

## **Signing a document in DocuSign?**

DocuSign is an electronic signature platform that allows you to send, sign, and manage documents securely online.

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### **✓ To Sign a Document (As a Recipient):**

1. **Open the Email Invitation**
    - Click the **“Review Document”** button in the email sent from DocuSign.
  2. **Agree to Use Electronic Signatures**
    - A disclosure will appear. Click **“Agree”** to continue.
  3. **Start Signing**
    - Click the **“Start”** button. DocuSign will guide you to each field requiring action.
  4. **Adopt Your Signature**
    - You can choose a pre-drawn signature, draw your own, or upload an image of your signature.
  5. **Finish**
    - Once all fields are completed, click **“Finish”**. You’ll receive a copy via email.
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### **✉ To Send a Document for Signature:**

1. **Log into DocuSign**
  - Go to <https://www.docusign.com> and log in or create an account.
2. **Click “Start” or “Send an Envelope”**
  - Choose **“Send a Document”** or click **“New” > “Send an Envelope”**.
3. **Upload Your Document**
  - Drag and drop the file, or click to upload from your computer or cloud storage.
4. **Add Recipients**
  - Enter the recipient’s **name** and **email address**. You can add multiple signers and specify signing order.
5. **Set Signing Fields**
  - Click **“Next”** to drag signature, date, initials, text fields, etc., onto the document.

## 6. Customize Message (Optional)

- Add a subject and message for the recipient.

## 7. Send It!

- Click **“Send”**. The recipient will receive an email to sign the document.


# **Steps to Sign a PDF with a Certificate in Adobe Acrobat Reader DC**

## 1. Open the PDF in Adobe Acrobat Reader

- Right-click the file > **Open with** > *Adobe Acrobat Reader*.
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## 2. Go to the Certificates Tool

- Click **“Tools”** in the top menu.
- Scroll down and click on **“Certificates”**.
- Then click **“Open”**.

 If you don't see the Certificates tool, update Adobe Reader or use Acrobat Pro.

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## 3. Click “Digitally Sign”

- In the toolbar, click **“Digitally Sign”**.
  - Your cursor will turn into a crosshair. Click and drag to draw a signature box where you want the certificate-based signature to appear.
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## 4. Choose Your Digital ID

- A window will pop up showing available certificates.
- Select your digital certificate and click **“Continue”**.

 If no certificate is listed:

- Click **“Configure New Digital ID”** and follow the steps to import one (from a file, Windows certificate store, or create a self-signed one).
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## 5. Sign and Save the Document

- Click **“Sign”**.

- You'll be prompted to save the file (usually as a new version with the signature embedded).