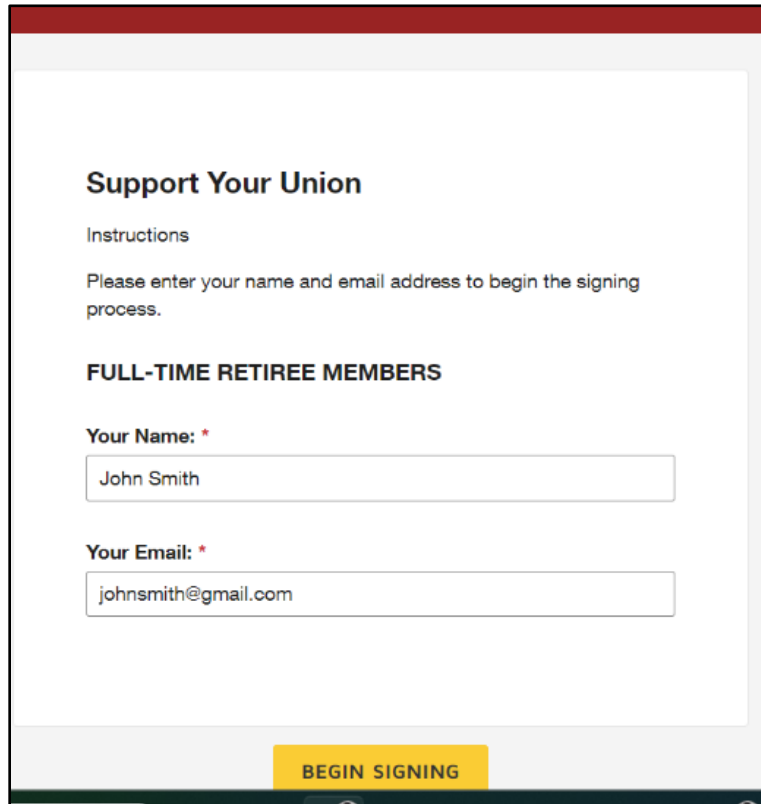


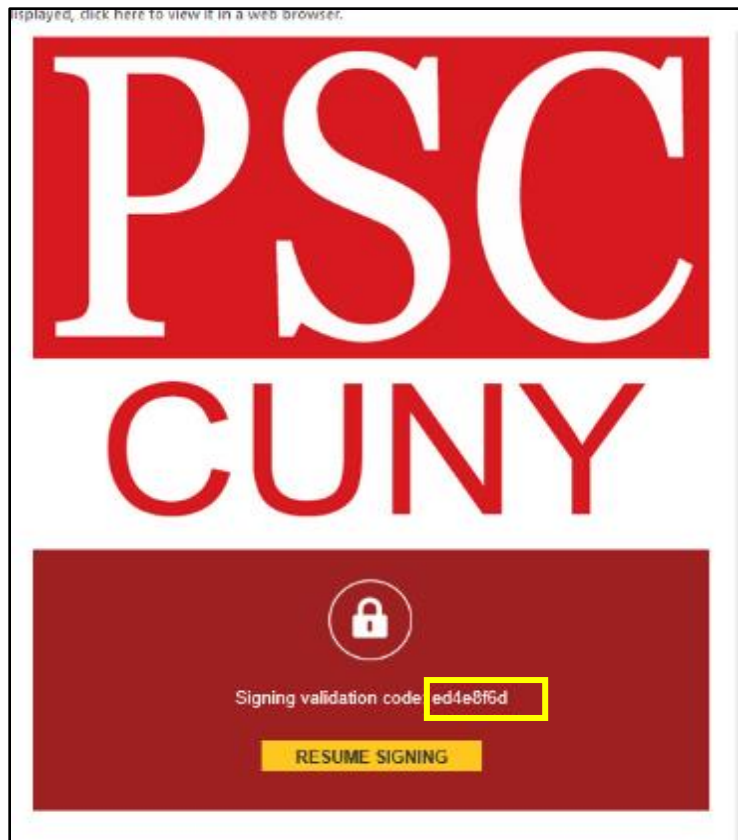
HOW TO SIGN A DOCUSIGN FORM

1. Click on the link to the form you need to sign.
2. Enter your name and email address and select **BEGIN SIGNING**.



The screenshot shows a DocuSign form titled "Support Your Union". Below the title, there is an "Instructions" section that reads: "Please enter your name and email address to begin the signing process." Below this, there is a section for "FULL-TIME RETIREE MEMBERS". The form contains two input fields: "Your Name: *" with the text "John Smith" and "Your Email: *" with the text "johnsmith@gmail.com". At the bottom of the form, there is a yellow button labeled "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.



The screenshot shows a DocuSign form with a red background. At the top, it says "PSC" in large white letters, followed by "CUNY" in red letters. Below this, there is a white padlock icon in a circle. Underneath the icon, it says "Signing validation code" followed by the code "ed4e8f6d" which is highlighted in a yellow box. At the bottom, there is a yellow button labeled "RESUME SIGNING".

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

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 **Initials**

[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.

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.