

SIGNING THIRD PARTY AGREEMENTS WITH DOCUSIGN

THIRD PARTY ACCESS PROGRAM JOB AID

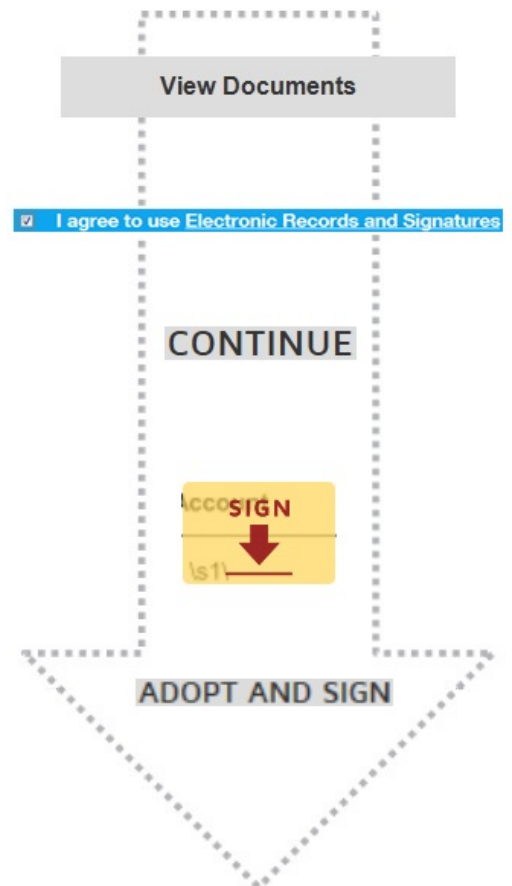
What is the Electronic Signature Process?

To finalize the Third Party Agreement(s), the last step is to complete the electronic signature process. This process allows signers to do one of the following:

1. Electronically sign to complete the request
2. Transfer signature authority
3. Use pen-and-paper signatures
4. Select Edit on the TPA Portal landing page next to [TPA #####] to open the request you need to edit.

How to Electronically Sign

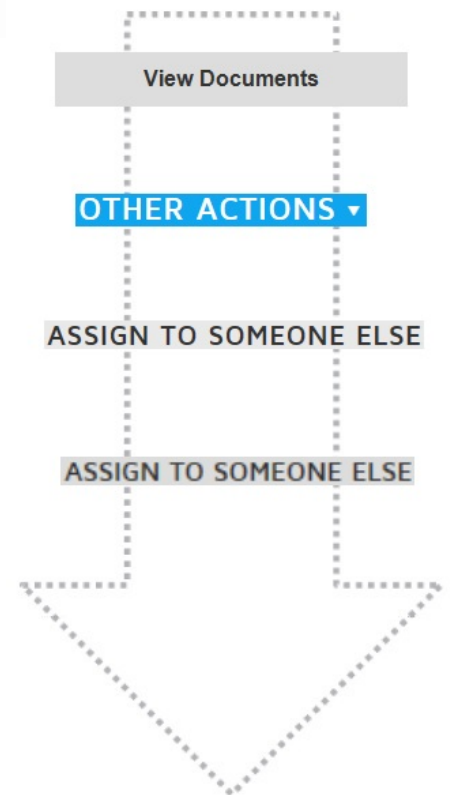
1. Select View Documents in the email received from DocuSign via an @DocuSign.net email address
2. If you are duly authorized by your company and have legal capacity to execute and deliver Third Party Agreement(s), proceed with the signing process: Click to check I agree to use Electronic Records and Signatures
3. Select Continue
4. The contract appears
5. Review the entire contract
6. Select Sign near the bottom of the document
7. Enter signature by:
 - a. Using a computer generated signature OR
 - b. Drawing your own signature (select Draw)
8. Select Adopt and Sign Please be aware that if there is more than one signature block, you will need to sign each one individually.
9. Select Finish at the bottom of the screen to complete the process



How to Transfer Signature Authority

If you are *not* the authorized signer:

1. Select **View Documents** in the email received from DocuSign
2. Select **Other Actions** to access more options
3. Select **Assign to Someone Else**
4. A new window will open. Provide the new signer's name, job title and email address. Optionally, you can also provide the reason you are transferring authority.
5. Select **Assign to Someone Else**
6. Email notifications will be sent to:
 - a) The person to whom you assigned this envelope
 - b) The original sender
 - c) You as a Carbon Copy (CC) recipient



How to use Pen-and-Paper Signatures

If your organization is required to use wet ink signatures:

1. Select **View Documents** in the email received from DocuSign
2. Select **Other Actions** to access more options
3. Select **Print & Sign**
4. **Download** and **Save** the contract.
5. Print, review and sign the hard copy
6. Scan the signed copy
7. Select the **Return Document** button
8. Select the **Upload a File** button; select the scanned copy of the signed agreement from your files
9. Select **Finish**;
10. Select **Continue** to complete the process

More information and training related to DocuSign functionality can be found on their web site at <https://www.docusign.com/support/classic>. For information on legality in any country, visit <https://www.docusign.com/how-it-works/legal/global>