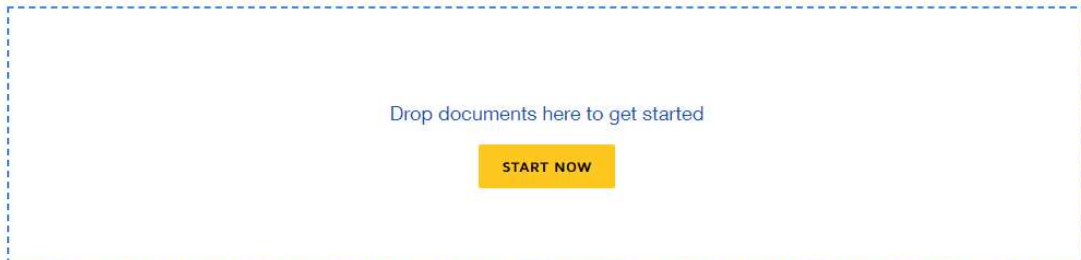
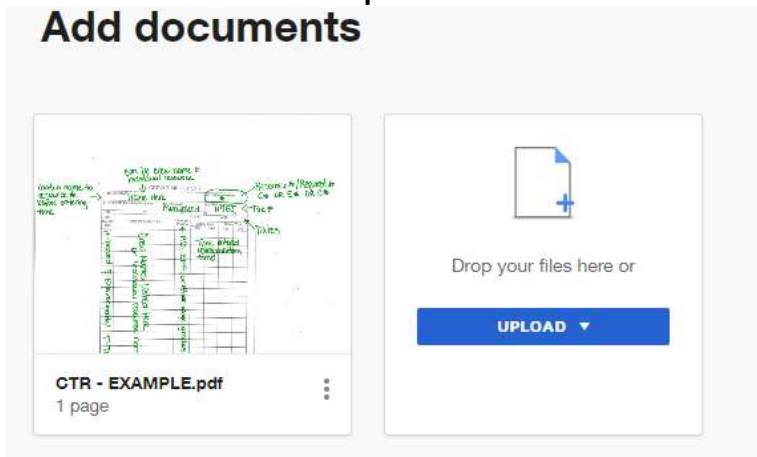


# How to Digitally Sign a Document with DocuSign

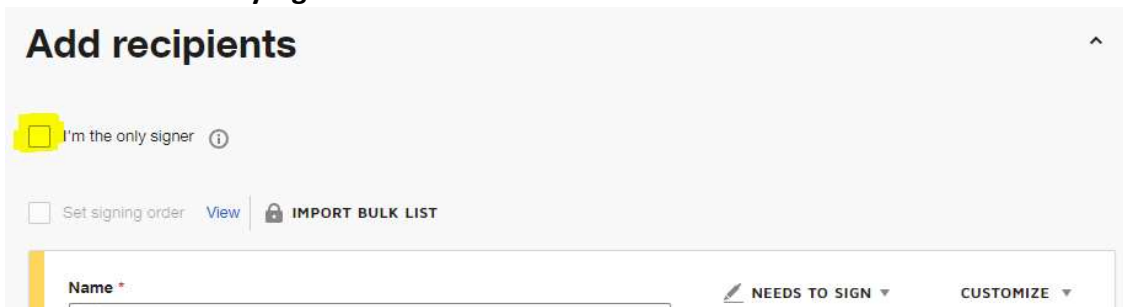
1. Login to your Account
2. Drag your document into the box



3. Your document will show up under "Add documents"



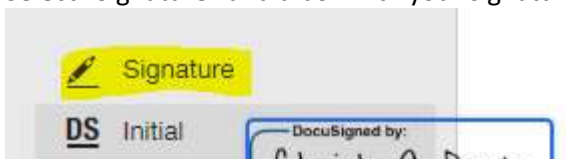
4. Select "I'm the only signer"



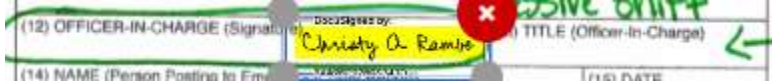
5. Select "Next" in the bottom right corner



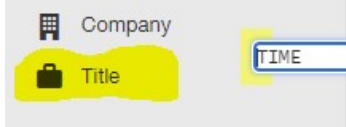
6. Select "Signature" and a box with your signature will appear



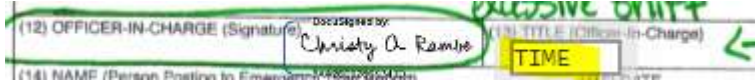
7. Drag the “signature box” where your signature belongs and resize it by dragging the corner of the box to fit the area



8. Select “Title” on the left side and fill in your title in the box



9. Drag the “title box” and resize it to fit the desired location



10. Select “Finish” in the upper right corner



11. Choose
12. “No Thanks” when it asks to send the document to others in order to preserve your “free trial” status because you are only allowed “5 envelopes” with your free trial



13. Select “DOWNLOAD” to save a copy of your signed document



14. There are other options if you select the drop down menu beside “DOWNLOAD”



15. Select “Home” at the top of the screen to start the process all over again!

