JOB AID

HOW TO ELECTRONICALLY SIGN A DOCUMENT IN DOCUSIGN

1 of 2

This job aid walks through the steps to electronically sign a document in DocuSign.

	DocuSign	
You'll receive an email notification when a document has		
been sent for your signature.	Michael Sara sent you a document to review and sign.	
		To begin, click Re- view Document.



To continue with the electronic signature process, click **Finish**.



OPTIONAL: The **Other Actions** menu provides a list of additional options and help. For example, if changes need to be made to the document before signature, click **Finish Later**. Then email the requested changes to the Grants Officer who sent the document.

Stop for now. You can restart the signature process after you receive a revised document from your OSR Grants Officer.

Unable to Electronically Sign? Should this document be signed by someone else? Click here for additional job aids: <u>osr.northwestern.edu/subcontracts</u>

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HOW TO ELECTRONICALLY SIGN A DOCUMENT IN DOCUSIGN

2 of 2

Click the Start button to be directed to	START	DocuSign Envelope ID: 7A994509-ABC2-478B-8BDD-5C3A58DB8EDB FDP Amendment Number
the signature		Pass-Through Entity (PTE) Subrecipient
line(s).		Northwestern University Entity Name
		OSR-Subk@northwestern.edu Email Address
	SIGN	For clarity: all amounts stated in this amendment are in United States Dollars. All other terms and conditions of this Subaward Agreement remain in full force and effect. By an Authorized Official of PTE: Required - Sign Here] of Subrecipient: Name: Tyra Darville-Layne Date Title: Associate Director for Subcontracts Management Signer Title GO: SP00 600
		A dast Your Staasture

	Adopt Your Signature	electronic signature
Type in your name and initials. A preview of your signature will appear below.	Confirm your name, initials, and signature. * Required Full Name* Lia Floreno E SELECT STYLE DRAW UPLOAD	options. Select Style is the default and allows you to type in your signature and initials.
	DS Lia Florus B194E828AF11402	Change Style Alternatively, you can use your mouse or mousepad to Draw your signature or Up-
Once your signature is complete, click Adopt And Sign.	By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and in my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initia ADOPT AND SIGN CANCEL	

For clarity: all amounts stated in this amendme	ont are in United States Dollars		
All other terms and conditions of this Subawa			
By an Authorized Official of PTE: Name: Tyra Darville-Layne Date Title: Associate Director for Subcontracts Management GO: SP00 600	By an Authorized Official of Subrecipient: Lis (, Flanse) Name: Title: Signer Title FDP Bilateral Mod Sept.2019	There may be addi- tional fields to com- plete (e.g. Signer Name and Title). Click the red boxes to com-	
GO GF00 000		plete these fields.	
)P_CR_Sept 2019_Amendment_NIH.pdf			
FIN	ISH	Once all the fields are complete, click Finish .	

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