

DocuSign Service

QuickStart Guide

Guided Signing for a Lead-Based Paint Disclosure Form

DocuSign
The fastest way to get a signature.®

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Guided Signing for a Lead-Based Paint Disclosure Form

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Guided Signing for a Lead-Based Paint Disclosure Form

Overview

The DocuSign Service allows you to receive a lead-based paint disclosure form, guides you as to what options to select, and how and where you should sign the form.

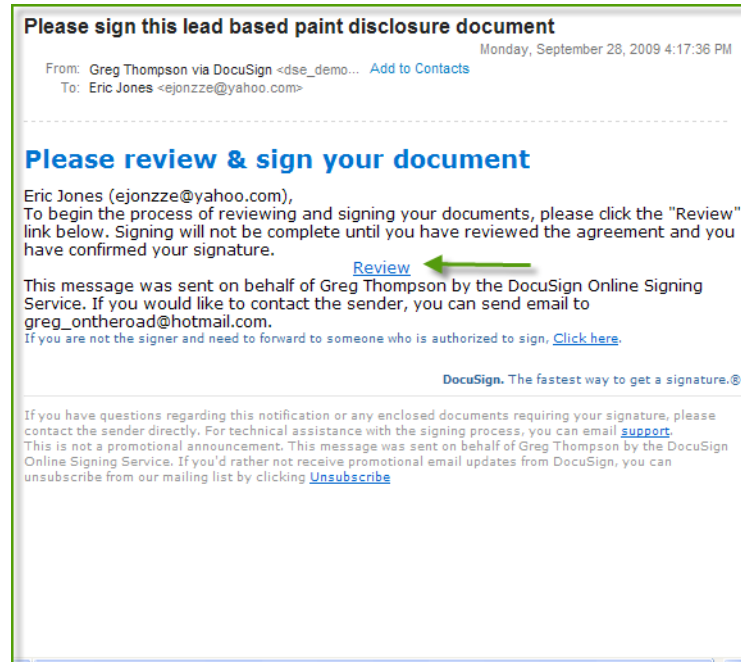
Use the follow steps to review and sign a lead-based paint disclosure form in the DocuSign Service:

- Open the email invitation from the DocuSign Service
- Adopt a signature
- Review the document
- Sign the document

Opening the Email Invitation

If you have been sent an invitation to review and to sign a document, the invitation should be in your email Inbox.

- 1 Open the email from the DocuSign Service in your email program.



- 2 To begin the process of reviewing and signing your document, please click the **Review** link in the email.

Signing will not begin until you have reviewed the agreement and you have confirmed your signature.

The DocuSign Service launches another web browser and asks you to adopt a signature.

Accepting the Consumer Disclosure Statement and Adopting a Signature

The DocuSign Service asks you to adopt a signature, agree to sign the document electronically or by hand, and read and accept the Consumer Disclosure agreement.

You have been asked by [Greg Thompson](#) to review and sign these documents online. To do so, follow these simple steps:

- ① Agree to Receive and Sign Documents Electronically
- ② Adopt your Electronic Signature
- ③ Review the Document
- ④ Click all and tabs
- ⑤ Click 'Complete Signing' when you are done

If you would prefer to sign on paper, click [Hand Sign](#)

CONSUMER DISCLOSURE

From time to time, DocuSign, Inc - Preview (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) user account. Please read the information below carefully and thoroughly, and if you can access this information

[Print](#) **I Agree**

Adopt Your Signature

Signature: Initials: [Modify your Signature](#)

DocuSigned By: Eric Jones

I agree that the signature and initials I have selected above 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.

I Adopt

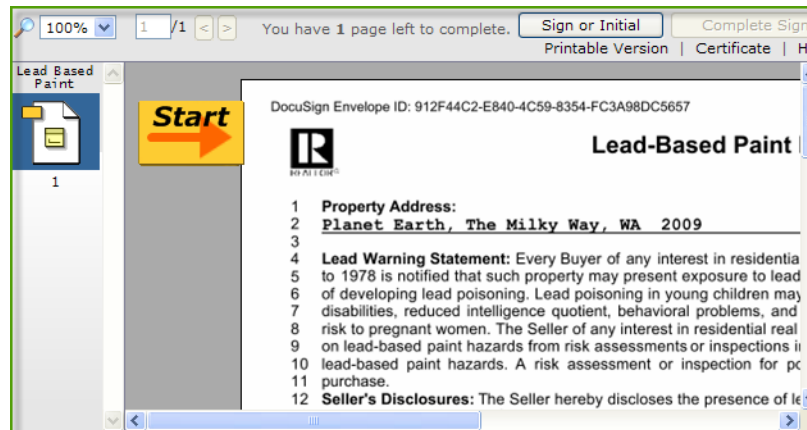
- 1 Decide if you want to sign the document by hand or electronically.
If you decide to sign the document by hand, please refer to the *Receiving a Document to Sign on Paper QuickStart Guide*. If you decide to sign electronically, please continue with this QuickStart.
- 2 Click the **I Agree** box in the **Consumer Disclosure** section.
- 3 If you decide to sign electronically, click the **I Adopt** box in the **Adopt Your Signature** section.
- 4 Click the **Continue** button.

The DocuSign Service loads the document you have been asked to sign in the **Approval** window.

Reviewing the Document in the DocuSign Service

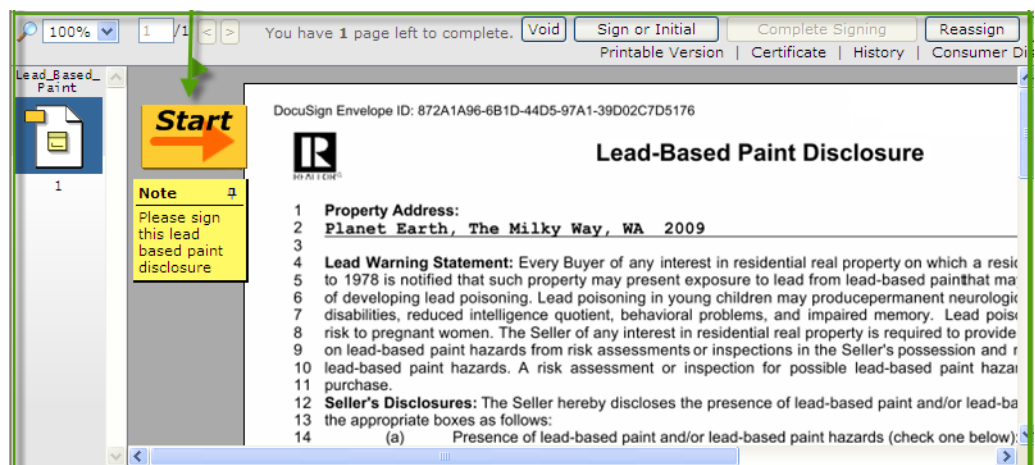
The DocuSign Service **Approval** window allows you to do the following:

- Review the document electronically, or print and review it
- Sign the document electronically
- Void the document
- Reassign the document for someone to sign
- Cancel the document

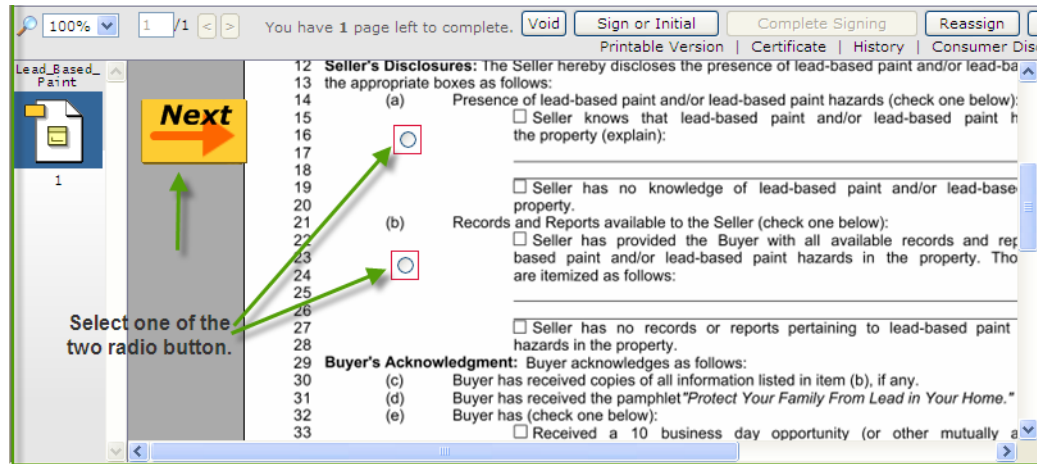


Signing the Document

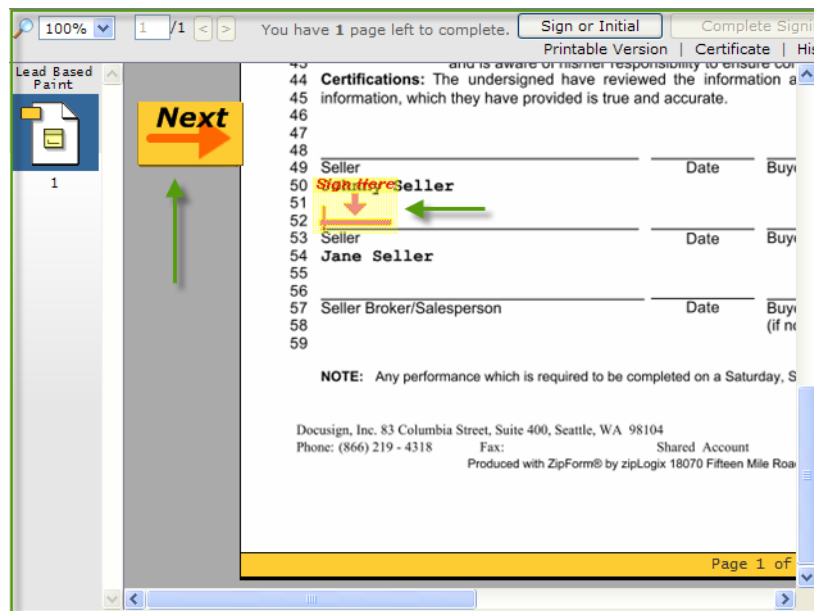
- 1 From the DocuSign Service **Approval** window, click **Start**.



The Service scrolls down the document and presents you with lead-based paint disclosure options you can choose from.

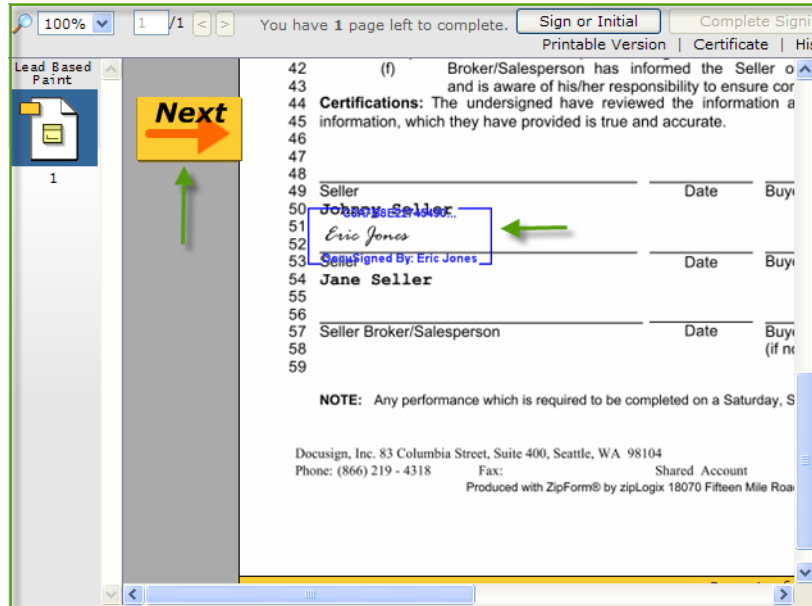


- 2 Read the choices and click one of the radio buttons next to a choice.
- 3 Click the **Next** Button.
- 4 The Service takes you to the location in the document where you are requested to sign.



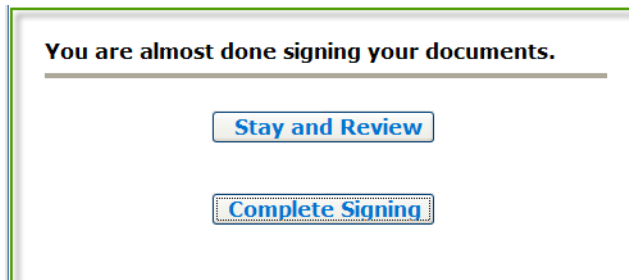
5 Click the **Sign Here** tab to sign the document.

Your digital signature appears in place of the **Sign Here** tab.



6 Click the **Next** button.

You now have the option to review the document or complete the signing.



7 After you are done reviewing the document, click **Complete Signing**.

For More Information

For more information about additional DocuSign features, go to the DocuSign Support Site:

<http://www.docusign.com/support/>

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Patent Information

Licensed under U.S. Patent 6,289,460, U.S. Patent 6,944,648, and other patents pending.

Contact Information

DocuSign Inc.
701 Fifth Avenue, Suite 4500
Seattle, Washington 98104
U.S.A.
tel 206.219.0200
fax 206.622.0736