

Manage **signatures** quickly and securely on **any device** in **almost any format** from **anywhere** with **DocuSign**

Upload Documents

PDF, Word, Excel and more.

Get Signatures

Place fields on documents to guide recipients where to sign
and enter information (Recipients do not need to have DocuSign installed)

Track in One Place

Organize your documents to get business done quickly.

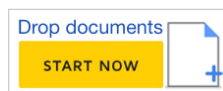
Start Here!

Keep in mind, ORA does not have an unlimited number of DocuSign Envelopes. Currently, only select ORA staff members have had DocuSign accounts created and they should have received an email regarding this topic. Each Envelope you use will be deducted from the envelopes purchased (2,000) from DocuSign.


1. **Login** to DocuSign <https://app.docusign.com/home> (Click the  button to move forward onto each step in the process)

2. Create **Signature** and **Initials**  (After you create a signature, you can skip this step on future visits)

3. Drag & Drop **Documents** into DocuSign
(This creates an “Envelope” which contains recipient info,
documents, fields, time stamps, and progress indicators)



4. Add **Recipients**, Arrange their signing order by clicking & dragging , Then Set signing order

5. Add and/or Delete **Form Fields** for each **Recipient** 

6. Add an **Email Subject** and **Message**

(Before sending, set [OPTIONS](#))

7. **Send** to Recipient

(The Recipient will receive an email from *Your Name via DocuSign* so you may want to notify them of this by sending them an email from your email account).

8. **Sign** any documents, **Wait** for the Recipients' Signatures, and, after the Envelope is complete, **Close** it to **Download** a copy of the final document.