How to Use DocuSign to Sign Documents Electronically

A step by step guide

Step 1: Notification of Signature Request
Step 2: Review and Sign the Document
The City of Edmonton is using DocuSign - a secure and reliable electronic signature solution - to enable seamless integration with the Ariba system. You may need to sign contractual documents through Docusign, the following guide will provide step-by-step instructions on how to use DocuSign.

**Step 1: Notification of Signature Request**

When a signature is requested by the City of Edmonton, the user will receive an email notification in their inbox. To begin to review and sign the document, click the **Review Documents** button in the email. The user will be redirected to the DocuSign page.
Step 2: Review and Sign the Document

I. Review the Electronic Record and Signature Disclosure and click the checkbox to indicate agreement and acceptance of terms. Then click the Continue button.

Please Review & Act on These Documents

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City of Edmonton

II. Review the document in its entirety.

⚠ The electronic signature process is equivalent to the traditional execution using a handwritten signature. The user must review any documents they sign thoroughly, just as they would review any document where they would provide a handwritten signature.

III. Click the Start button on the far left.
IV. The document will automatically scroll to the first field that requires an initial or signature from the Seller. Click the yellow Sign button.
V. A new screen will appear where you can verify your signature details. To change the name and initials to be used, change the text in the **Full Name** and **Initials** Fields. Then click **Adopt and Sign**.

**Note**

There is an option to freehand draw a custom signature to replace the standard auto-generated signature, by clicking the Draw button in the following screen.
VI. Click on the buttons that indicate a request for a signature or an initial - they will be yellow and marked with the word **Sign** or **Initial** - to electronically sign or initial the document. Fields that are in a red box are editable; customize the text in the box as needed.
VII. Once the **Next** button on the left disappears, no more initials or signatures are required. Click **Finish** to complete the signing process and submit the document.
VIII. A window will appear prompting you to sign up for a DocuSign account. Without filling in any of the fields, click **No Thanks** since signing up is not mandatory.

For the purpose of signing document while transacting with the City of Edmonton, you do not need a DocuSign account.

**Note**
IX. The signing process is completed. You will receive an email confirming that your document has been completed and fully signed. A PDF copy of the signed documents can be found as an attachment in the confirmation email.