

### DocuSign Adding an Envelope

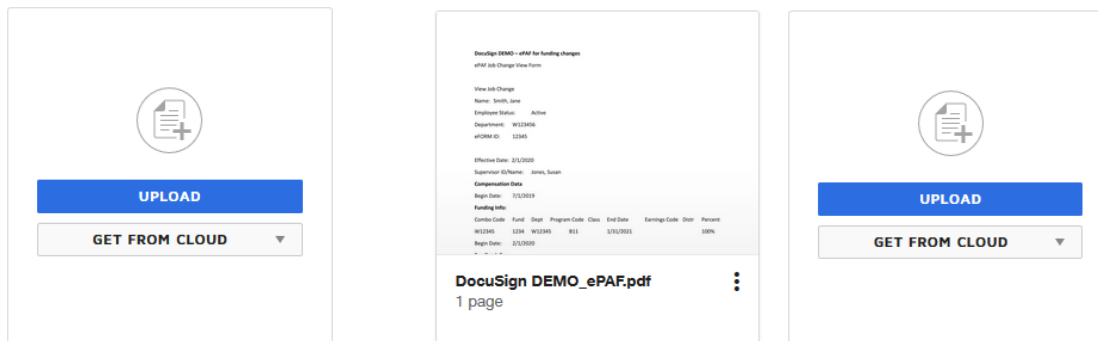
Click on new – a drop down of two options will appear. Select send an envelope.



This will bring you to 'Add Documents to Envelope' Page.

Click on upload – This will bring you to the drive that your document is stored. Select the document needed for signature. Once you select your document, you'll then notice the document will appear to the left of the 'upload' box

#### Add Documents to the Envelope    Add Documents to the Envelope



To send a document for signature – you'll need to add receipts to the envelope. Enter their name and email address. If you need to add another recipient, just click the 'add recipient' button and continue to add who needs to sign this document.

## Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

<b>Name *</b>	<input type="text" value="Kimberly Carville"/>		<b>NEEDS TO SIGN</b> ▾	<b>MORE</b> ▾
<b>Email *</b>	<input type="text" value="kim.carville@umassmed.edu"/>			

**ADD RECIPIENT**

**ADD CONDITIONAL RECIPIENT**

You have the option to enter your own subject line and enter a message.

### Message to All Recipients

Custom email and language for each recipient

#### Email Subject \*

Please DocuSign: DocuSign DEMO\_ePAF.pdf

Characters remaining: 61

#### Email Message

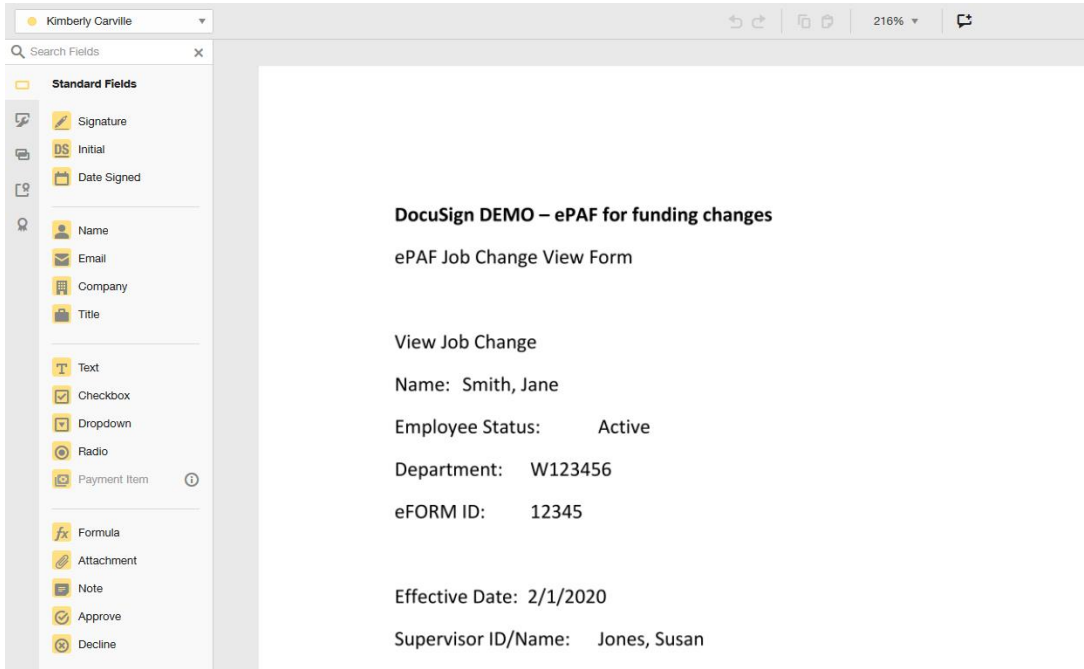
Enter Message

Characters remaining: 10000

Click the yellow **next** button at the bottom right of the screen.

You'll see a menu bar to the left and the document you uploaded.

From the menu bar on the left, select signature and drop the 'sign' flag to a spot on the document you would like the individual to sign.



**DocuSign DEMO – ePAF for funding changes**  
ePAF Job Change View Form



Once you've set the 'sign' flag in its spot, click the yellow **send** button at the bottom right of the screen.