

QUICK REFERENCE GUIDE DOCUSIGN



1

You receive an email from DocuSign.
Click **Review Document**.



2

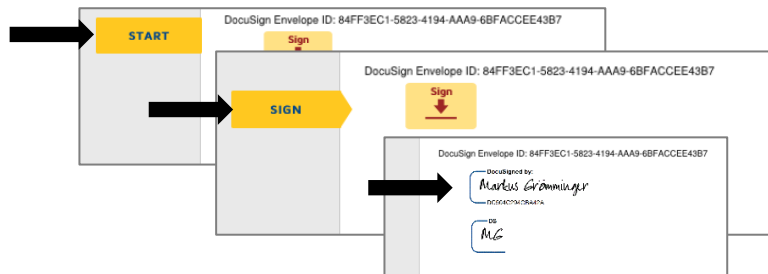


Open the document by:
marking the checkbox and clicking **Continue**.



3

In the document, click **Start** to go straight to the signature section.
All fields requiring information are marked. Please click on the symbol and fill them in. Some fields such as date and name have been automatically completed.



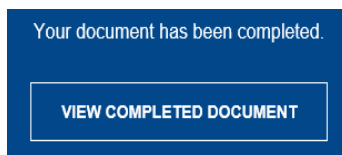
Complete the process by clicking **Finish**.



4




5

Done! As soon as all parties have signed, you will receive an email with the signed documents and certificate of completion.





Alternatively, you can select **Other Actions**, which will give you the following options.

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- Click **Finish Later** to temporarily exit the process and continue later. The link in the email remains valid.
- If you are not the correct signer, select **Assign to Someone Else** so that you can forward the document to the right person. For forwarding documents, please use this option only.
- If you do not want to sign the document, please do not select **Decline to Sign** in the first instance. Please contact the sender of the document at CHG-MERIDIAN first. If you select **Decline to Sign**, the envelope will become invalid with immediate effect.