

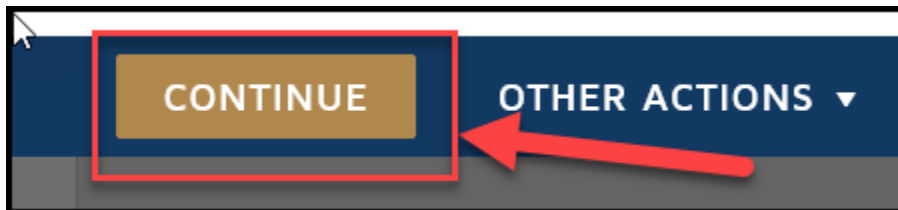
DOCUSIGN INSTRUCTIONS – SIGNING THE DOCUMENT

Are you an authorized signer?

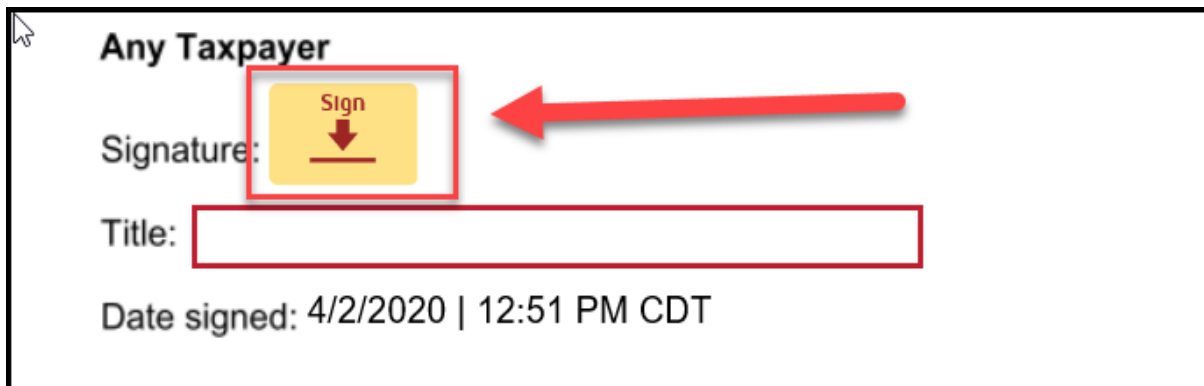
- Yes – Follow Section A instructions to electronically sign the document.
- No – Follow Section B instructions to send document to another person.

A. Authorized to Sign – Electronically Sign Document

1. Click **link in email** to open document.
2. Select **Continue**.



3. Complete applicable sections (e.g., checkboxes, drop-down fields, text fields, add attachments).
4. Scroll down to the signature area and click **Sign**.



5. If you are new to DocuSign, an **Adopt Your Signature box** will open. Choose one of three methods:
 - Select Style – Change the default signature by clicking on Change Style, scrolling through the options, and clicking on your preferred signature.
 - Draw – Use the mouse to draw a signature.
 - Upload – Upload a saved signature.

When complete, choose **Adopt and Sign**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

[SELECT STYLE](#) **B** [DRAW](#) [UPLOAD](#) **C**

PREVIEW

DocuSigned by: *Any Taxpayer* DS *AT* [Change Style](#) **A**

6. Enter your title in the designated text box (if applicable).

Any Taxpayer Required - Signature Applied

DocuSigned by: *Any Taxpayer* F3673677171C40F...

Signature: *Any Taxpayer*

Title:

Date signed: 4/2/2020 | 1:41 PM CDT

7. Click **Finish** on the top right.

OTHER ACTIONS ▾

8. An email is sent notifying the Department of Revenue (DOR) you have signed the document. After DOR signs the document, **all parties receive an email** with a link to the executed document. DOR does not email a copy of the executed document.

9. Click link in email to open document.

10. Choose the **Download icon** and **PDF type** and click **Save**.

- Combined PDF – Zip file with the completed agreement and Certificate of Signatures
- Separate PDF – PDF of agreement only

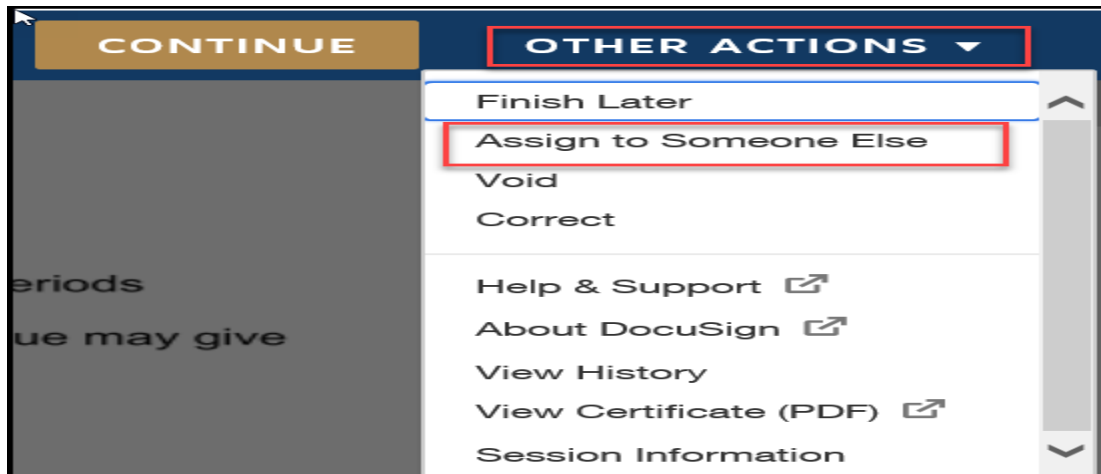
Download icon:

Dropdown menu:

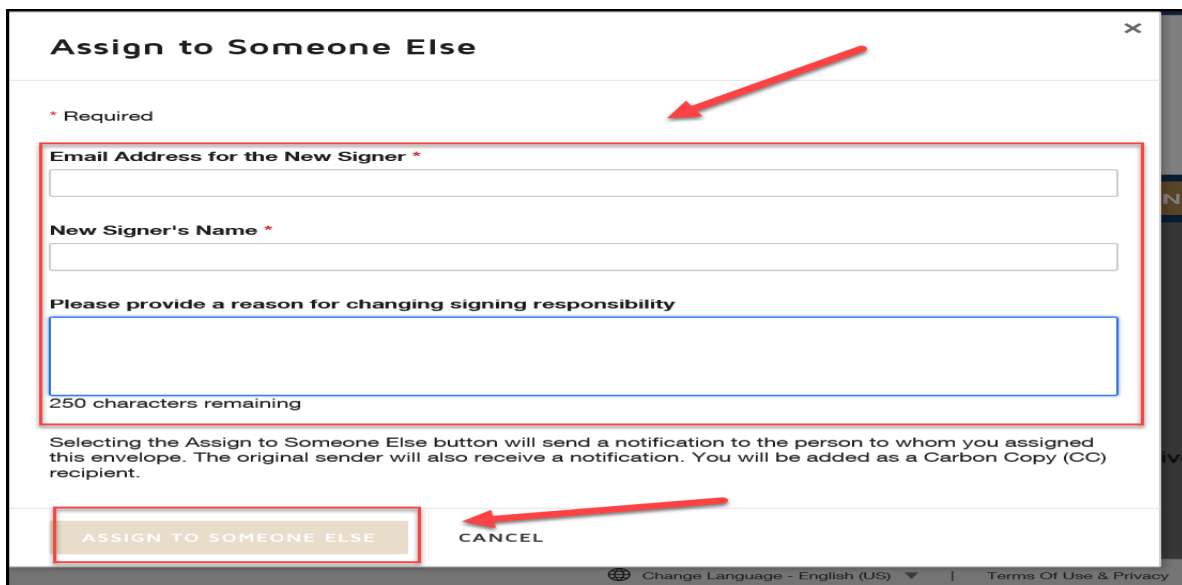
- Combined PDF [↗](#)
- Separate PDFs [↗](#)

B. Not Authorized to Sign – Send to Another Person

1. Click link in email to open document.
2. Select drop-down arrow, **Other Actions** and choose **Assign to Someone Else**.



3. Complete.
 - Email address for new signer.
 - New signer's name.
 - Reason box – Enter reason for sending to another for signature. **Example:** Not authorized to sign. Forwarding WI extension to VP.
 - Click **Assign to Someone Else**.

A screenshot of the 'Assign to Someone Else' dialog box. The title bar says 'Assign to Someone Else' with a close button (X). Below the title, there is a '* Required' label. The form contains three main input areas: 'Email Address for the New Signer *' (a text box), 'New Signer's Name *' (a text box), and a larger text area for 'Please provide a reason for changing signing responsibility' with a '250 characters remaining' indicator. Below the text area, there is a small paragraph of text: 'Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.' At the bottom, there are two buttons: 'ASSIGN TO SOMEONE ELSE' and 'CANCEL'. Two red arrows point to the 'Email Address for the New Signer' field and the 'ASSIGN TO SOMEONE ELSE' button. At the very bottom of the dialog, there is a footer with 'Change Language - English (US)' and 'Terms Of Use & Privacy'.

4. Email is sent to the new signer and auditor.
 - New signer: Reason for changing signing responsibility from Step 3 is in the email. Follow Section A to sign document.
 - Auditor: Email subject line is "Change in Signer." It is for informational purposes only. No action is required by the auditor.