

## DocuSign Instructions

Effective immediately, DDSN Contracts will be utilizing a new delivery system, DocuSign, for all contracts and amendments. You will not need to purchase the system or incur any cost to utilize the system. You will receive an email from *DDSN Contracts via DocuSign* with a link to review and sign the contract document. The email is a link for the Executive Director's review and signature. Please follow the below steps to complete the process:

For the Executive Director Signature:

1. Open the email from DocuSign and click "REVIEW DOCUMENT"
2. Review the contract document
3. Agree to the Electronic Record and Signature Disclosure and click "Continue"
4. Click "Signature" (If you have never used DocuSign before, you will be prompted to create a signature for your account)
5. Click "Finish" at the top of the page to send the completed document to the next step

Once you have signed the document, it will be forwarded to DDSN for signatures. After all parties have signed the document, an email with a link to review the completed document will be immediately sent back to you by DocuSign. Please make sure you save an electronic copy and/or print a copy of the contracts for your files. It will expire and you will no longer have access to it after a few weeks. \*

Self-help videos can be located at this link if you need additional assistance:

<https://support.docusign.com/en/videos>

***\*Note: the link to the signed documents will expire after a period of time so make sure you save or print a copy for your records.***