⬢ SEND A DOCUMENT FOR E-SIGNATURE
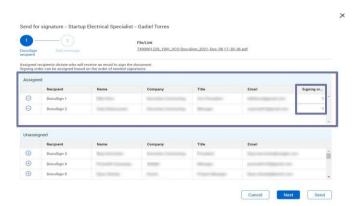
Documents must be in Word, Excel, or PDF format. They must be saved to the contract or VCO supporting documents page with the document source My computer.

1. From the contract or VCO Supporting documents page, select one or more documents with the document source *My compute*r, and then click the **Send** for signature icon.
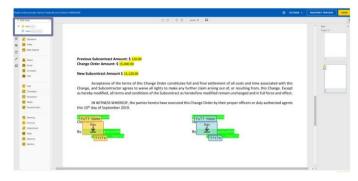

2. Review the Names in the Assigned section of the wizard. If you want to add additional recipients, find their names in the Unassigned section, and then click the **Add** icon. All signees in the Assigned section have ad-hoc signee tags that can be placed on the document in DocuSign.

3. Review the values in the Signing order column. The numbers in the column specify the order in which the recipients are sent the document for eSignature.

4. If recipient information is missing from the Assigned section, update the information as needed.

5. Click **NEXT**.

⬢ ADDITONAL E-MAIL SET UP

1. Enter an email subject line and message to the recipients, and then click **Send**. A DocuSign window opens with the documents you chose.

2. All names from the Assigned section of the wizard are shown in a drop-down list in the upper left pane. Select the name of the person you want to add, and then select Signature, Initial, or Date Signed, and then click the place in the document.

3. Click **SEND**.

Note: The documents are routed for signature, and DocuSign sends an email message to each recipient based on the signing order. The signed document is loaded as a supporting document with a document type Signed document. Documents in the original eSign envelope can be corrected, if the document has not been signed. The DocuSign status shows when you hover over the ellipsis with the status of *Sent*. When you click **Correct**, DocuSign opens with a view of the original envelope. You can edit, change the order or recipients, and change whether they are to sign or receive a copy. You must have the Correct eSignature permission to correct DocuSign documents.