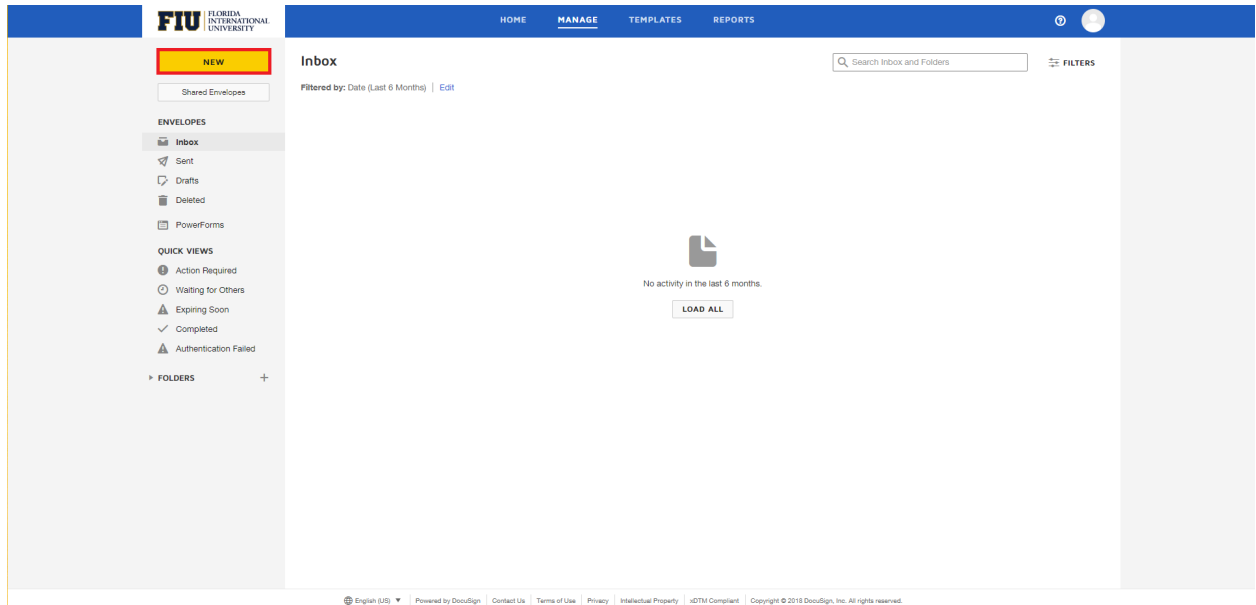
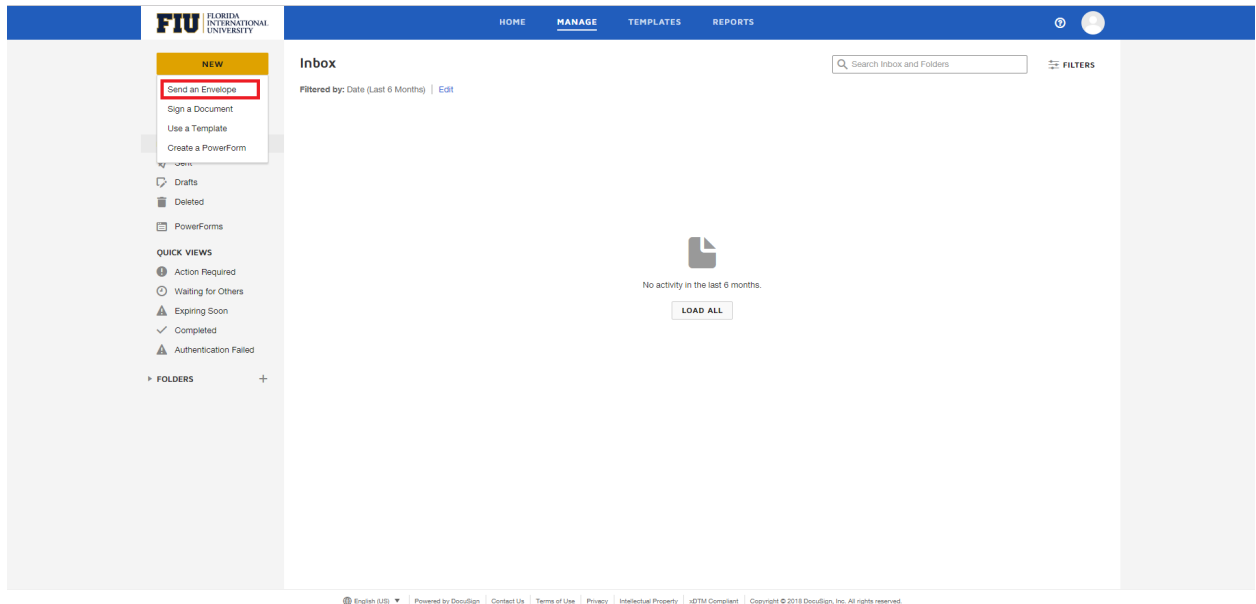


Send Documents With DocuSign

1. Click **New**



2. Click **Send an Envelope**



3. Click **Upload** to upload a document. DocuSign accepts most Document, Image, Presentation, and Spreadsheet file formats. It is recommended that each file not exceed

5 MB in size and cannot exceed 25 MB in size.

Upload a Document and Add Envelope Recipients
ACTIONS
NEXT

Add Documents to the Envelope

UPLOAD

USE A TEMPLATE

GET FROM CLOUD

Add Recipients to the Envelope

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

[Import a bulk list.](#) Send copies of this envelope to many people at once.

☐ Set signing order

Name *

Email *

NEEDS TO SIGN
MORE

ADD RECIPIENT

Message to All Recipients

☐ Custom email and language for each recipient

Email Subject *

Advanced Options
Edit

- Recipients can change signing responsibility
- Incomplete envelopes expire 120 days after send date
- Recipients are warned 3 day(s) before request expires

4. Add the Recipient information into the appropriate fields. If you want to have more than one recipient, click **Add Recipient**. If you have more than one recipient and you want the document to be sent and then signed in a specific order check the **Set Signing Order** checkbox and set the appropriate order with the number fields to the left of each recipient.

Please DocuSign: Demonstration Test Form.pdf
ACTIONS
NEXT

Add Documents to the Envelope

UPLOAD

USE A TEMPLATE

GET FROM CLOUD

Add Recipients to the Envelope

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

[Import a bulk list.](#) Send copies of this envelope to many people at once.

☒ Set signing order

1

Roary the Panther

test@fiu.edu

NEEDS TO SIGN
MORE

2

Second Recipient

test2@fiu.edu

NEEDS TO SIGN
MORE

ADD RECIPIENT

- To change the subject and body of the email that will be sent alongside the document, edit the corresponding fields.

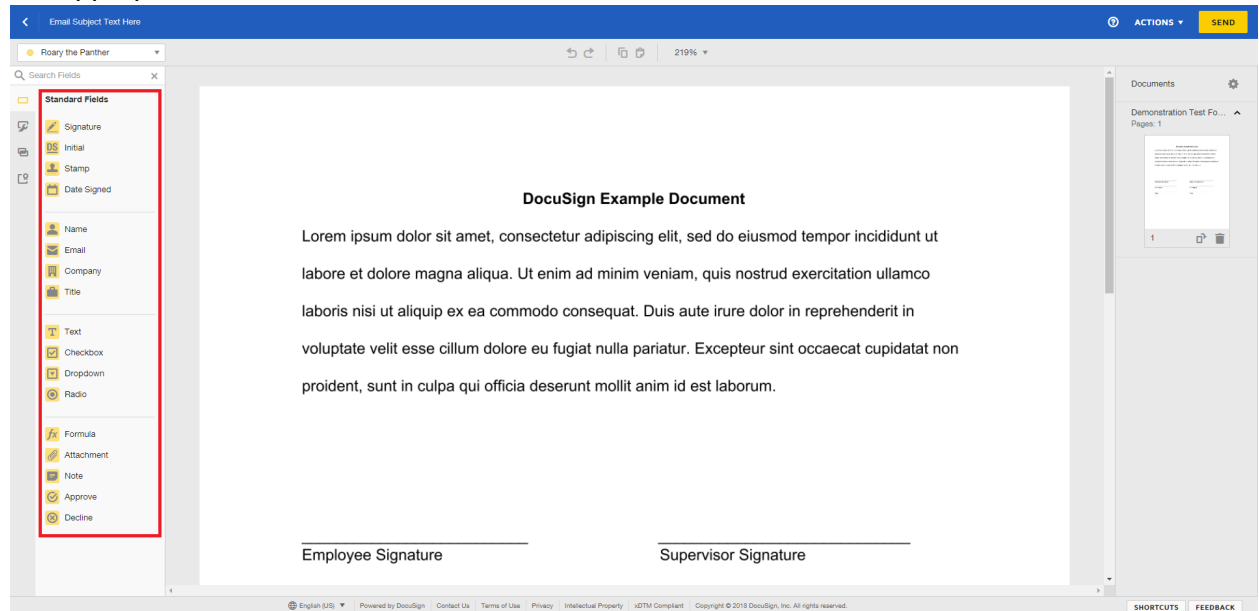
English (US) | Powered by DocuSign | Contact Us | Terms of Use | Privacy | Intellectual Property | eDPM Compliant | Copyright © 2018 DocuSign, Inc. All rights reserved.

- Click **Next**

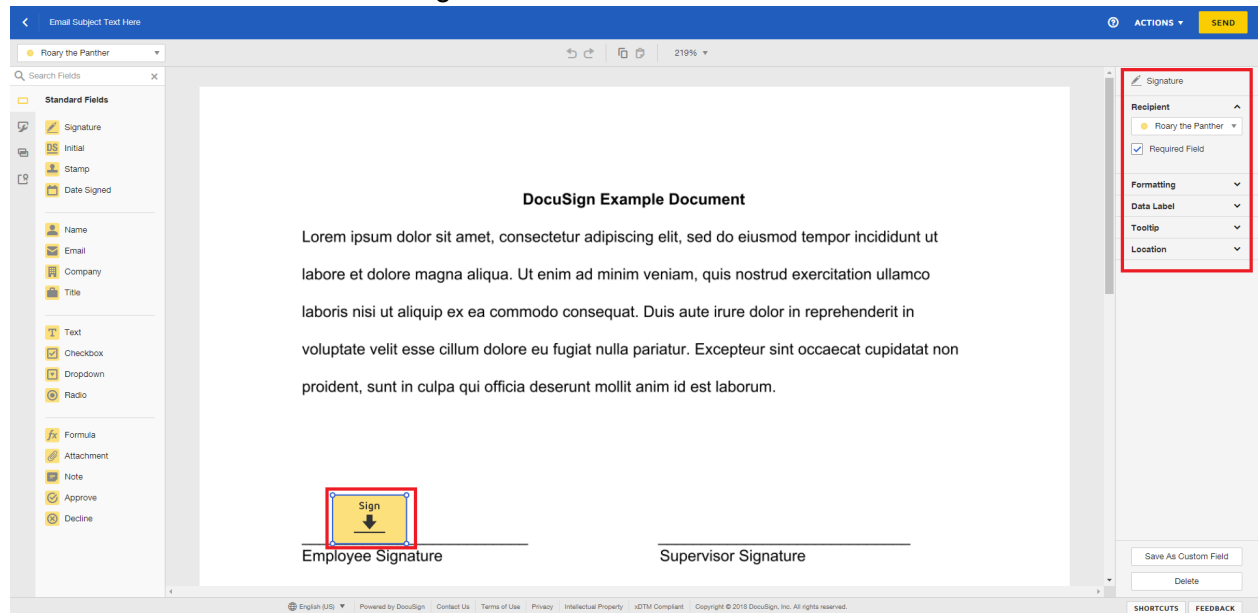
English (US) | Powered by DocuSign | Contact Us | Terms of Use | Privacy | Intellectual Property | eDPM Compliant | Copyright © 2018 DocuSign, Inc. All rights reserved.

- On the left, you will see a toolbar with all of the standard field options you can choose from. In order to use a standard field, click and drag the element onto the document in

the appropriate area.

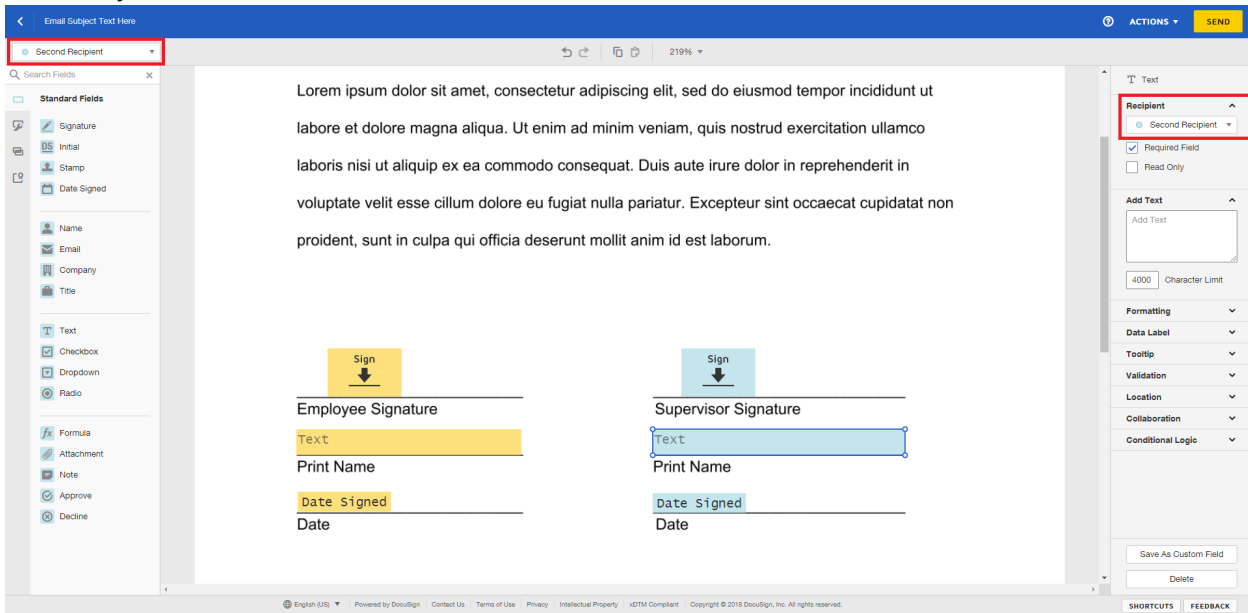


8. Once you have placed the element onto the document you can change its size by dragging the corners of its border box. You can also customize various parts of the element with the toolbar on the right-hand side.



9. If you want to change which recipient to which an element corresponds, you can do so with the drop-down on the right-hand toolbar. You can also preset the recipient before dragging an element from the toolbar by setting the recipient using the drop-down on the top-left. Each element that corresponds to a particular recipient will have a unique color

to identify them.



- When all of the appropriate fields are applied to the document, click **Send**. If you don't want to send the document yet, but want to save your progress to revisit at a later date, click **Actions** and then click **Save and Close**.

