

Please review the documents below. **FINISH** OTHER ACTIONS ▾

Per: Sign

Supplier Account 2

Print Name
Supplier Account 2 ←

Print Title

5/8/2019

Date

NEXT

VII. Once the **Next** button on the left disappears, no more initials or signatures are required. Click **Finish** to complete the signing process and submit the document.

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

The City of Edmonton

Per: DocuSigned by:
Supplier Account 2
E6680B995DA84ED...

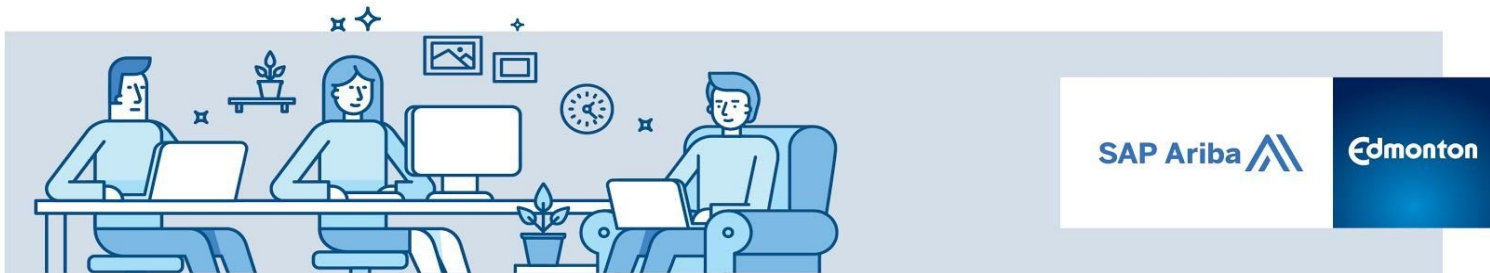
Supplier Account 2

Print Name
Clerk

Print Title


5/8/2019

Date

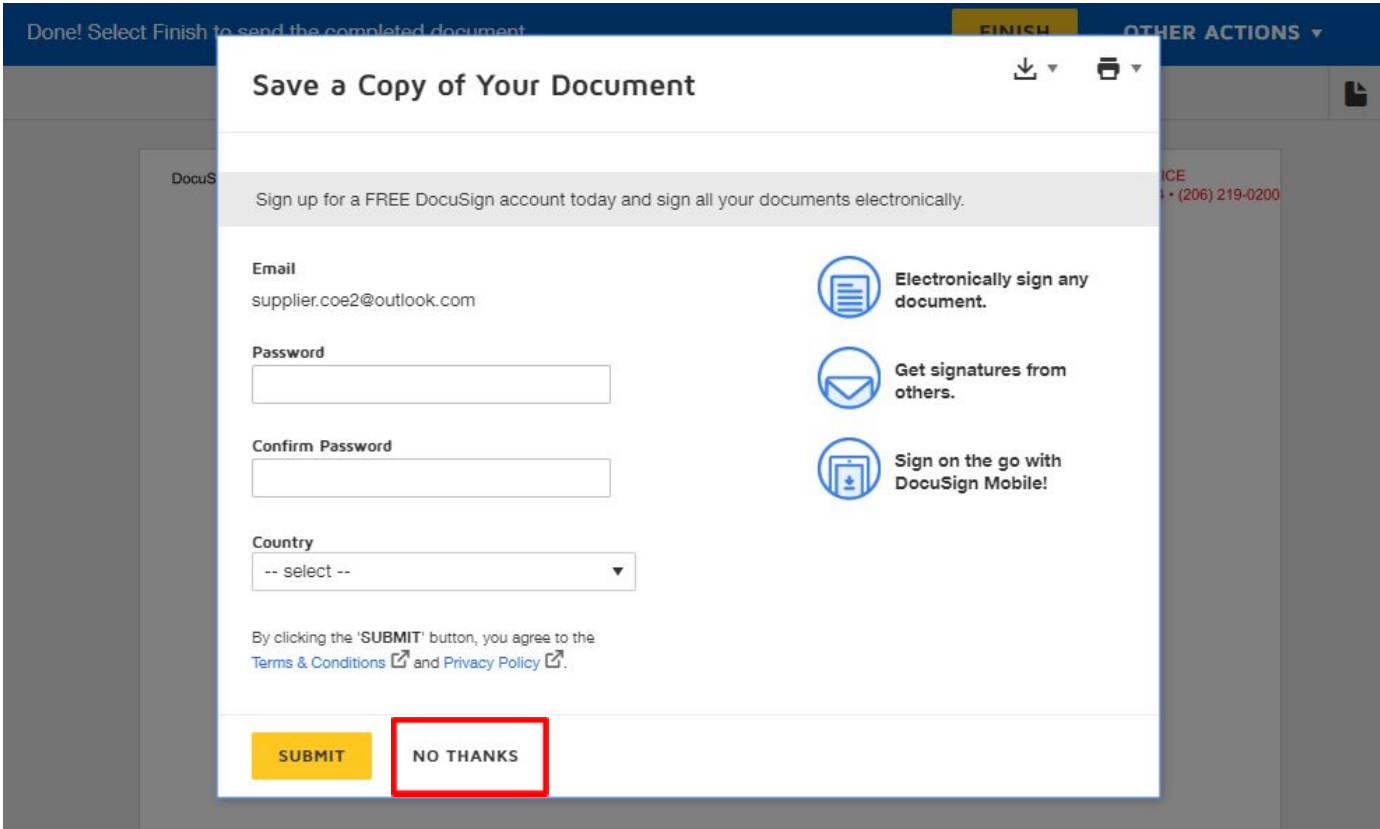


How to Use DocuSign to Sign Documents Electronically

VIII. A window will appear prompting you to sign up for a DocuSign account. Without filling in any of the fields, click **No Thanks** since signing up is not mandatory.

 For the purpose of signing document while transacting with the City of Edmonton, you do not need a DocuSign account.

Note





How to Use DocuSign to Sign Documents Electronically

- IX. The signing process is completed. You will receive an email confirming that your document has been completed and fully signed. A PDF copy of the signed documents can be found as an attachment in the confirmation email.

