

DocuSign Instructions – Spring 2020

*These should be everyone's actual signatures, **not** one of the preformatted signatures created by DocuSign.*

Required Signatures:

- Your signature on the thesis title page
- Your advisor's signature on both the title page and committee signature page
- Your thesis committee chair's and member's signatures on the thesis committee signature page
- You do **not** need to have Bob Field sign your title page, the Chemistry Education Office will take care of that
- The DocuSign title page and committee signature pages should be a **separate document** from the thesis document to avoid creating a DocuSign tag at the top of each page. You will be submitting 2 documents:
 - Full thesis with no signatures (including unsigned title page and thesis committee signature page)
 - Title page and committee signature page with signatures via DocuSign

DocuSign Instructions

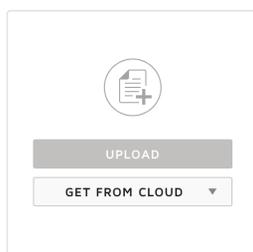
MIT users should access DocuSign at <http://docusign.mit.edu> using a VPN. DocuSign is Touchstone-enabled. You will be prompted to enter your email and you will then be able to log in using an MIT personal certificate or kerberos username and password. A comprehensive guide to DocuSign is available online [here](#) and you can use the steps below. If you run into any issues, please let Jennifer know and she can assist via the share screen feature in Zoom.

1. If this is your first time using DocuSign, you will need to create your own digital signature using the instructions [here](#) to either draw or upload your signature and initials.
2. From the main page, click on the red "NEW" button and select "Send an envelope"



3. At the top of the page there you will upload a PDF which contains both your title page and thesis committee signature page.

Add Documents to the Envelope



- On the same page, add recipients to the envelope, including yourself. Enter your own name and email and click the "Add Recipients" button to add advisor, thesis chair, etc. "Needs to Sign" should be selected by default. Do **not** check the "set signing order" box.

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

ADD FROM CONTACTS SIGNING ORDER

Set signing order

Name * NEEDS TO SIGN ▼ MORE ▼

Email *

ADD RECIPIENT

- Below the recipients list, enter your name as the "Sender name" in the "Envelope Custom Fields" section and enter the subject line and email message that will be sent with the document. We recommend using a subject line like "Final Thesis – Please Sign" or something similar.

Envelope Custom Fields

* Enter Sender Name

Message to All Recipients

Custom email and language for each recipient

Email Subject*

Characters remaining: 100

Email Message

Characters remaining: 10000

- Click "next" to assign names to signature fields in the document. Select each person from the drop-down menu in upper left-hand corner, click the signature icon, and drag and drop that icon to the corresponding signature field. Remember to assign your advisor twice (once on the title page and once on the thesis committee signature page).

Final Thesis – Please Sign

Jennifer L. Weisman

Signature

Signature of author

Signature of advisor

Bob Field

Signature

Recipient: Jennifer L. Weis...

Required Field

Formatting

Data Label

Tooltip

Location

Field Order

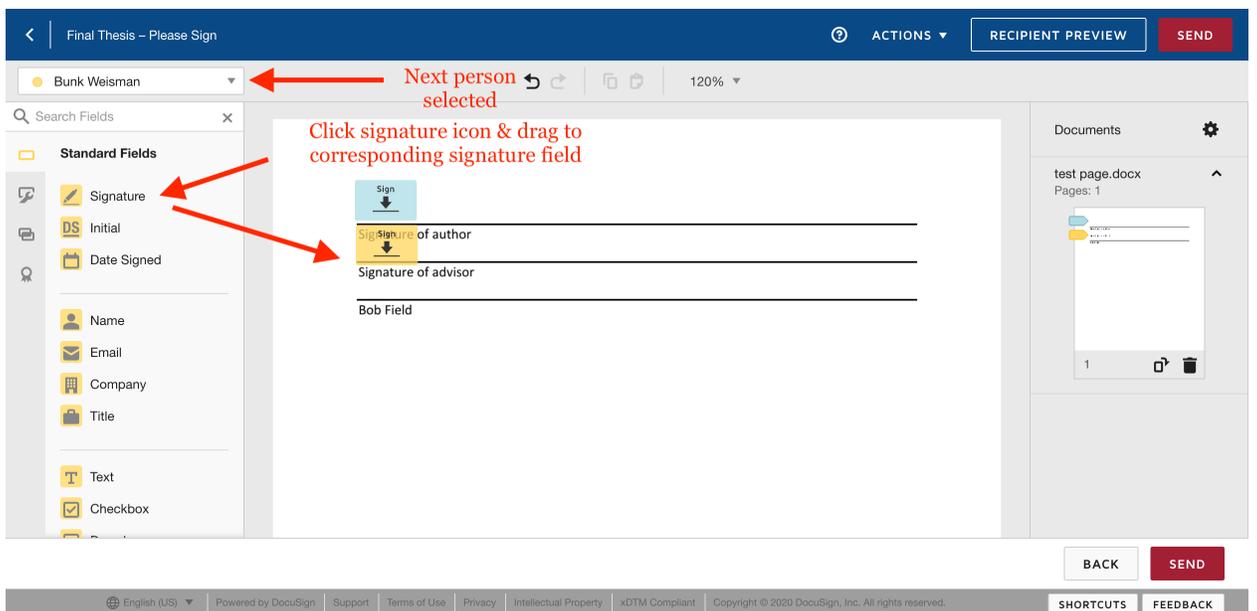
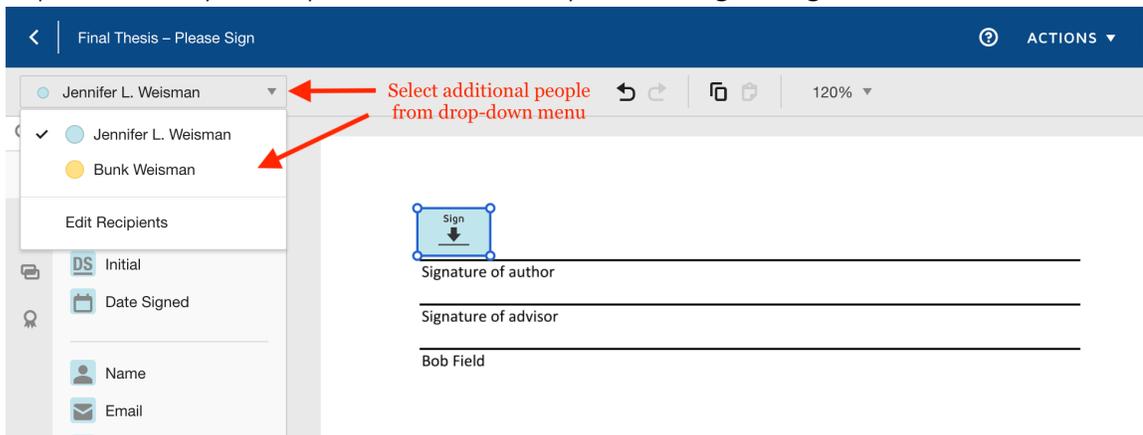
Save As Custom Field

Delete

BACK SEND

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- Repeat for everyone. If you make a mistake you can drag the signature back to the left.



- Hit send.
- Everyone will get an email asking them to sign the document. If the person already has a digital signature through DocuSign, they simply click on the link in the email and sign where indicated.
- You will be able to check the status of everyone's signatures through the "Manage" tab on the home page
- Once everyone has signed the pages, download the PDF and include it in your email to Jennifer with your full thesis document.