

Introduction to DocuSign

DocuSign's easy-to-use platform lets users send, sign and manage legally binding documents digitally. All BAMS Users have access to DocuSign for sending and signing important documents.

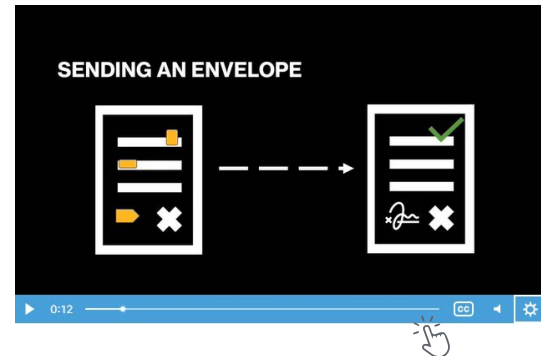
*DocuSign is secure:
both FERPA and PII
Compliant*

Sending a Document

With DocuSign, getting signatures is quick and easy.
[Contact BAMS](#) to get setup on the DocuSign dashboard.

1. Upload the document(s) you want signed
2. Add recipients and specify the action they need to take
3. Add desired fields for input: signature, initials, date, etc.
4. Add a message, preview and send

For a tutorial on creating a document and exploring additional features, we suggest watching [this short video](#).



Signing a Document

Signing a DocuSign document is easy. You will receive an email from DocuSign on behalf of the sender.

1. Open and agree to sign electronically
2. Review the document
3. Start the signing process and adopt your digital signature
4. Confirm and finish

For a tutorial on signing a document, we suggest watching [this short video](#).

