DocuSign How-To Guide

Step 1- Initiate a Form

- Once you click the appropriate Evaluation Form, you will be directed to the “PowerForm Signer Information” page to initiate the document.
- The person initiating the form will enter the employee and supervisor name and email, then click, “Begin Signing”
Step 2-Validation Code

- You will receive an email with a validation code:
- Copy the validation code, then click “Resume Signing”

You will be directed to the following screen:
- Enter the code, then click “Validate”
**Start the DocuSign Form**

- You will be directed to the following screen to begin completing the form
- To start, check the disclosure box, then click “Continue”

**For additional information on how to complete Docusign forms, please click on the following video link.**

**DOCUSIGN HOW TO VIDEO**