HOW TO SIGN A DOCUSIGN FORM
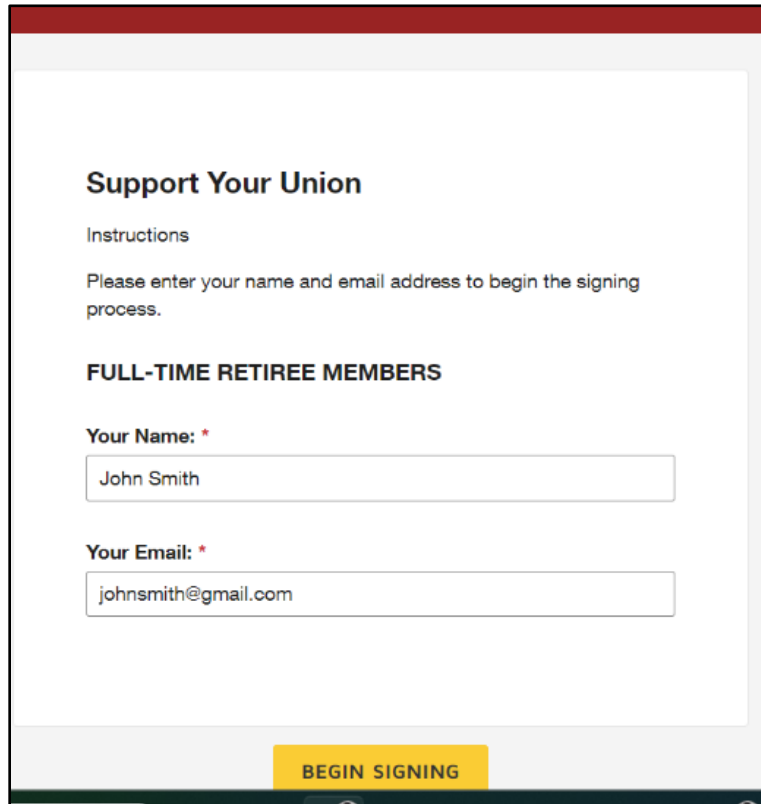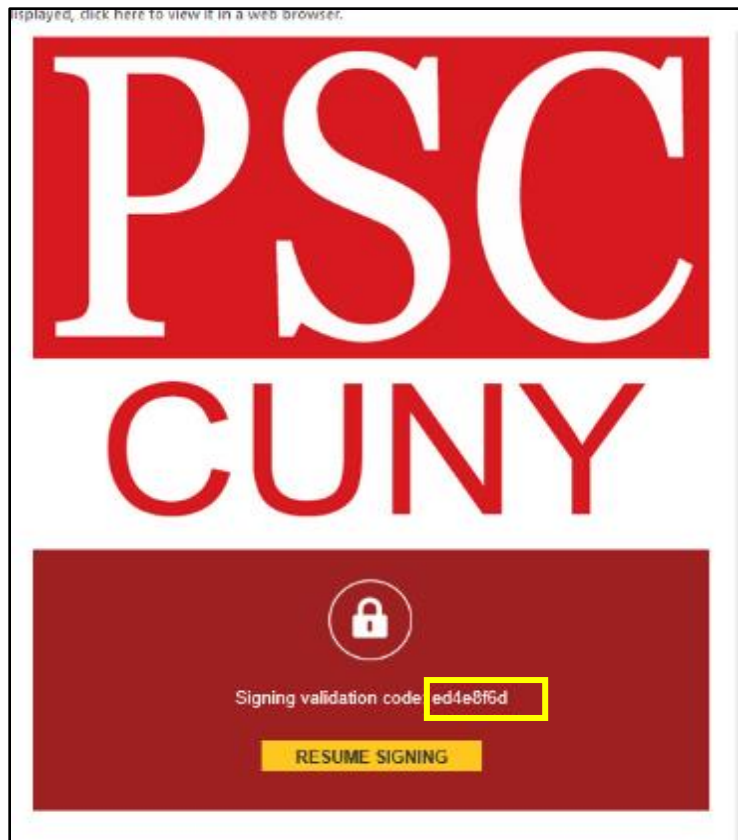
1. Click on the link to the form you need to sign.
2. Enter your name and email address and select **BEGIN SIGNING.**

3. DocuSign will send an **ACCESS CODE** to the email address you entered previously. Enter the **ACCESS CODE** in the field provided. If you do not see the **ACCESS CODE** in your inbox, check your junk or spam folder.

Enter the code in the appropriate field and select **VALIDATE.**

Please enter the access code to view the document

PSC Professional Staff Congress
Professional Staff Congress/CUNY

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

| ed4e8f6d | VALIDATE | I NEVER RECEIVED AN ACCESS CODE |

4. **Start the signing process**:
   - Select **CONTINUE.**
   - Review the documents by scrolling or using the page thumbnails in the right-hand navigation pane.
   - When you're ready to sign, select the **START** tag on the left to begin. You are taken to the first tag requiring your action. Select the SIGN tag. If this is your first time using DocuSign, you are asked to Adopt Your Signature.
   - Verify that your name and initials are correct. If not, change them as needed.
   - Select **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name

Michael P

Initials

MP

Select Style   Draw

Preview

DocuSigned by:

Michael P

02367A3E9D33485...

DS

MP

Change Style

By clicking 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.

| ADOPT AND SIGN | CANCEL |

5. **Confirm signing**:
   - When you finish clicking all signature tags in the document, confirm signing by selecting **FINISH.**
   - A message appears stating that you have completed your document. DocuSign will send the signed document to the PSC.