

## DocuSign – Guided Signing

**Summary:** This guide provides information about how to electronically sign a document using the DocuSign® Service. Electronic signing provides a quick, easy and secure method for you to receive, sign and return documents from a sender without the need for appearing in person or sending documents back and forth.

This process begins when you receive an email requesting that you electronically sign a document.

**1. Receiving an Email Notification -**


After opening your email, click **Review Documents** to access the documents. A new web browser window opens, connects to the secure DocuSign Online Signing Service website and displays the Welcome or Overview page.

**2. Signing Overview -** The Overview page provides a short overview of the signing process and has the consumer disclosure, which covers conducting business electronically. Review the consumer disclosure and select the checkbox for agreeing to conduct business electronically. Then click **Review Documents** to continue.

**Important!** You must agree to conduct business electronically with the document sender in order to view and sign the documents.

**3.**

**Request For Signature**

**From:**  **Steve Anderson**  
GenWatt, Inc.

**Documents (2):** Parking Application.pdf  
NewAccount.pdf

**Consumer Disclosure**  
CONSUMER DISCLOSURE

From time to time, GenWatt, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'agree' button at the bottom of this document.

I agree to do business electronically with GenWatt, Inc.

[Read Full Agreement >](#)

[Review Documents](#) [Decline](#) [Finish Later](#) [Sign on Paper](#) [Change Signer](#)

Select I agree and then click Review Documents to continue.

**4.** The other options that might be available to you are:

- Click **Finish Later** if you are not ready to sign the document. You can return to the document later by using the link in the email notification.

- Click **Sign on Paper** to sign the document on paper. See the *Signing and Uploading or Faxing Your Documents* guide on the DocuSign website for more information about using this option. In some cases this option might not be available.

- Click **Change Signer** to send this document to another person to sign. You will be asked to provide the new signer's name and email address. A message is sent to person that sent the document telling them you have reassigned the document.

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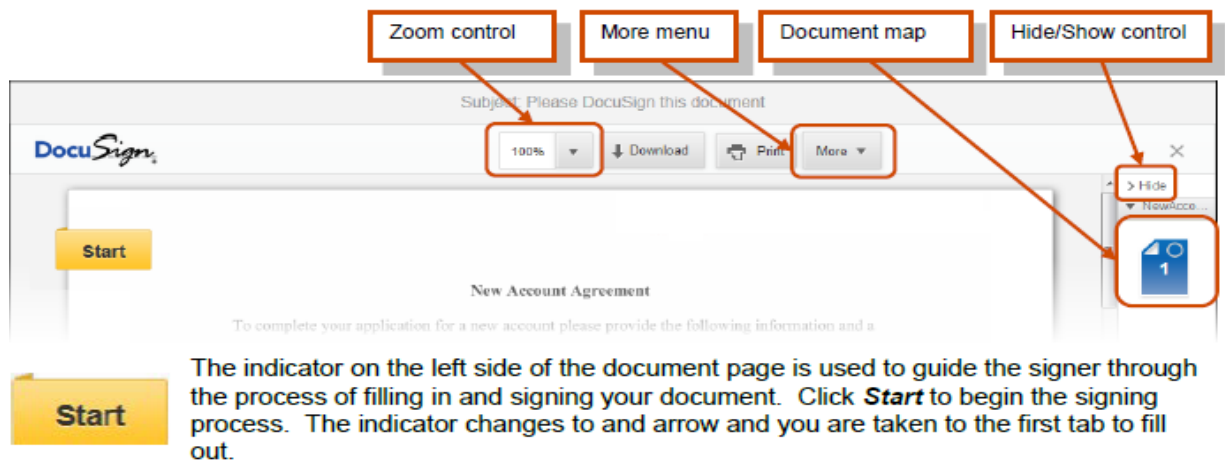
- Click **Decline** to decline signing the document. You might be asked to provide a message for the person that sent the document telling them why you have declined to sign.

### 5. Adding Information and Signing the Document –

The first page of the document you are signing is shown in the window. There are several controls available for your use.

- The right side of the window has a document map showing the number of pages in the envelope and the pages that have tags. You can click on a page to jump to a page. You can hide or show the document map by click the Hide/Show control.
- There is also a control for zooming in or out on the current page. You can select the page size from the list.
- In the center of the header you can download the document as a PDF file, print the document, and access the **More** menu. From the **More** menu, you can view information about the envelope, or select to change the signer, decline to sign, print and sign on paper and fax, or finish signing later. See the [More Options](#) section of this guide for more information about the options presented.

### 6.

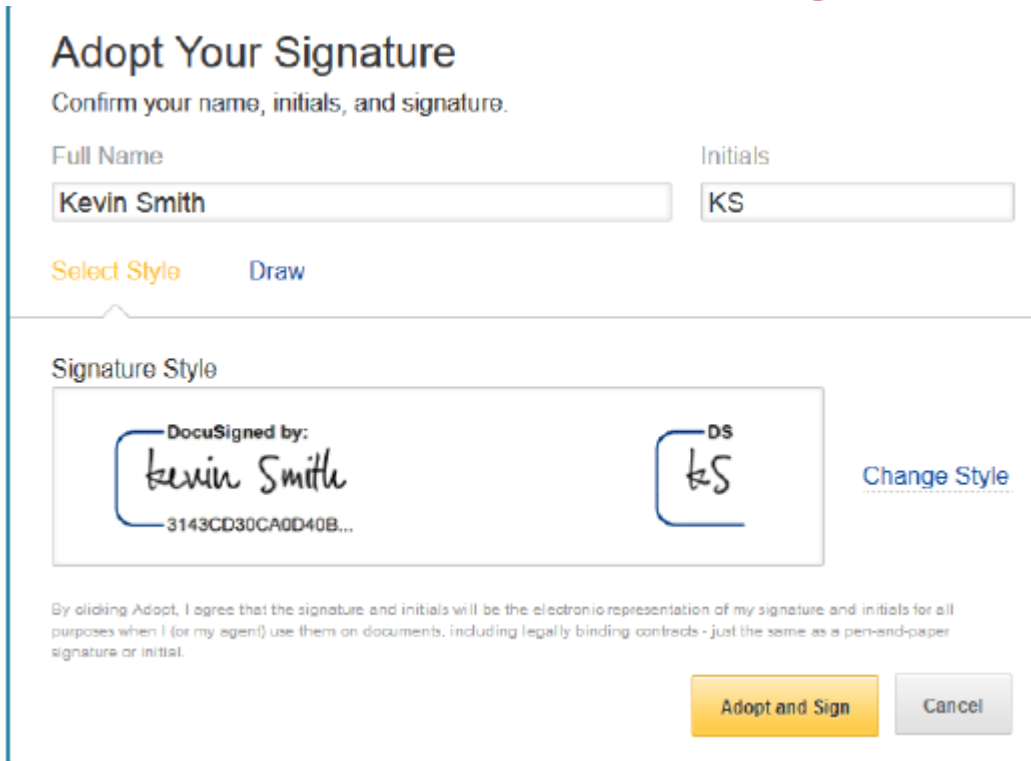


The text shown in the indicator arrow is the action you are expected to take for the current information tag. The text in the arrow changes as the indicator guides you through the document.

### 7. Click the **Sign Here** or **Initial** tag to place your signature or initial in the document. If this is the first signature or initial tag, you are asked to Adopt your Signature.

### 8. Adopting your signature: The first time you click a **Sign Here** or **Initial** tag, you are asked to adopt your signature and initials.

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**Adopt Your Signature**  
Confirm your name, initials, and signature.

Full Name:  Initials:

[Select Style](#) [Draw](#)

**Signature Style**

DocuSigned by:  
Kevin Smith  
3143CD30CA0D40B...

DS  
KS

[Change Style](#)

By clicking Adopt, 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.

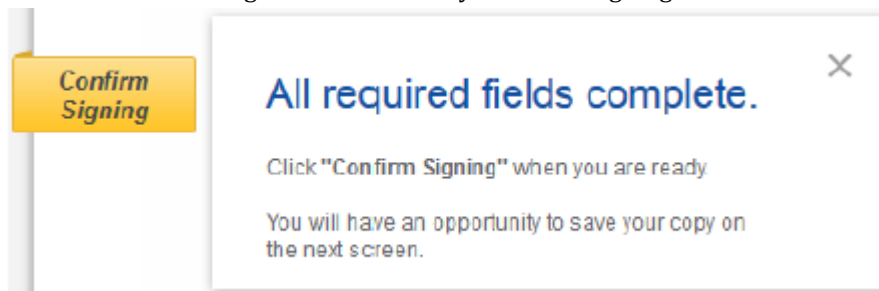
9. First verify your name and initials are correct. If not, they can change them as needed. If you would like to change your name or initials, type the changes in the **Full Name** and **Initials** fields.

Choose if you want to select a preformatted signature style or if you will draw your signature.

**Note:** Drawing a signature and initials can only be done if your browser is HTML5 capable and the sender allows it.

10. **Complete Signing** - After you have completed adding information to all the required tags in the envelope, the indicator arrow changes to a box that says Confirm Signing.

11.



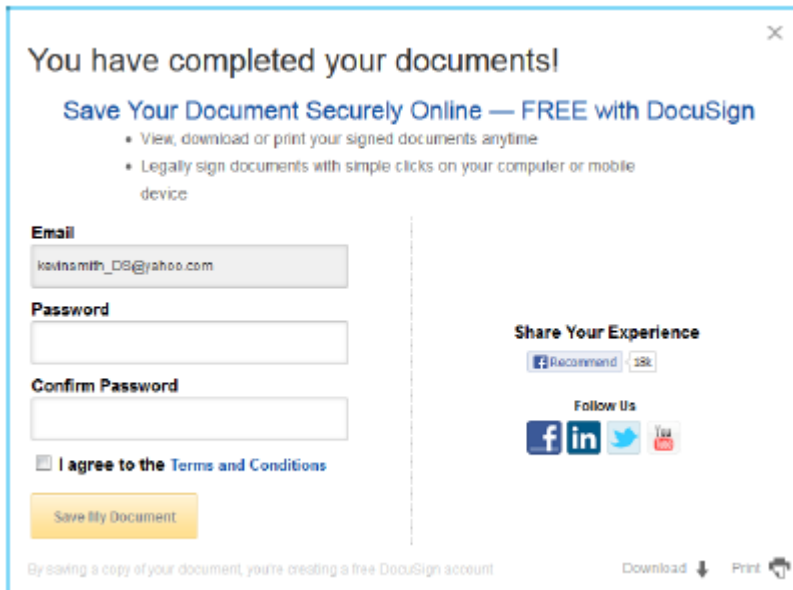
After you are done reviewing the document, click the **Confirm Signing** indicator.

12. Your signing information is saved and a message window stating that you have completed your documents appears over the document.

You are given the option of downloading a PDF copy of the documents or printing a copy of the documents.

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13. You can close the message window by clicking the X icon in the upper right corner



The screenshot shows a message window titled "You have completed your documents!". The window contains the following elements:

- Title:** You have completed your documents! (with a close 'X' icon in the top right corner)
- Section:** Save Your Document Securely Online — FREE with DocuSign
- List:**
  - View, download or print your signed documents anytime
  - Legally sign documents with simple clicks on your computer or mobile device
- Form Fields:**
  - Email:** Input field containing "kevinamith\_DS@yahoo.com"
  - Password:** Empty input field
  - Confirm Password:** Empty input field
- Checkboxes:**  I agree to the Terms and Conditions
- Buttons:** A yellow "Save My Document" button.
- Share Your Experience:** A "Recommend" button with a social media icon.
- Follow Us:** Social media icons for Facebook, LinkedIn, Twitter, and YouTube.
- Footer:** "By saving a copy of your document, you're creating a free DocuSign account" and "Download" and "Print" icons.