

**DocuSign Service**  
**QuickStart Guide**

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**Guided Signing for  
Husband and Wife**

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## **Guided Signing for Husband and Wife**

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# Guided Signing for Husband and Wife

## Overview

A key feature of the DocuSign Service is the ability for a husband and wife to receive a document at the same email address and be guided as to how and where they should sign the document.

Use the follow steps to review and sign a document in the DocuSign Service:

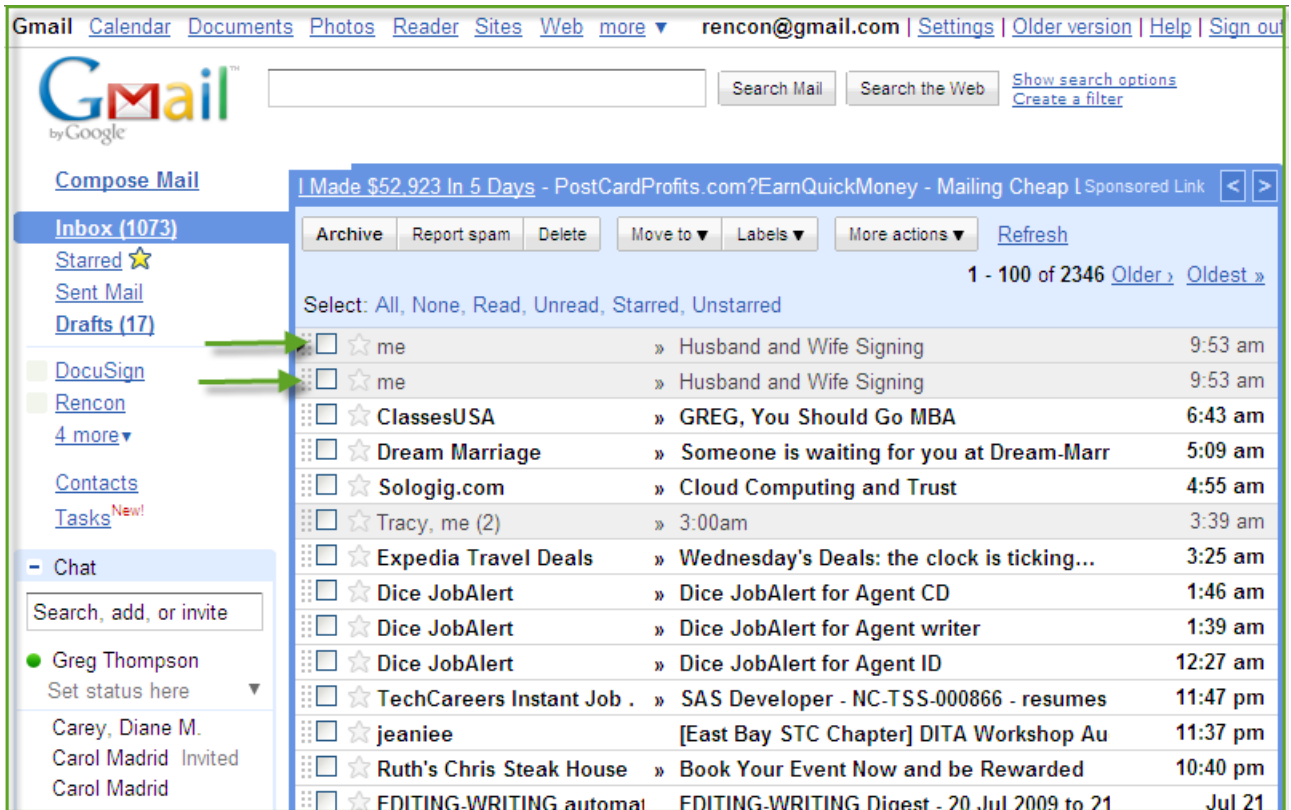
- Log into your email program
- Open the email invitation from the DocuSign Service
- Review the document
- Sign the document

## Logging into your Email Program

A husband and a wife can use the same email address to receive and sign a document. They are both sent separate emails, even though they share the same address.

- 1 Husband and wife should log into the same email program.

In the example below, this husband and wife share a Google Gmail account. Notice that there are two emails from the DocuSign Service sent to this email address. One email is for the husband and one email is for the wife.



## Opening the Email Invitation

- 1 Open your email from the DocuSign Service.

When you open both of these emails, you see that one email is addressed to a husband and the other is addressed to the wife, as in the following examples. The first example is an email addressed to the wife.



The second example is an email sent to the husband.



- 2 To begin the process of reviewing and signing your document, both the husband AND the wife must click the **Review** link from their respective emails.

Signing is not complete until BOTH the husband AND the wife have reviewed the agreement and have confirmed their signatures.

When each signer clicks the **Review** button, the DocuSign Service launches a web browser for the husband and a web browser for the wife and loads the document they have been asked to sign in the **Approval** window.

## Reviewing the Document in the DocuSign Service



The DocuSign Service **Approval** window allows both a husband and a wife 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




**NOTE:** The steps to view, sign, void, reassign, or cancel the document are EXACTLY the same for a husband as they are for a wife. The rest of the examples in this guide show only how one recipient (the wife) would perform these actions.

**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

**CONSUMER DISCLOSURE**

From time to time, DocuSign (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 the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information

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

**Adopt Your Signature**

Signature: 291204D16FED44F...  
*Tracy Thompson*  
DocuSigned By: Tracy Thompson    Initials: DS  
TT    [Modify your Signature](#)

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**

[Continue](#)



## Signing the Document

- 1 From the DocuSign Service **Approval** window > **CONSUMER DISCLOSURE** box, scroll down and read the disclosure statement.
- 2 When you are done reading the disclosure statement, click the **I Agree** box (required).
- 3 From the **Adopt Your Signature** box, review your signature and initials to see if they are the ones you want to use (required).

If you want to modify your signature, click the **Modify Your Signature** link to change it.


- 4 When you are done reviewing your signature and initials, click the **I Adopt** box (required).
- 5 Click **Continue** when you are done.

**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


**CONSUMER DISCLOSURE**

From time to time, DocuSign (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 the DocuSign, Inc. (DocuSign) electronic signing system. 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: Tracy Thompson

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**

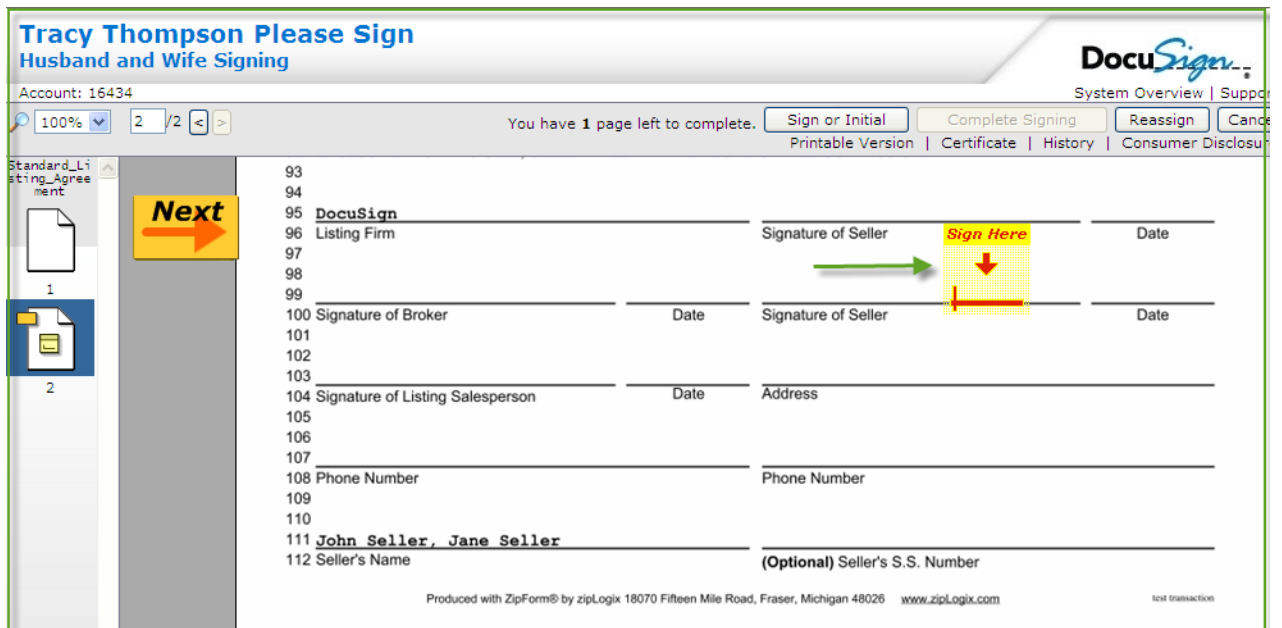
The DocuSign Service opens your document for your signature.



6 Click the **Start** tab.



The Service takes you to the location in the document where you are requested to sign.



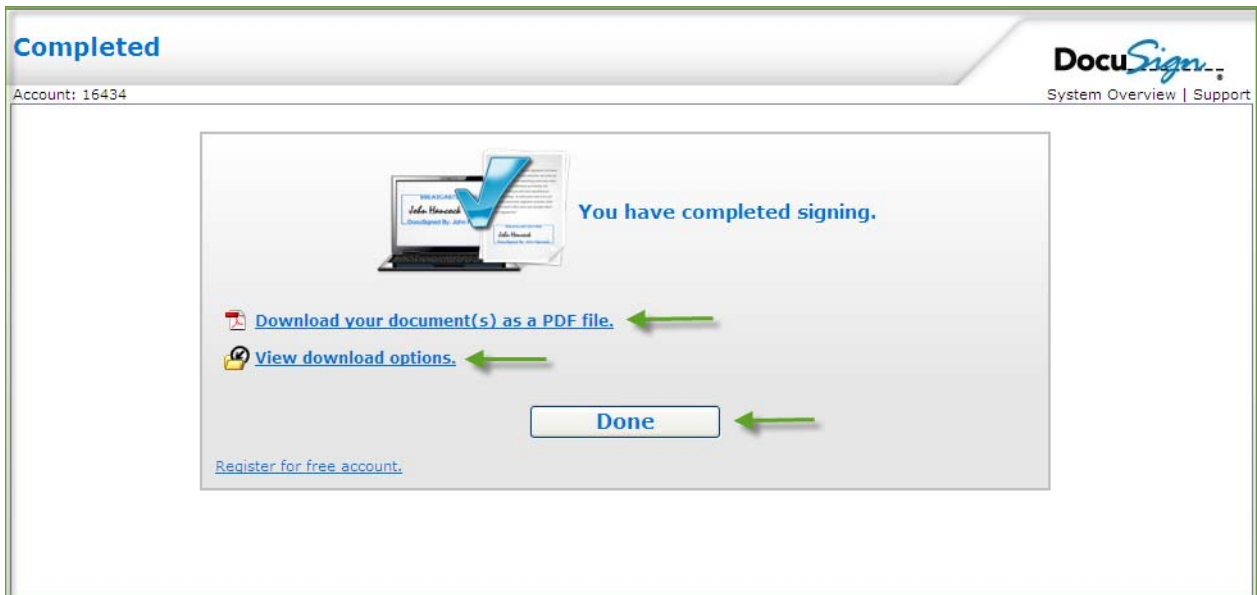
- 7 Click the **Sign Here** tab to sign the document.

Your digital signature appears in place of the **Sign Here** tab. You can choose to continue to review the document or complete the signing.



- 8 Click **Complete Signing**.

The **Completed** window appears.



- 9 You have the options to:
- Download your document as a PDF
  - View your download options
  - Register for a free DocuSign Service account



**NOTE:** The steps to download your document or register for the DocuSign Service account are EXACTLY the same for a husband as they are for a wife.

- 10 Click **Done** when you are finished.

## For More Information

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

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

### **Trademark Information**

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### **Patent Information**

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### **Contact Information**

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