



**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.

The screenshot shows the my.pitt.edu homepage with a right-hand sidebar of resource tiles. A red arrow points to the DocuSign tile, which is titled "DocuSign" and includes the subtext "Send, sign, and manage documents electronically". Other tiles in the sidebar include Office 365, PRISM, PittFundsMe, Emergency Notification Service (ENS), pitt.box.com, Access Curriculog, Cognos, Concur Travel & Expense, Effort Certification System, and Electronic Research Notebooks (LabArchives). The main content area on the left features sections for "Igniting Creativity", "Plans Progress on Bigelow", "Pitt Commons", "National Center for Faculty Development & Diversity", and "The IT Plan for Pitt".

3. Click on the "Manage" page

DocuSign eSignature

Home Manage Templates Reports

Sign or Get Signatures **NEW**

OVERVIEW Last 6 Months

- Action Required
- Waiting for Others
- Expiring Soon
- Completed 4

WHAT'S NEW

- Comments
- Bulk Send for Multiple Recipients
- Template Sorting

MY DOCUSIGN ID Edit

Deepti Ramadoss

ESTIMATED ENVIRONMENTAL IMPACT

You've Reduced Carbon Emissions by 113,230 Lb

WE WANT YOUR FEEDBACK

HELP AND SUPPORT

4. Click on the orange "New" button

DocuSign eSignature

Home Manage Templates Reports

**NEW**

Shared Envelopes

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted
- PowerForms

QUICK VIEWS

- Action Required
- Waiting for Others
- Expiring Soon
- Completed
- Authentication Failed

FOLDERS +

Inbox

Filtered by: Date (Last 6 Months) | Edit

Subject	Status	Last change	
✓ Please DocuSign: Test.pdf To: Deepti Ramadoss, John P Horn	Completed	3/13/2020 03:52:09 pm	MOVE
✓ Please DocuSign: Test.pdf To: Deepti Ramadoss	Completed	3/12/2020 05:17:18 pm	MOVE

Looking for more? | Edit your filters

5. Click on "Send an envelope" in eSignature

DocuSign eSignature

Home Manage Templates Reports

**NEW**

- Send an Envelope
- Sign a Document
- Use a Template

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted
- PowerForms

QUICK VIEWS

- Action Required
- Waiting for Others
- Expiring Soon
- Completed
- Authentication Failed

FOLDERS +

Inbox

Filtered by: Date (Last 6 Months) | Edit

Subject	Status	Last change	
✓ Please DocuSign: Test.pdf To: Deepti Ramadoss, John P Horn	Completed	3/13/2020 03:52:09 pm	MOVE
✓ Please DocuSign: Test.pdf To: Deepti Ramadoss	Completed	3/12/2020 05:17:18 pm	MOVE

Looking for more? | Edit your filters

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

Upload a Document and Add Envelope Recipients

ADD DOCUMENTS TO THE ENVELOPE

UPLOAD  
USE A TEMPLATE  
GET FROM CLOUD

ADD RECIPIENTS TO THE ENVELOPE

As the sender, you automatically receive a copy of the completed envelope.  
Import a bulk list. Send copies of this envelope to many people at once.

Self signing order

Name \* NEEDS TO SIGN MORE  
Email \*

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

Message to All Recipients

Advanced Options | Edit

Custom email and message for each recipient

Recipients can view documents more easily on mobile devices with responsive signing **NEW**

SEND NOW NEXT

7. Scroll down to Add Recipients to the Envelope

Upload a Document and Add Envelope Recipients

ADD DOCUMENTS TO THE ENVELOPE

UPLOAD  
USE A TEMPLATE  
GET FROM CLOUD

ADD RECIPIENTS TO THE ENVELOPE

As the sender, you automatically receive a copy of the completed envelope.  
Import a bulk list. Send copies of this envelope to many people at once.

Self signing order

Name \* NEEDS TO SIGN MORE  
Email \*

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

Message to All Recipients

Advanced Options | Edit

Custom email and message for each recipient

Recipients can view documents more easily on mobile devices with responsive signing **NEW**

SEND NOW NEXT

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

Upload a Document and Add Envelope Recipients

ADD DOCUMENTS TO THE ENVELOPE

UPLOAD  
USE A TEMPLATE  
GET FROM CLOUD

ADD RECIPIENTS TO THE ENVELOPE

As the sender, you automatically receive a copy of the completed envelope.  
Import a bulk list. Send copies of this envelope to many people at once.

Self signing order

Name \* NEEDS TO SIGN MORE  
Email \*

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

Message to All Recipients

Advanced Options | Edit

Custom email and message for each recipient

Recipients can view documents more easily on mobile devices with responsive signing **NEW**

SEND NOW NEXT

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).

Upload a Document and Add Envelope Recipients

**Add Documents to the Envelope**

UPLOAD  
USE A TEMPLATE  
GET FROM CLOUD

**Add Recipients to the Envelope**

As the sender, you automatically receive a copy of the completed envelope.

Import a bulk list. Send copies of this envelope to many people at once.

Set signing order

Name \* NEEDS TO SIGN MORE  
Email \*

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

Message to All Recipients Advanced Options | Edit

Custom email and language for each recipient

Recipients can view documents more easily on mobile devices with responsive signing

SEND NOW NEXT

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

Please DocuSign: Test2.pdf

1 page

**Add Recipients to the Envelope**

As the sender, you automatically receive a copy of the completed envelope.

Import a bulk list. Send copies of this envelope to many people at once.

Set signing order

Name \* NEEDS TO SIGN MORE  
Email \*

ADD RECIPIENT ADD CONDITIONAL RECIPIENT

**Message to All Recipients**

Custom email and language for each recipient

**Email Subject\***

Please DocuSign: Test2.pdf  
Characters remaining: 74

**Email Message**

Enter Message  
Characters remaining: 10000

**Advanced Options | Edit**

- Recipients can view documents more easily on mobile devices with responsive signing
- Recipients can change signing responsibility
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 3 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

SEND NOW NEXT

## 11. Select "Next"

Please DocuSign: Test2.pdf

1 page

### Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list.](#) Send copies of this envelope to many people at once.

Set signing order

Name \*  [NEEDS TO SIGN](#) [MORE](#)

Email \*

[ADD RECIPIENT](#) [ADD CONDITIONAL RECIPIENT](#)

#### Message to All Recipients

Custom email and language for each recipient

Email Subject\*  Please DocuSign: Test2.pdf  
Characters remaining: 74

Email Message  Enter Message  
Characters remaining: 10000

#### Advanced Options | Edit

- Recipients can view documents more easily on mobile devices with responsive signing **NEW**
- Recipients can change signing responsibility
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 3 day(s) before request expires
- Comments are enabled
- Senders can use either quick send or advanced edit

[SEND NOW](#) [NEXT](#)

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

app.docuign.com/prepare/56f0a26-b149-43c8-b615-11d20161b9d7/add-fields

### Manage PDF form field data

What would you like to do?

Assign to:

Keep PDF form data

Delete data

Convert the form fields and their data to DocuSign fields and assign them to a recipient to edit and complete.

[Learn More](#)

[CONFIRM](#)

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Checkbox
- Dropdown
- Radio
- Payment Item
- Formula
- Attachment
- Note
- Approve
- Decline
- Envelope ID

Student Name  
Test

Academic Program  
Test

Title of Thesis  
Test

Date of Examination  
3/16/2020

Approved

Not Approved

The above noted dissertation has been defended and corrected, and is hereby approved by this committee:

COMMITTEE MEMBER	Print Name
Signature	

[BACK](#) [SEND](#)

English (US) | Powered by DocuSign | Technology Help Desk | Terms of Use | Privacy | Intellectual Property | eS/TM Complaint | Copyright © 2020 DocuSign, Inc. All rights reserved. University of Pittsburgh

[SHORTCUTS](#) [FEEDBACK](#)

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

The above noted dissertation has been defended and corrected, and is hereby approved by this committee:

COMMITTEE MEMBER	Signature	Print Name
	Sign	John Smith
	Sign	Jane Doe
	Sign	Text
	Sign	Text
	Sign	Text
	Sign	Text
COMMITTEE CHAIR	Sign	Text
MAJOR ADVISOR	Sign	Mary X

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

The above noted dissertation has been defended and corrected, and is hereby approved by this committee:

COMMITTEE MEMBER	Signature	Print Name
	Sign	John Smith
	Sign	Jane Doe
	Sign	Text
	Sign	Text
	Sign	Text
	Sign	Text
COMMITTEE CHAIR	Sign	Text
MAJOR ADVISOR	Sign	Mary X

Recipient selection panel on the right:

- Recipient: Deepthi Ramadoss
- Required Field
- Formatting: [dropdown]
- Data Label: [dropdown]
- Tooltip: [dropdown]
- Location: [dropdown]
- Field Order: [dropdown]

- 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)

The above noted dissertation has been defended and corrected, and is hereby approved by this committee:

COMMITTEE MEMBER	Signature	Print Name
	Sign	John Smith
	Sign	Jane Doe
	Sign	Text
	Sign	Text
	Sign	Text
	Sign	Text
COMMITTEE CHAIR	Sign	Text
MAJOR ADVISOR	Sign	Mary X

- Continue this process for all Recipients. When you have completed this for all recipients, delete any of the extra “sign” icons. Then select “Send”.

- 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.

Home Manage Templates Reports

NEW

Shared Envelopes

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted
- PowerForms

QUICK VIEWS

- Action Required
- Waiting for Others
- Expiring Soon
- Completed
- Authentication Failed

FOLDERS +

Sent

Filter by: Date (Last 6 Months) | Edit

Subject	Status	Sent
Test To: Lauren Zielinski	Completed	3/16/2020 12:03:24 pm
Please DocuSign: Test.pdf To: Deepti Ramadoss, John P Horn	Completed	3/13/2020 03:52:09 pm
Please DocuSign: Test.pdf To: Deepti Ramadoss	Completed	3/12/2020 05:17:18 pm

Looking for more? | Edit your filters

MOVE

- Forward
- Create a Copy
- Save as Template
- History
- Form Data
- Export as CSV
- Delete

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

The screenshot displays the DocuSign eSignature web interface. At the top, the browser address bar shows the URL <https://app.docusign.com/documents/details/dbf5a172-e3a4-48b3-a06>. The DocuSign logo and navigation tabs (Home, Manage, Templates, Reports) are visible. The document title is "Test", with a status of "Completed". Below this, there are "MOVE" and "MORE" buttons. A red arrow points to a download icon (a downward arrow) located next to the document preview on the right side of the screen. The "Recipients" section lists "Lauren Zielinski" (lezz26@pitt.edu) with a "Viewed" status on 3/16/2020 at 12:03:23 pm. The "Message" section indicates "No message has been entered." The footer contains various legal and compliance links, including "English (US)", "Powered by DocuSign", "Technology Help Desk", "Terms of Use", "Privacy", "Intellectual Property", "xDTM Compliant", "Copyright © 2020 DocuSign, Inc. All rights reserved.", and "University of Pittsburgh".