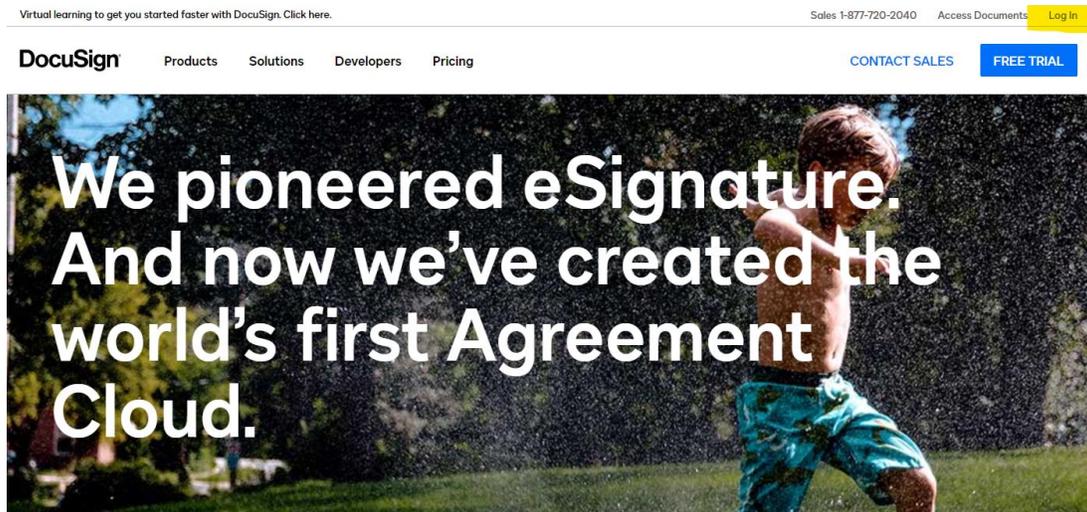


Using DocuSign to Digitally Sign Documents:

Step 1: Go to <https://www.docusign.com/> and click 'Log In' at top of page



Step 2: Enter your UT net ID followed by @tennessee.edu in the login box, ex. jstefans@tennessee.edu and then enter your UT password (if your password gets rejected on the first try, please try again until you see the box that says: USE COMPANY LOGIN

Step 3: Once you have entered your email and password, (you may have to enter it twice) you should now see the box USE COMPANY LOGIN, click that box and it should then redirect you to a UT CAS login page, if needed, enter your UT net ID followed by your password to proceed:

A screenshot of the DocuSign login page. The page has a light gray background. At the top center is the DocuSign logo. Below the logo, the text 'Please log in to your account' is displayed. Underneath, the email address 'jstefans@tennessee.edu' is entered into a text box. Below the email box is a password box with the placeholder text 'Password'. A yellow button labeled 'LOG IN' is positioned below the password box. Below the 'LOG IN' button is a link that says 'Forgot password'. At the bottom of the page, there is a blue button labeled 'USE COMPANY LOGIN' which is highlighted with a yellow hand-drawn rectangle. Below this button is a link that says 'Sign in as a different user'.

Step 4: Once you have signed in, you can then edit your profile signature, select the signature of your choice and be sure to click 'Create' when done:

Create Your Signature

Full Name Initials

CHOOSE DRAW UPLOAD

<input type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS
<input type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS
<input type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS
<input type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS
<input type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS
<input checked="" type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS
<input type="radio"/>	DocuSigned by: <i>Justin Stefanski</i> 9BDA1EC137C241B...	DS JS

By clicking Create, 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 envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

CREATE CANCEL

Step 5: To upload a document that needs a signature, go to the top bar and select the 'Manage' tab:

Home **Manage** Templates Reports

Sign or Get Signatures NEW

OVERVIEW

Last 6 Months

- Action Required** -- >
- Waiting for Others** -- >
- Expiring Soon** -- >
- Completed** 1 >

WHAT'S NEW

Comments
Ask and answer questions about documents and receive real-time comment notifications. [More Info](#)

Bulk Send for Multiple Recipients
Include multiple recipients in each envelope. Send to more recipient types and specify envelope custom field values. [More Info](#)

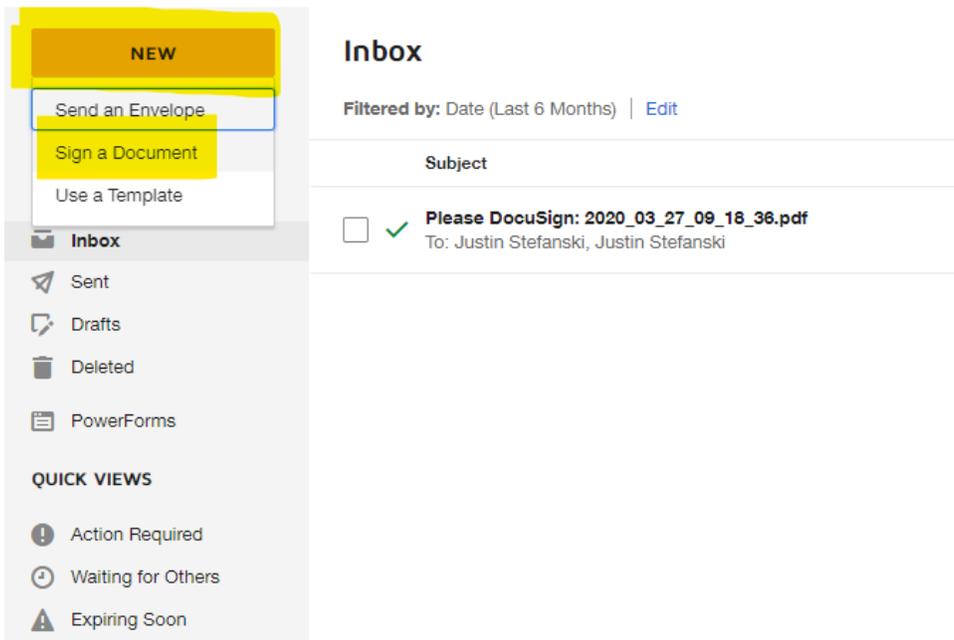
Template Sorting
Sort your templates by name.

MY DOCUSIGN ID

 **Justin Stefanski**
jstefans@tennessee.edu
Member since 2020

DocuSigned by:
Justin Stefanski
9BDA1EC137C241B...

Step 6: Now select the 'New' button in the top right corner and select 'Sign a Document' from the drop down menu:



Step 7: Now you can upload the document by searching for it from your PC files or by clicking and dragging a document into the upload box and then hit 'SIGN' to proceed (you can click and drag an email document attachment from the sender directly into the upload box):



Step 8: To sign the document, hit the 'Signature' option on the top left side of the page. Doing so will bring up your digital signature, simply drag it to the desired location and place it on the document, the same can be done for the date by hitting the 'Date Signed' button. To save be sure to hit the 'Finish' at the top of the page when complete:

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

Page: 1

**UNIVERSITY OF TENNESSEE
DEPARTMENTAL PROCUREMENT CARD STATEMENT**

CARDHOLDER NAME: [REDACTED] STATEMENT DATE: March 2020

OFFICE ADDRESS: 5201 MARCHANT DR NASHVILLE TN 37211-5100 DATE PRINTED: 03/27/2020
DOCUMENT NBR: [REDACTED]

DEFAULT WBS/CC: [REDACTED] Central - State DEFAULT GL ACCT: [REDACTED]

TRANS DATE	DESCRIPTION	POSTED DATE	AMOUNT	PST FLG
02/27/20	[REDACTED]	02/28/20	[REDACTED]	

PURCHASES AND OTHER CHARGES: [REDACTED]
CREDITS: [REDACTED]
NEW BALANCE: [REDACTED]

***** End - of - Statement *****

I CERTIFY THAT THE ARTICLES OR SERVICES ACQUIRED THROUGH THE TRANSACTIONS ON THIS STATEMENT WERE RECEIVED AND ARE FOR OFFICIAL UNIVERSITY BUSINESS USE.

3/31/2020 | 14:50:39 CDT

GARDHOLDER DATE

I CERTIFY THAT THE TRANSACTIONS ON THIS STATEMENT HAVE BEEN VERIFIED WITH PROOF OF PURCHASE DOCUMENTATION THAT IS ON FILE AND COMPLIES WITH UNIVERSITY PROCUREMENT CARD PROCEDURES.

VERIFIER DATE

Step 9: The send box will now appear, this is where you can enter your name, and then the email address of the person you wish to return the signed document back to, you can also add an additional message if needed, hit 'Send and Close' to complete

×

Sign and Return

Send your signed document to anyone you would like. Enter an optional email address below.

Full Name:

Email Address:

+ADD RECIPIENT

Subject:

Message:

Kaye, please see attached signed document. Thanks. Justin

192 characters remaining

SEND AND CLOSE

NO THANKS

Step 10: An email will be sent to the recipient that you entered and the document can be accessed via the attached document in the email or by clicking the 'Review Document' option:

