



How to: DocuSign

What is DocuSign?

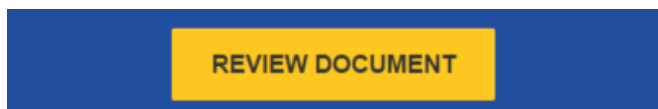
To improve how we execute Agreements, the Department for Child Protection (DCP) is now using an online electronic signature solution DocuSign.

- DocuSign allows a registered user to sign a document from anywhere on any device.
- Documents are encrypted and a complete audit trail is maintained which means the documents are more secure than on paper.
- The contract execution process will be shorter as electronically executed and not reliant on couriers or postal services
- Service Providers do not have to pay to use DocuSign to sign DCP documents.

How do I sign a DocuSign document electronically?

Follow the steps below to review and sign your DCP Agreement documentation via DocuSign

1. You will receive an email from DocuSign sent on behalf of DCP. Open the email and click **Review Document** to begin the process



2. Enter in your username and password as provided by DCP, please contact dcpcmlsupport@sa.gov.au for account assistance

LOG IN TO DOCUSIGN [No Account? Sign up.](#)

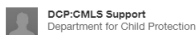
EMAIL

PASSWORD

[Forgot your password?](#)

3. Click **Continue**

Please Review & Act on These Documents



Please sign the document by clicking on the above link.



Please review the documents below.

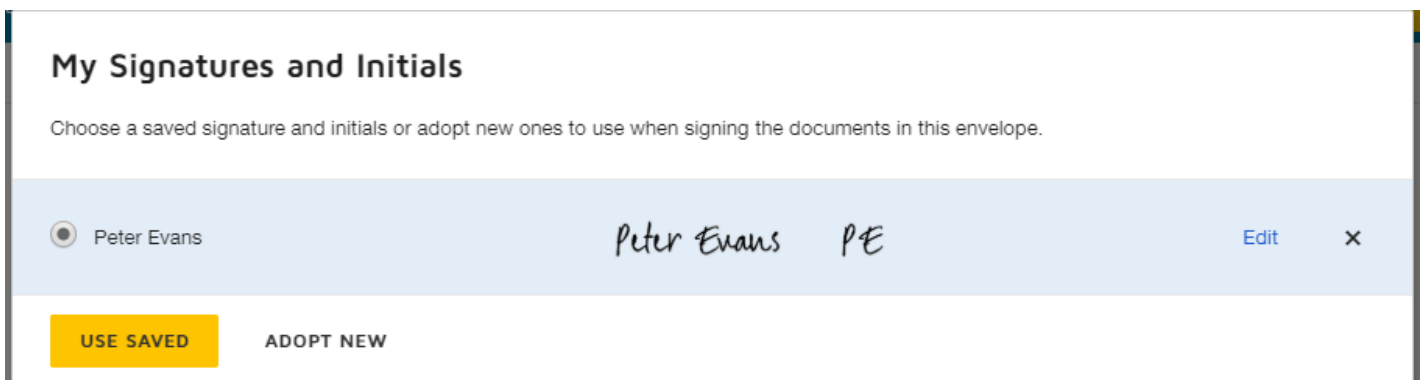
4. Review the Agreement to ensure completeness and ready for execution, if any amendments are required close out of the DocuSign process and contact the DCP Procurement Officer.
5. If the DCP Agreement is ready for execution, click the **Start** tag on the left to begin the signing process. This will take you to the area in the document requiring your electronic signature.



6. Click the **Sign** tag.



7. DocuSign will ask you to either use your saved signature or adopt a new signature.



8. If you choose to adopt a new signature (i.e. not use the signature stored against your account) DocuSign will create a default signature and initial style for your signature. You can either:
 - a. Adopt the default style shown by clicking **Adopt and Sign**
 - b. Click **Change Style** to select a different signature option. Then click **Adopt and Sign** to adopt that style.
 - c. Click **Draw** to draw your signature and initials using your mouse. Then click **Adopt and Sign** to adopt that signature.
 - d. **Upload** a signature that you have stored on your computer.



Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Test Test

Initials*

TT

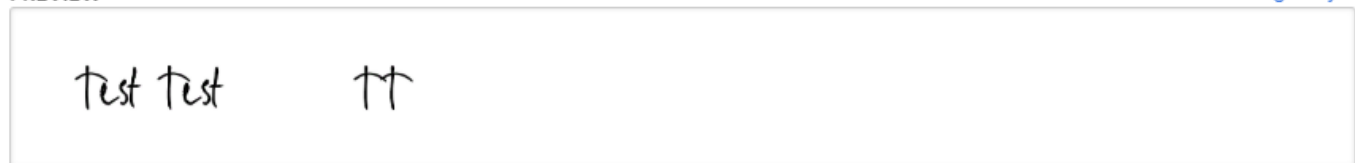
SELECT STYLE

DRAW

UPLOAD

PREVIEW

[Change Style](#)



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

9. Confirm signing by clicking **Finish**.

Done! Click Finish to send the completed document.

FINISH

10. A message will appear stating that you have completed your document. You can now download a PDF copy or print a copy of the document. DCP will receive an email with the signed document attached.
11. After all the executors have completed signing, you will receive an email confirming execution complete and an option to download a PDF copy of the completed document will be provided.



How do I print and sign a DocuSign document manually?

In some cases you may prefer to sign a document using pen on paper. DocuSign's Print & Sign feature allows you to sign documents on paper and return them by upload.

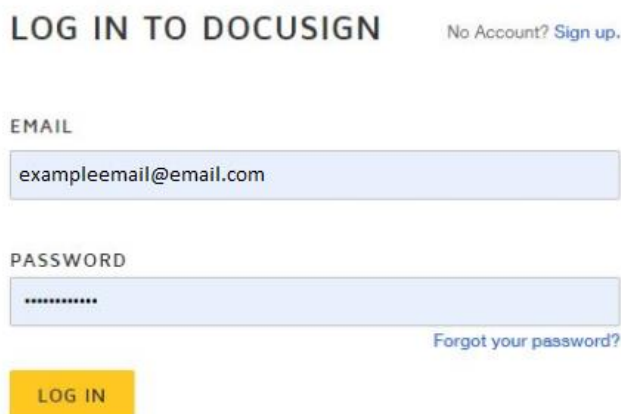
Note: You must complete the print and sign task in a single session; if you quit in the middle, you will have to start at the beginning the next time you attempt to print and sign. If you take too long to complete the printing and signing process the system will automatically log you off. If you are logged off you must start the process again.

1. You will receive an email from DocuSign sent on behalf of DCP. Open the email and click **Review Document** to begin the signing process.



REVIEW DOCUMENT

2. Enter in your username and password as provided by DCP, please contact dcpmlsupport@sa.gov.au for account assistance



LOG IN TO DOCUSIGN [No Account? Sign up.](#)

EMAIL
exampleemail@email.com


PASSWORD

[Forgot your password?](#)

LOG IN

3. Click **Other Actions**

Please Review & Act on These Documents

 DCP:CMS Support
Department for Child Protection

Please sign the document by clicking on the above link.

 Government of South Australia
Department for Child Protection

Powered by **DocuSign**

Please review the documents below.

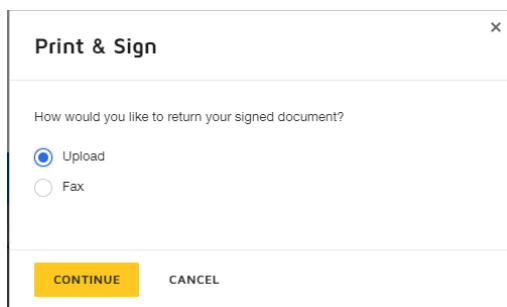
CONTINUE

OTHER ACTIONS ▾

4. Click **Print and Sign**

Note: If the print and sign option is not available, click Finish Later and contact DCP and request the DocuSign envelope to be resent with the Print & Sign option enabled.

5. In the Print and Sign box, click **Upload**. Click **Continue**.



Print & Sign [X]

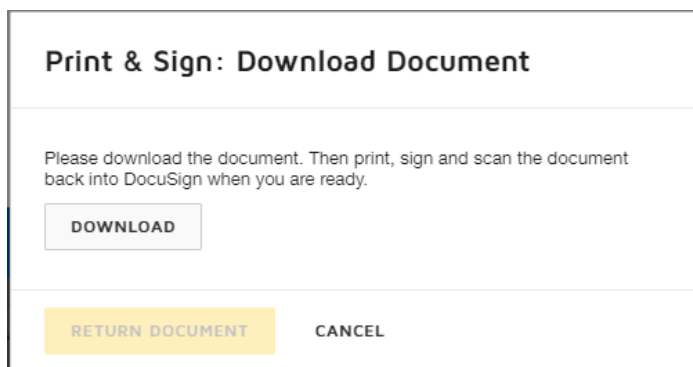
How would you like to return your signed document?

Upload
 Fax

CONTINUE CANCEL

Note: DCP does not currently accept fax returns of Agreements.

- You can decide to sign the documents electronically anytime by clicking **Cancel**. Clicking Cancel takes you out of Print & Sign and back into the electronic signing.
- Access the Agreement by clicking **Download**.



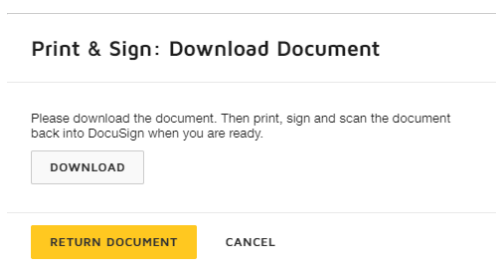
Print & Sign: Download Document

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

DOWNLOAD

RETURN DOCUMENT CANCEL

- Review the Agreement to ensure completeness and ready for execution, if any amendments are required close out of the DocuSign process and contact the DCP Procurement Officer.
- Print the PDF Agreement downloaded from DocuSign. Fill out and sign the execution page in the space available for Service Provider (Supplier) signature.
- Once signed, scan the whole Agreement including the signed Execution Page(s) save the PDF file on your computer.
- Click **Return Document**



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

- Click **Upload a File** and select the saved signed file. The file is uploaded and the file name and number of pages are shown in the dialog box. If you selected the incorrect file, you can click on the file name to remove the file and upload the correct file.



Print & Sign: Return Document

Contract_Number_P227C2.pdf

17 pages



FINISH

CANCEL

13. To send the document click **Finish**. DCP will receive an email with the signed document attached.
14. After all the Executors have completed signing, you will receive an email confirming execution complete and an option to download PDF copy(s) of the completed document will be provided.