This QRC contains directions on how to sign a document that is already completed.

- Personally sign the document
- Send a document to one or more other people to sign

## Access DocuSign

Access **DocuSign** through the OneCampus Portal
[https://one.purdue.edu](https://one.purdue.edu)

Login using your Purdue career account user ID and password

## Preparing to Personally Sign a Document

1. Click the Start Button
2. Select Sign a Document
   a. Upload Document to send a signed copy by you to another person
# Preparing an Envelope for other people to Sign a Document

**Click the Start Button**

1. Select Send an Envelope
   a. **Upload Document** to **send** to multiple people

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![Sign a Document Diagram](image-url)
1. Add the Recipient(s)

In the *Recipients and Routing* field, enter the recipient's email address and name.

Click *Add Signer*.

Note: Ensure that the order is accurate if adding multiple signers. If renumbering, start from the bottom up.

2. Edit the email subject and message

Edit the subject to include meaningful information such as name, PERNR, Org Unit, etc.

You can also add custom notes to each recipient using the *Add a Note to* feature.
3. Add Signing Tags

4. At the bottom of the page, click Next
   - In the To field, select a signer’s name
   - From the column on the left side, drag the Signature tool to the appropriate location in the document where the selected person should sign
   
   Repeat the steps above for each signer.

Note: Other types of fields can be added as well (e.g. Date Signed) using the same process.

5. Preview and send your document

Click Preview to review your document

Click Send