



Signing Your Documentation

DocuSign is a powerful, secure, electronic signature platform enabling people to sign documents electronically. We have put together a quick guide on demonstrating how easy it is to sign a document:

1. In the body of the email you have received, click on 'Review Document', as this image shows:

Search emails	Q	Documents for your DocuSign Signature
Folders	Ċ	
Inbox		
Activation		
Archive		
Junk		Linda Silva sent you a document to review and sign.
Drafts		
Sent		REVIEW DOCUMENT
Deleted		

2. When the document opens, click 'Continue' or Agree to any consumer disclosure if presented.

All the fields in red are mandatory and must be completed before step 3 can be done. The signing fields can also be guided by the icons on the left hand side of the screen.

	DocuSign					
NEXT PAGE	WUTUAL NONDIS	WUTUAL NONDISCLOSURE AGREEMENT				
	This Nondisclosure Agreement ("agreement") is between the parties signing below and our respective affiliates.	This Nondisclosure Agreement ("agreement") is between the parties signing below. "We," "us" and "our" refer to both of the parties signing below and our respective affiliates.				
	[Company Name and its Affiliates, or Individual, if not representing a company]:	[Company Name]: DOCUSIGN, INC.				
	Address:	1301 Second Avenue, Suite 2000 Seattle, WA 98101 USA				
	Sign:					
	Print Name:					





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3. Once you have completed all the relevant fields, Click on 'Finish', as per the below.

	Sign: Linda Silva 1851A1D47E704B2	
	Print Name: h and called a second	
Done! Click Finish to send the completed document.		

For any further help on this, please view DocuSign's website <u>here</u> or contact our Customer Service Team on 0843 50 60 600 and we will be more than happy to help.