

**Arvato Systems Signer Guide for DocuSign**

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## 1. Step-by-step Guide for Signing with DocuSign

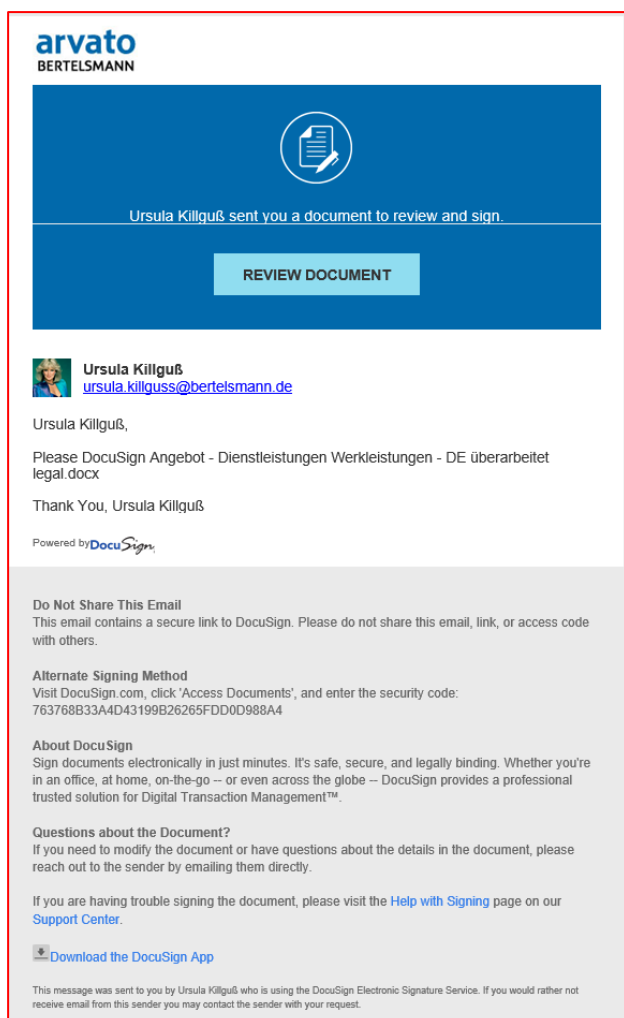
This step-by-step guide shows you how to use the DocuSign e-Signing platform in order to sign documents with electronic signatures. This process enables you to quickly, easily, and safely receive documents from the sender. You can easily sign and send the documents back. The documents also do not need to be sent back and forth by mail.

For more information about DocuSign, please visit [www.docusign.com](http://www.docusign.com). For more information about e-Signing at Arvato Systems, please visit [IT.arvato.com/eSigning-en](http://IT.arvato.com/eSigning-en).

- **Note: Please always save the DocuSign signed contract together with the DocuSign Certificate of Completion (COC) on your local device or your local contract management system.**

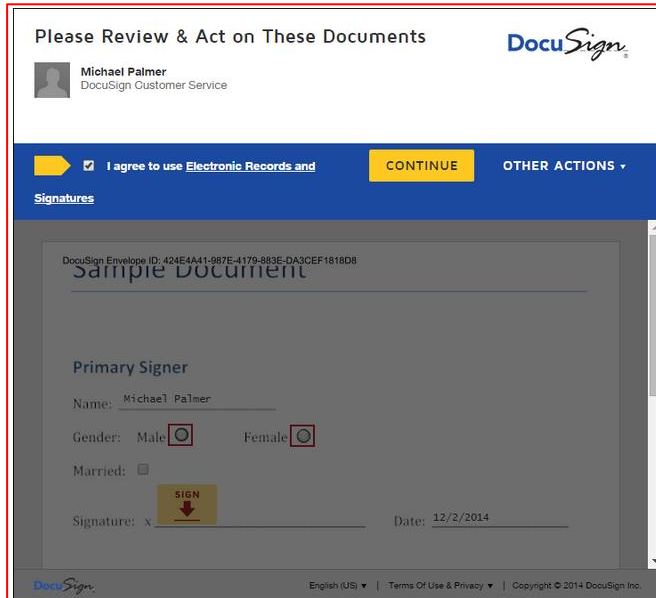
## 2. Receive an Email Notification

After clarifying the documents content and internal approval, the process starts with an email notification. With this notification, you are invited to sign the documents electronically. This email is sent out from DocuSign (DocuSign EU-system sender-address [dse@eumail.docusign.net](mailto:dse@eumail.docusign.net)) on behalf of Arvato Systems. This email provides a message from the sender and the link to open the envelope with the documents.



The screenshot shows an email notification from Arvato BERTELSMANN. The header features the Arvato logo and a blue banner with a document icon and the text "Ursula Killguß sent you a document to review and sign." Below this is a prominent "REVIEW DOCUMENT" button. The sender's information includes a profile picture of Ursula Killguß, her name, and email address [ursula.killguss@bertelsmann.de](mailto:ursula.killguss@bertelsmann.de). The message body contains the text: "Ursula Killguß, Please DocuSign Angebot - Dienstleistungen Werkleistungen - DE überarbeitet legal.docx Thank You, Ursula Killguß". At the bottom, there is a "Powered by DocuSign" logo and a grey footer section with the following text: "Do Not Share This Email. This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others. Alternate Signing Method. Visit DocuSign.com, click 'Access Documents', and enter the security code: 763768B33A4D43199B26265FDD0D988A4. About DocuSign. Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™. Questions about the Document? If you need to modify the document or have questions about the details in the document, please reach out to the sender by emailing them directly. If you are having trouble signing the document, please visit the Help with Signing page on our Support Center. Download the DocuSign App. This message was sent to you by Ursula Killguß who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request."

To access the documents, please click on “REVIEW DOCUMENT” after opening the email notification. A new browser-window opens establishing a safe connection to the DocuSign e-Signing platform.




### 3. Review and Sign Documents

To review the documents, please click on the **CONTINUE** button.

At this point you see the first page of the document.

You are guided through the signing process by following the blue tags on the left-hand side of the documents. By clicking on the “Start” tag, you are directed to the signature section.

Please review the whole document and then click on  to enter your signature.

When you use DocuSign for the first time, DocuSign invites you to fill in your signature information as soon as you click “**SIGN**”. Please check or change your name and your initials. If you want to adopt your signature, you have four options:

- Click on “**ADOPT AND SIGN**” to adopt the standard signature and initials. Then proceed with the next step.
- Click on “**SELECT STYLE**” to choose another preformatted style.
- Click on “**DRAW**” to draw your signature and initials with the mouse or with your finger on a touchscreen.
- You can also “**UPLOAD**” your scanned or photographed signature.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: CBNRW Initials: c

Select Style Draw Upload

PREVIEW [Change Style](#)


DocuSigned by: CBNRW 49F590DD07DB480... DS c

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

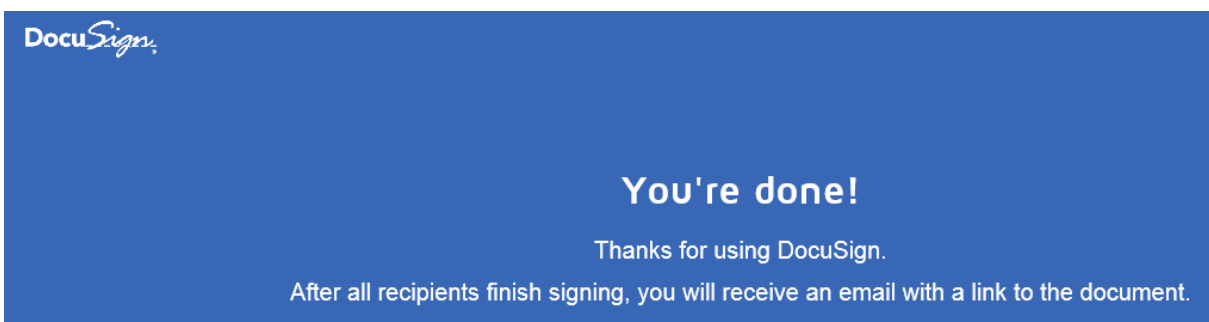
By clicking on the **“Adopt and Sign”** button, you can confirm your selected signature style and add it to the document.

- **Note: Some fields such as the signature date will be filled in automatically by DocuSign. You cannot change that information.**

After you have added all required data to the document, such as your title, please click on the  button at the top right.

- **Note: This button triggers your electronic signature irrevocably, completes the signing process, and forwards the envelope to the next signer.**

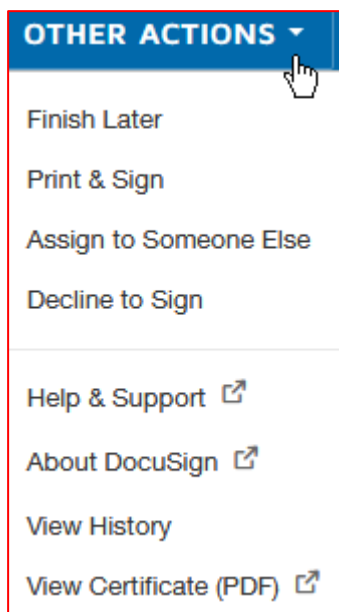
A popup window provides the possibility to register for a free DocuSign account. If you have an account, your settings will be saved for your next signature. Please note that you don't need an account to sign. In the next step, DocuSign informs you about the completion of the process.



After all parties have signed, you will receive a confirmation email. As an attachment, this email includes the signed documents (PDF) and an abstract of the signature process in the certificate of the completion. You will get the confirmation email regardless of registering for a DocuSign account.

#### 4. Further Options

After opening the document you can click on the button **“OTHER ACTIONS”** in the top right in order to proceed with further actions in the document:

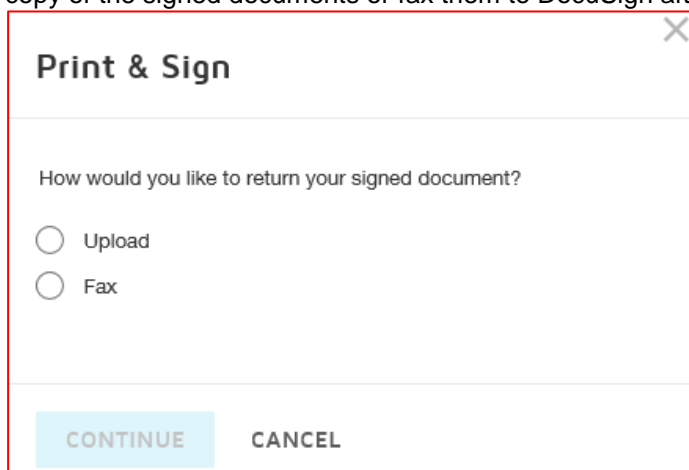


##### 4.1 Finish Later

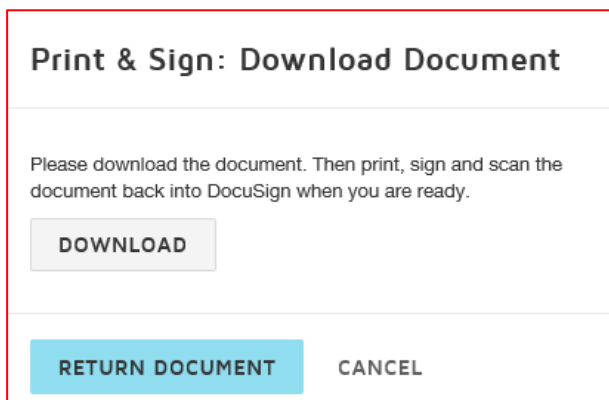
This option enables you to sign the document later. You can always open the document via the link in your email. If you have an account, you will find the envelope in the dashboard of DocuSign as well.

##### 4.2 Print & Sign

You can choose this option if you are unable to sign electronically or prefer to sign on paper. Click on **“PRINT & SIGN”**. A popup-window opens. You can choose whether you want to upload a scanned copy of the signed documents or fax them to DocuSign after you have signed on paper.



Please choose one of the options and click on **“CONTINUE”**. The following window will open.



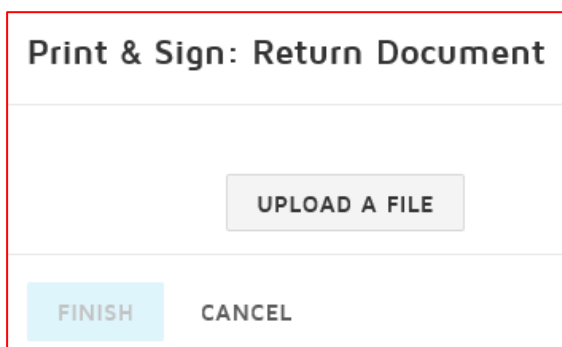
**Print & Sign: Download Document**

Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.

DOWNLOAD

RETURN DOCUMENT CANCEL

Please click on **“DOWNLOAD”** in order to download the document and save it on your local drive. Afterwards you can always print the document, sign and scan it. If you want to send the document back to the sender, please click **“RETURN DOCUMENT”**. Next window will open.



**Print & Sign: Return Document**

UPLOAD A FILE

FINISH CANCEL

Please click **“UPLOAD A FILE”** and **“FINISH”** in order to upload.

- **Note:** If you have downloaded the document and you want to upload it later on, you can always open the document by clicking on **“REVIEW DOCUMENT”** in your first email notification.

### 4.3 Assign to Someone Else

This option enables you to forward the document to another person with signing privileges.

Please click on **“ASSIGN TO SOMEONE ELSE”**. A new popup-window opens. Please insert name and email address of the new person, and provide a reason to the sender, explaining why the signer has to be changed.

**Assign to Someone Else** X

\* Required

Email Address for the New Signer \*

New Signer's Name \*

Please provide a reason to Daniela Michael for changing signing responsibility

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

A new popup window confirms that the signer was changed. You will be added as a cc recipient of the envelope. Then, please click on **“CLOSE”**.

The new signer will be informed via email that you have assigned him/her to sign the document.

The sender will be also informed via email that the signer has been changed. The new signer will sign the document as described above. As soon as all parties involved have signed the document, all participants will get an email notification about the completion.

- **Note: Please use the DocuSign option “ASSIGN TO SOMEONE ELSE” if another person has to sign the document. Please do not forward your email notification to other people and do not allow anybody else to have access to your email account in order to sign the documents. If you do, you enable someone else to sign documents with your signature without being visible in the signed documents or in the certificate of completion.**

#### 4.4 Decline to sign

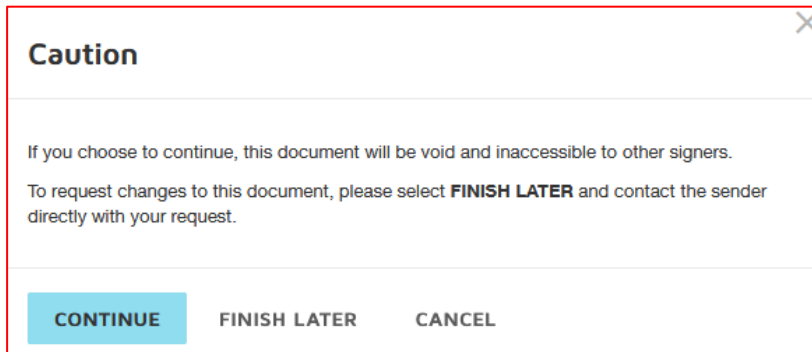
Within this option, you are able to declare the document to be invalid or to contact the sender in order to require changes in the document.

- **Note: We strongly recommend contacting the sender before setting the document to be invalid. This leads to the closure of the whole transaction, which means that all prior steps will be cancelled. This furthermore leads to time delay.**



Please click on the button “**DECLINE TO SIGN**”. A popup-window opens.

Please click on the button “**CONTINUE**” in order to invalidate the document. Or click on the button “**FINISH LATER**” in order to express changes and contact your Arvato Systems representative directly via other channels , or click on the “**CANCEL**” button in order to get back to the document.



## 5. Add recipient

You have been asked to add recipient information. This can occur when the sender of this document has chosen you to help him to specify the person in charge. Please enter a valid Email and name (including first name and last name). Confirm this step with “**COMPLETE AND SEND**”.

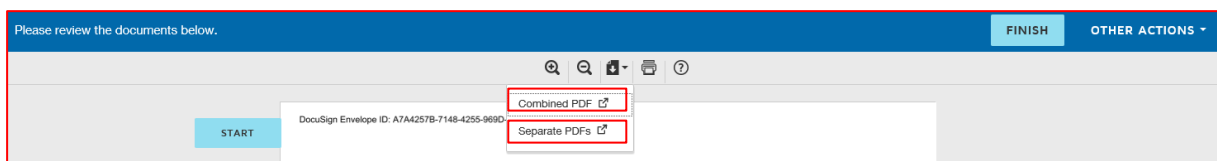
**You have been asked to review and add recipient information.**

Please enter the email address and name for the associated role and select 'Complete and Send'.


Role	Email	Name	
Signer One   to be specified	<input type="text"/>	<input type="text"/>	<a href="#">Edit Private Message</a>
<b>COMPLETE AND SEND</b>		<a href="#">Show Document</a>	

## 6. Download or print all documents

Here you can see how to download or print all documents which are in the envelope.



→ Please click on the  button to print all documents.

→ Please click on the  button to download all documents and the Certificate of Completion as a combined file or as separate files.

## 7. Upload scanned or photographed signature

(Only possible for users with own DocuSign-account)

Please click the “**EDIT**” button on your DocuSign ID card in the DocuSign starting page.

The screenshot shows the Arvato DocuSign dashboard. At the top, there is a navigation bar with the Arvato logo and menu items: HOME, DOCUMENTS, TEMPLATES, and REPORTS. Below the navigation bar is a large blue banner with the text "Sign or Get Signatures" and a yellow "NEW" button. The main content area is divided into three columns. The left column, titled "OVERVIEW", shows a summary of document status for the last 6 months: Action Required (2), Waiting for Others (2), Expiring Soon (0), and Completed (8). The middle column, titled "TRIAL ACCOUNT", shows a progress indicator with "9 Days Left" and an expiration date of "Expires 6/23/2017 | 02:00:00 am". The right column, titled "MY DOCUSIGN ID", shows the user's name "Daniela Michael", email "daniela.michael@bertelsmann.de", and a "DocuSigned by:" signature block with a handwritten signature and ID "49F590DD07DB460...". An "Edit" button is visible in the top right corner of this section.

You will go to the **“Personal Information”** area. In the lower section of the page, you can see your signatures.

The screenshot shows the "Signatures" section of the dashboard. It includes the heading "Signatures" and a sub-heading "Multiple signatures allow you to manage variations of your name." Below this, there is a list of signatures. The first signature is a handwritten signature "CBMW" with a DocuSigned ID "49F590DD07DB460...". To the right of this signature is a "DS" icon and a small signature preview. At the bottom left of the list is a "+ Add New" button. At the bottom right of the list are "Edit" and "Delete" buttons.

Please click the **“EDIT”** button. A new dialog for adopting your own signature will open.

### Create Your Signature

Full Name       Initials

**CHOOSE**    DRAW    UPLOAD

<input checked="" type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>
<input type="radio"/>	DocuSigned by: <i>crisbo</i> 49F590DD07DB460...	DS <i>C</i>

By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**CREATE**    CANCEL

In this dialog, you are able to **use** one of the DocuSign proposed signatures, or to **draw** your own signature per pointing device or to **upload** your prior scanned signature.

Your modification will be saved after you click the **“CREATE”** button. You can also **“CANCEL”** this process without saving.