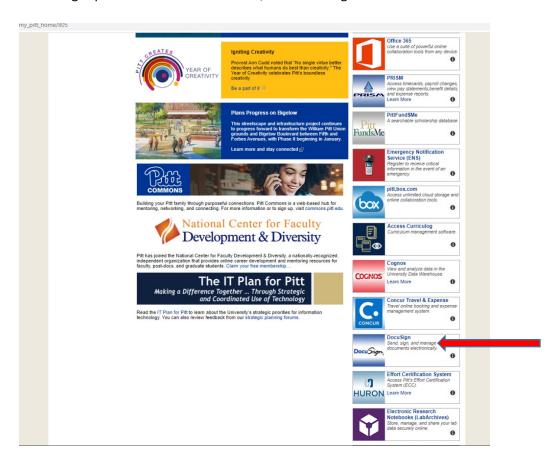


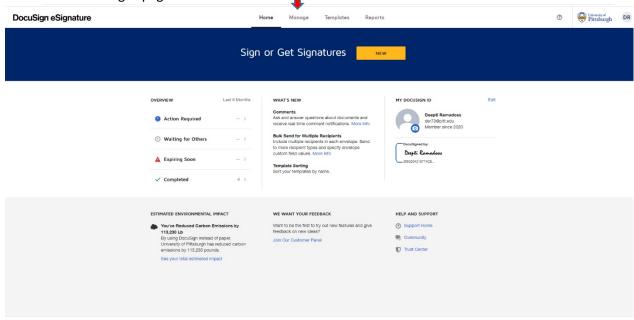
University of Pittsburgh School of Medicine Office of Graduate Studies

Instructions for Signatures in DocuSign:

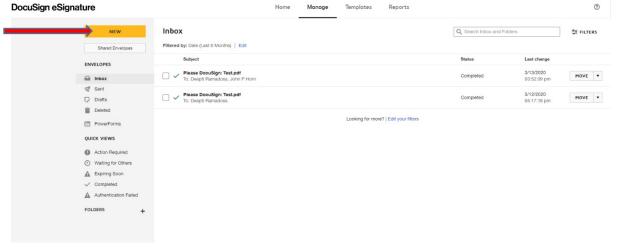
- 1. Log in to my.pitt.edu
- 2. On the right panel of available resources, find "DocuSign" click on it.



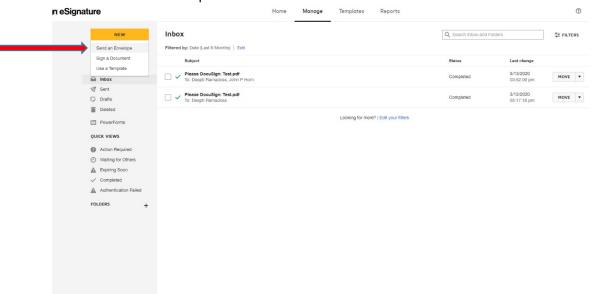
3. Click on the "Manage" page



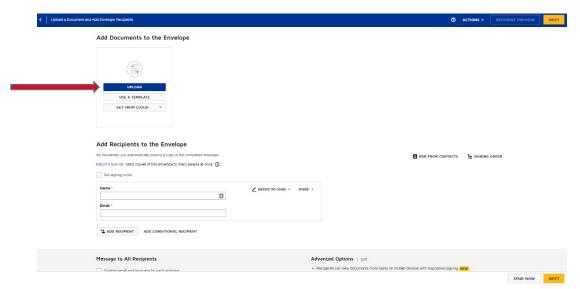
4. Click on the orange "New" button



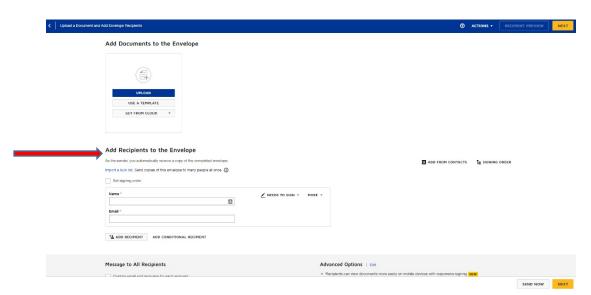
5. Click on "Send an envelope"



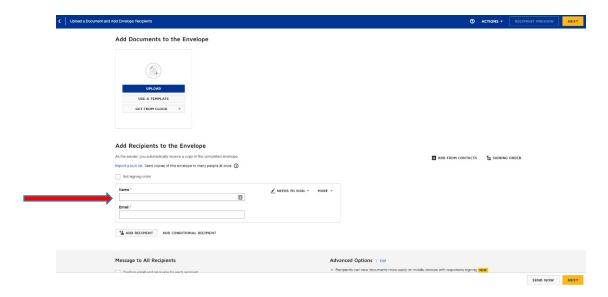
6. Click on "Upload", and upload the document that needs to be signed



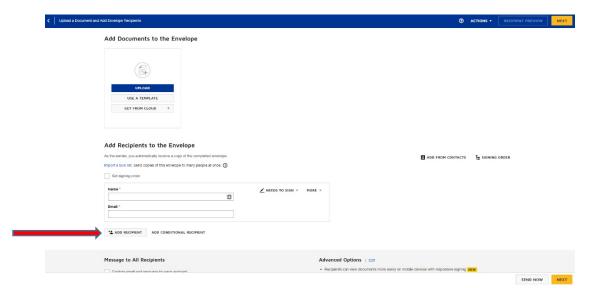
7. Scroll down to Add Recipients to the Envelope



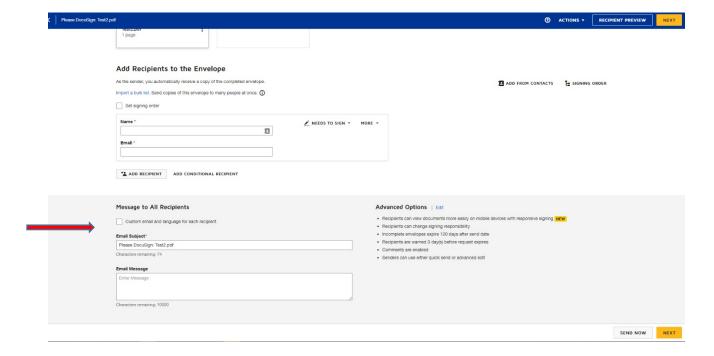
8. Enter Name and Email address of the people who need to sign



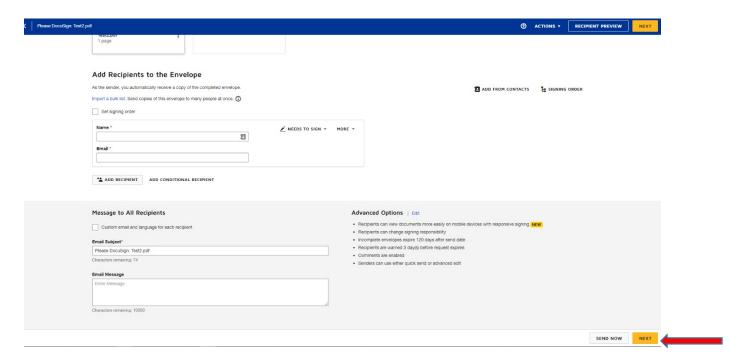
9. If you need to have more than one person sign, click ADD RECIPIENT; and another field to enter Name and Email Address for next person will appear (you can add as many as you need).



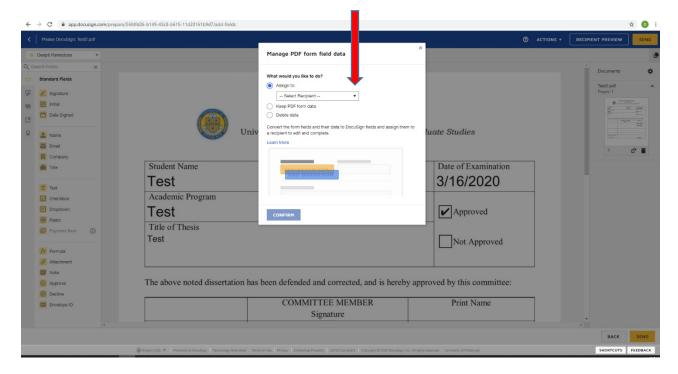
10. In the field "Message to All Recipients" enter an email subject and an email message



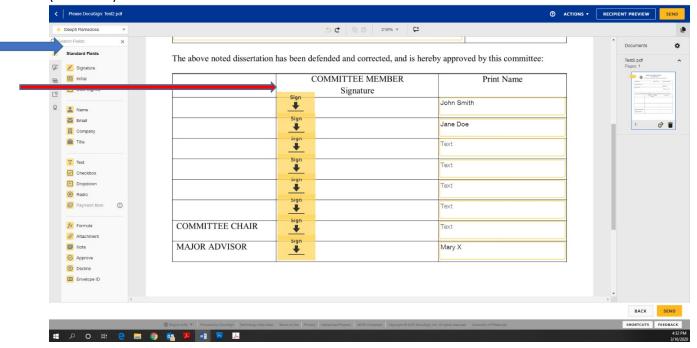
11. Select "Next"



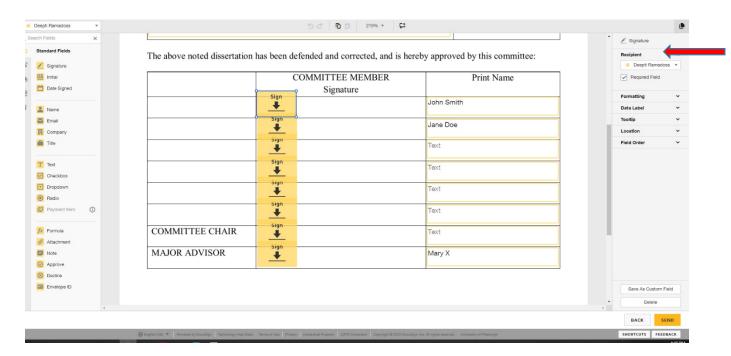
12. Manage the PDF form field data – i.e. assign where your signers have to sign. Select a person, and hit confirm



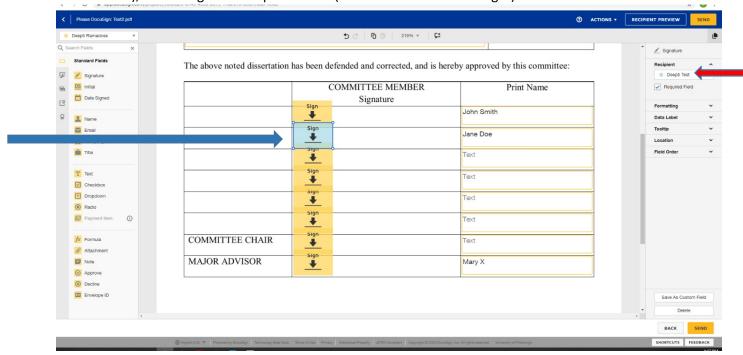
13. Click on the "Signature" button on the left menu (blue arrow), and then click where the signature needs to go (red arrow).



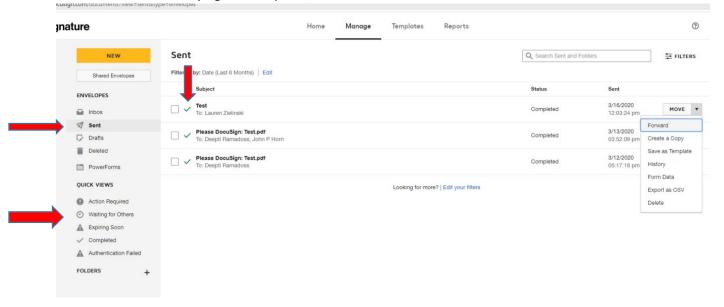
14. If you have more than one person who needs to sign, a panel will show on the right, with recipient names. Select the appropriate Recipient



15. Follow the same process for any other signatures you want to add – please click to assign (as shown by the blue arrow below), and change the Recipient name (red arrow below on the right)



- 16. Continue this process for all Recipients. When you have completed this for all recipients, delete any of the extra "sign" icons. Then select "Send".
- 17. You will be able to see when all recipients have signed it in the "Manage" page; check on "Sent" tab. You will also receive an email saying it is complete, with the document attached.



18. You can also download the document from docusign, by clicking on a complete file, and choosing the download option.

