

# How to sign a document in DocuSign

Coupa supplier training

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## How to sign a document in DocuSign

1

You will receive an email notification from [dse@eumail.docusign.net](mailto:dse@eumail.docusign.net) asking you to sign a document. Click on 'Review document'.

2

Tick the signature disclosure box at the top of the page then 'Continue'.



Please read the [Electronic Record and Signature Disclosure](#).



I agree to use electronic records and signatures.

3

Review and sign your document by clicking on the yellow box. The date field will automatically populate. If you wish to delegate to a colleague click 'More Options' then 'Assign to Someone Else'.



If this is the first time you have used DocuSign you will be asked to 'Adopt Your Initials'. You can select one of the predefined styles or draw your own. Select 'Adopt and Initial' to confirm your signature.

4

Select 'Finish' to complete the document. Once the document has been signed by all parties you will receive a copy by email.