



McGill

Information
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DocuSign User Guide for Recipients

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DocuSign Quick User Guide: Recipient



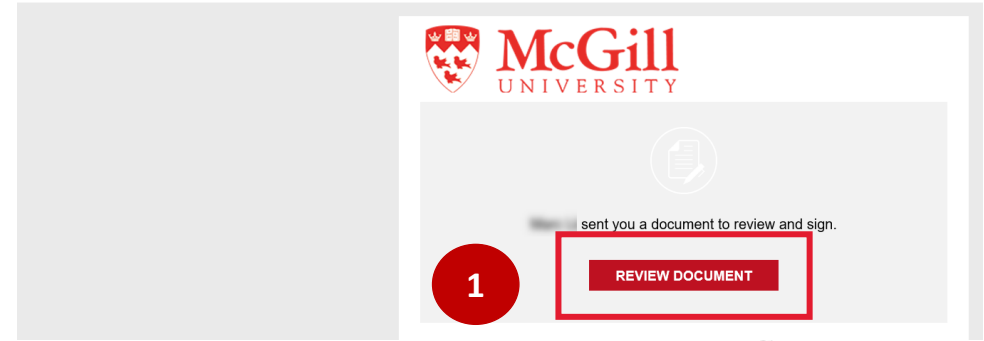
Sign a document as a recipient

1. Click on **Review Document** on the email you received.
2. Click on **Continue**. You may need to click on a checkbox to continue. DocuSign will also ask your permission to access the location. You can accept or refuse.
3. Click on the **yellow box** to sign.
4. Select your signature. You can choose among **Select a signature**, **Draw** or **Upload**.
5. Click **Adopt and Sign**.
6. You can choose to save a copy. Click **No Thanks** to end the process.

Please DocuSign: test esignature file.pdf

DocuSign Demo System <dse_demo@docusign.net>
To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.



Adopt Your Signature

Confirm your name, initials and signature.

* Required

Full Name*

[Redacted Name]

Initials*

ML



OR SELECT A SIGNATURE DRAW UPLOAD

PREVIEW



By selecting Adopt and Sign, 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 documents, including legally binding contracts – just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

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Request for Signature

Marc Li
University Advancement McGill, Compliance

Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures.

Autorisez-vous **demo.docusign.net** à accéder à votre localisation ?

En savoir plus

Se souvenir de cette décision

Autoriser l'accès à la localisation

Ne pas autoriser

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CONTINUE

MORE OPTIONS

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By clicking the 'SUBMIT' button below, you agree to the [Terms & Conditions](#) and acknowledge that your information will be used as described in the DocuSign Privacy Policy.

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NO THANKS

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