

Seattle Colleges Foundation General DocuSign Training

Policies & Procedures for Assigned Signers

What is DocuSign®?

- About DocuSign

Since inception in 2003, DocuSign has been on a mission to accelerate business and simplify life for companies and people around the world.

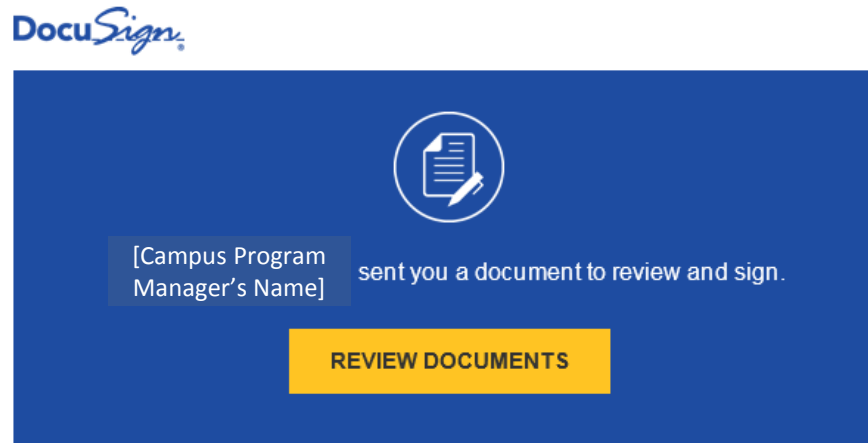
We pioneered the development of e-signature technology, and today offer the world's #1 e-signature solution. It's just part of our broader cloud-based System of Agreement Platform, which allows companies of all sizes and across all industries to quickly modernize and digitize the entire agreement process—all the way from preparing agreements to signing, enacting and managing them—from almost anywhere in the world, on practically any device.

Our value is simple to understand: Legacy, paper-based agreement processes are manual, slow, expensive, and error-prone. We eliminate the paper, automate the process, and connect it to all the other systems that businesses are already using.

Our platform has 350+ prebuilt integrations with popular business apps. In addition, our API enables embedding and connecting DocuSign with customers' websites, mobile apps, and custom workflows. All told, today this enables more than 400,000 customers and hundreds of millions of users to measure turnaround time in minutes rather than in days, substantially reduce costs, and largely eliminate errors.

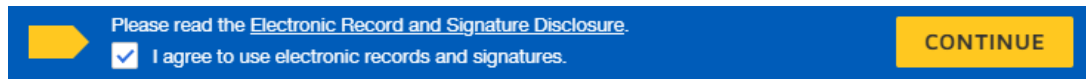
Process: Email Notification

- Notifications
 - When you have been assigned to sign a document, you will receive an email from DocuSign with a link to the form



Process: Read Disclosure and Agree

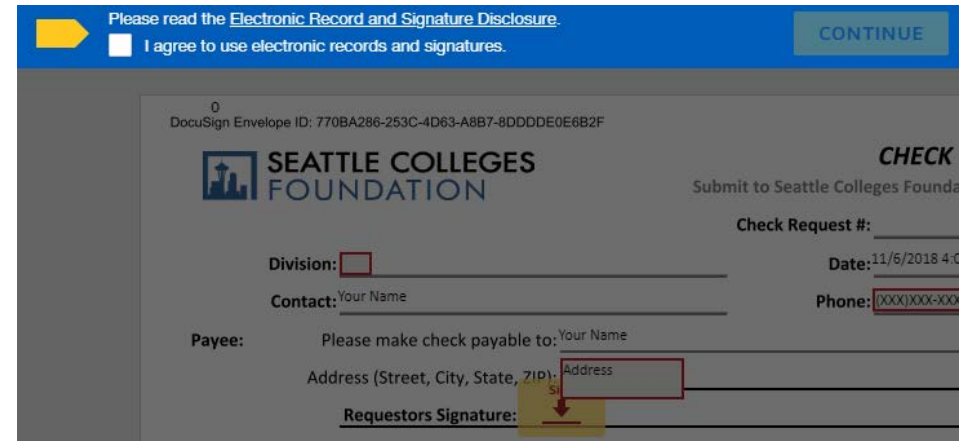
- To be granted access to the official check request form, you must read and agree to the Electronic Record and Signature Disclosure



A blue horizontal bar containing a yellow arrow icon on the left. To the right of the arrow is the text "Please read the [Electronic Record and Signature Disclosure](#)." Below this text is a checked checkbox followed by "I agree to use electronic records and signatures." On the far right of the bar is a yellow button with the word "CONTINUE" in black capital letters.

TASK

- Read the Electronic Record and Signature Disclosure
- Click check box to agree to use electronic records and signatures
- Click "Continue"



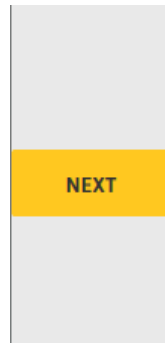
A screenshot of a web form for the Seattle Colleges Foundation. At the top, a blue banner contains a yellow arrow icon, the text "Please read the [Electronic Record and Signature Disclosure](#).", an unchecked checkbox, and the text "I agree to use electronic records and signatures." A "CONTINUE" button is on the right. Below the banner, the DocuSign Envelope ID is 770BA286-253C-4D63-A8B7-8DDDDDE0E6B2F. The Seattle Colleges Foundation logo is on the left. On the right, it says "CHECK" and "Submit to Seattle Colleges Founda". The form includes fields for "Division:", "Contact: Your Name", "Payee: Please make check payable to: Your Name", "Address (Street, City, State, ZIP):", and "Requestors Signature:". There are also fields for "Check Request #:", "Date: 11/6/2018 4:00", and "Phone: (xxx)xxx-xxx". A yellow arrow points to the "Requestors Signature:" field.

Process: Signing



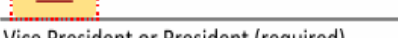
- Your action items will be highlighted or boxed
- As a Signer, your only task is to complete an automatic signature

TASK

- Click “Sign” icon



Approvals (minimum of two signatures):

1) Approved:		11/12/2018 11:40:08 AM PST
	Director (required)	Date
2) Approved:		11/12/2018 11:40:21 AM PST
	Vice President or President (required)	Date
3) Reviewed:		
	Business Office (only travel/food expenses)	Date

Process: Creating your Electronic Signature

- When creating your electronic signature, one of the two options:

To “Select Style,” choose a style of your choice. Once selected, click “Adopt and Sign.”

Or

To “Draw,” sign your name using your cursor.

TASK

- Create Electric Signature

Select Style

The 'Select Style' interface is titled 'Adopt Your Signature'. It prompts the user to 'Confirm your name, initials, and signature.' Below this, there is a 'Full Name*' field with 'Name' entered. The interface offers two options: 'SELECT STYLE' (highlighted) and 'DRAW'. A 'PREVIEW' section shows a sample signature 'Name' and initials 'N' next to a document ID 'FB62F28C59974B3...'. A disclaimer states: '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.' At the bottom, there are 'ADOPT AND SIGN' and 'CANCEL' buttons.

Draw

The 'Draw' interface is titled 'Adopt Your Signature'. It prompts the user to 'Confirm your name, initials, and signature.' Below this, there are 'Full Name*' and 'Initials*' fields, both containing 'Name' and 'N' respectively. The interface offers two options: 'SELECT STYLE' and 'DRAW' (highlighted). A 'DRAW YOUR SIGNATURE' section contains a large empty box for drawing the signature, with a 'Clear' link in the top right corner. A disclaimer states: '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.' At the bottom, there are 'ADOPT AND SIGN' and 'CANCEL' buttons.

Signing

NEXT

For Office Use Only:

Authorization for Vice Chancellor/Executive Director of the Seattle Colleges Foundation and Board Officer.
Please write check from Seattle Colleges Foundation as identified below:

Fund _____	GL _____	Prog _____	Des _____	Restr _____	Loc _____	\$ _____
Fund _____	GL _____	Prog _____	Des _____	Restr _____	Loc _____	\$ _____
Fund _____	GL _____	Prog _____	Des _____	Restr _____	Loc _____	\$ _____



Vice Chancellor/Executive Director

11/12/2018 11:45:27 AM PST

Date

Board Officer (if amount exceeds \$5,000)

Date

Process: Final Step

TASK

- Once completed, click “Finish”
- Your document is now being sent to the next Signer

Done! Select Finish to send the completed document.

FINISH

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