



## INSTRUCTIONS FOR USING DOCUSIGN

---

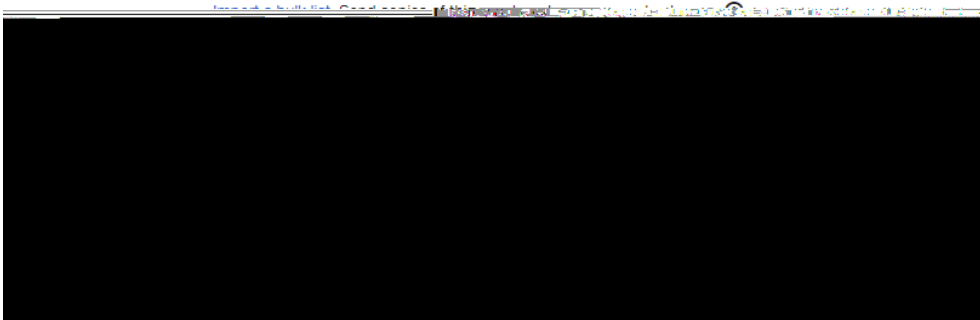
1. Go to <https://account.docuSign.com>

2.

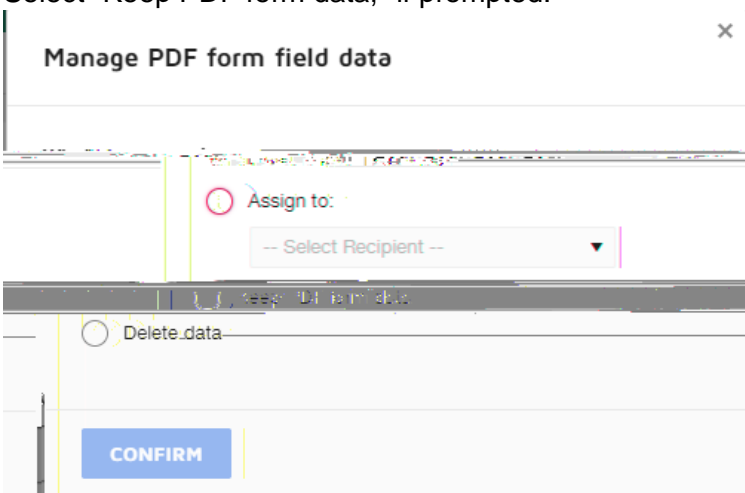
5. Enter the names and email addresses for each individual who needs to sign the document.

### Add Recipients to the Envelope

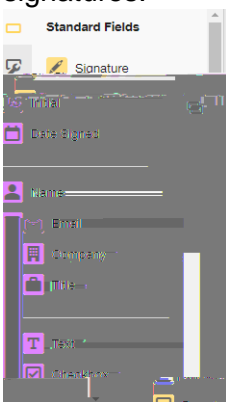
As the sender, you automatically mark the progress of the completed envelope. [View the progress of your envelope.](#)



6. Select “Next” in the top left corner.
7. Select “Keep PDF form data,” if prompted.



8. To specify on the document where an individual needs to sign, select the “Signature” field from the left column, and drag it to the appropriate location on the document. Repeat this for all signatures.



9. Select “Send” in the top left corner. You will be notified by email when your form has been signed by all parties.