



Emergency Food and Shelter Program

WEBINAR SERIES FOR THE SUPPLEMENTAL APPROPRIATION FOR HUMANITARIAN ASSISTANCE FUNDS

What is DocuSign?

EFSP Webinar Series for the Supplemental Appropriation for Humanitarian Assistance Funds

- What is an electronic signature?
- Who will use DocuSign?
- How will electronic signatures be used by EFSP?
- What value do electronic signatures provide?
- Where are my documents stored?
- How do you electronically sign a document using DocuSign?

Learning Objectives

What is DocuSign?

What is DocuSign?

DocuSign is an e-signature and workflow solution. It also enables you to access and store all your documents instantly and securely. DocuSign is the easiest, fastest, most secure way to send, sign, manage, and store documents in the cloud.

What is an electronic signature?

An electronic signature, or eSignature, as defined by the Federal ESIGN Act, is an "electronic sound, symbol or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record" (ESIGN). All 50 states have laws that define electronic signatures in substantially the same way.

Who will use DocuSign?

All applicants and recipients of EFSP funds (State Set-Aside Committees, Local Boards and LROs) will use DocuSign for forms that require signatures. All forms that require a signature will be sent to the email address in the EFSP database. It is critical that State Set-Aside Committees, Local Boards and LROs, keep their contact information on file up to date.

Do I need a DocuSign account?

No, you do not need a DocuSign account to electronically sign EFSP documents. Only those who send documents for signature require a DocuSign account. So only EFSP has to maintain an account.

How will electronic signatures be used by EFSP with the Supplemental Appropriation for Humanitarian Assistance Funds?

EFSP will use electronic signatures for:

- Agency, Local Board, and State Set Aside Committee Applications
 - Local Board Plans and State Set Aside Committee Plans
 - LRO Certifications
-

What value do electronic signatures provide?

- *Release money faster to funded Local Recipient Organizations providing essential services in their community.*
 - Makes it easier for Local Boards and LROs to complete submissions to EFSP.
 - Reduce *clerical* error rates and resubmissions.
 - Increase EFSP's productivity and reduce *processing time*.
 - Saves paper.
-

Where are my documents stored?

The documents (called envelopes) associated with EFSP will be stored in DocuSign indefinitely.

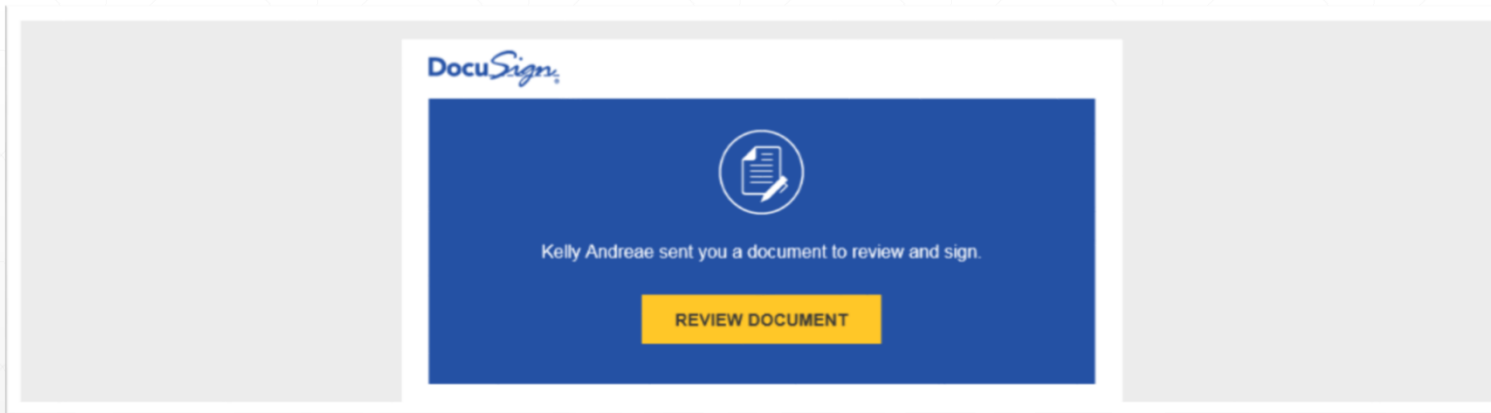
You will receive an email with the signed document attached, once it is complete and has been signed by all required parties.

***Important Note:** It is required that you download and save your documents for your own record retention as required by the EFSP Responsibilities and Requirements Manual.

How to electronically sign a document using DocuSign?

1) Review the DocuSign email

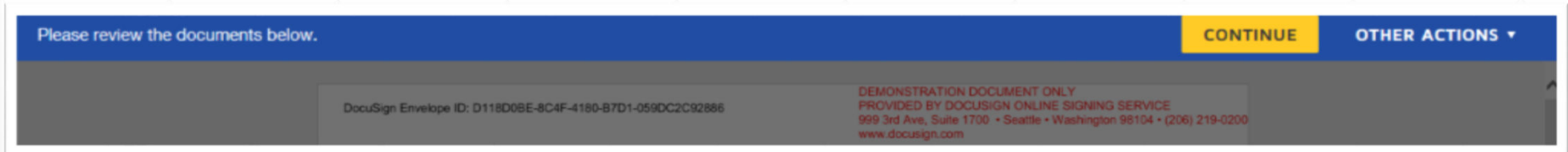
Open the email and review the message from the sender. Click REVIEW DOCUMENT to begin the signing process.



How to electronically sign a document using DocuSign?

2) Agree to sign electronically

Review the consumer disclosure and select the checkbox I agree to use Electronic Records and Signatures. Click CONTINUE.



The screenshot shows a document review interface with a blue header bar. On the left, it says "Please review the documents below." On the right, there are two buttons: "CONTINUE" in a yellow box and "OTHER ACTIONS" with a dropdown arrow. Below the header, there is a grey area containing document information. On the left, it says "DocuSign Envelope ID: D118D08E-8C4F-4180-B7D1-059DC2C92866". On the right, it says "DEMONSTRATION DOCUMENT ONLY PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docuSign.com".

How to electronically sign a document using DocuSign?

3) Start the signing process

- › Click the START tag on the left to begin the signing process. You will be taken to the first field requiring action.
- › Click the SIGN tag. You are asked to Adopt Your Signature.

The screenshot displays a DocuSign envelope interface. At the top left, a yellow button labeled 'START' is visible. The envelope ID is D118D08E-8C4F-4180-B7D1-059DC2C92886. Two barcodes are present, and the DocuSign logo is on the right. The document title is 'Phase 34 Interim LRO Report and Second Payment Request'. A red dashed line separates the 'START' stage from the 'SIGN' stage. In the 'SIGN' stage, a yellow button labeled 'SIGN' is on the left. The document content includes a table with a row for 'K. Total of funds received to date (A+B+C+D+E+F+G+H+I+J)' and a note 'Line K must equal the LRO's first payment'. Below this, there is a date field with '12/7/2017' and a signature field with a 'Sign' button and a downward arrow. A 'Required - Sign Here' label is above the signature field. At the bottom, a note states: 'This form will automatically be sent to your local board contact. DO NOT SEND TO NATIONAL BOARD WITHOUT LOCAL BOARD SIGNATURE'.

How to electronically sign a document using DocuSign?

4) Verify your name

Verify that your name and initials are correct. If not, change them as needed.

Adopt Your Signature ×

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

[SELECT STYLE](#) [DRAW](#)

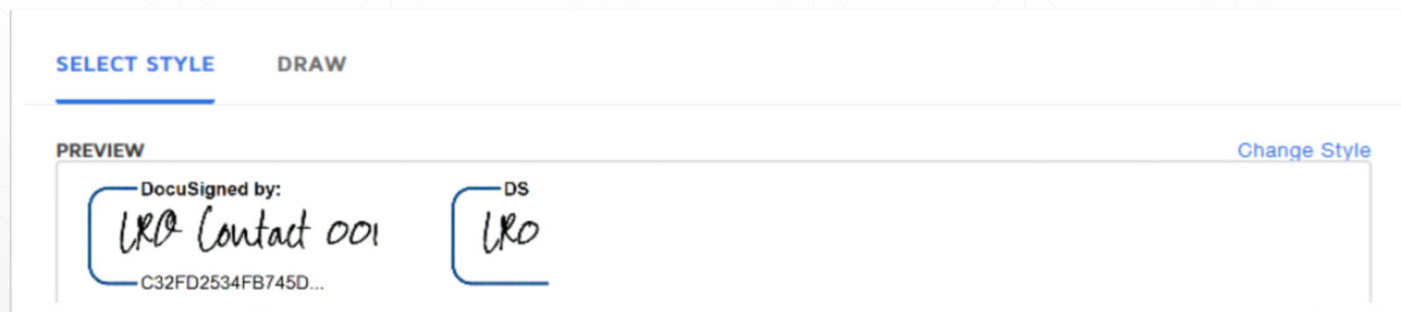
PREVIEW [Change Style](#)

How to electronically sign a document using DocuSign?

5) Adopt a signature

Do one of the following:

- Accept the default signature and initial style.
- Click Change Style, and select a signature option.
- Click Draw. Draw your signature using a mouse, or your finger or a stylus.





How do you electronically sign a document using DocuSign?

6) Save your signature

Click ADOPT AND SIGN to adopt and save your signature information and return to the document.

PREVIEW [Change Style](#)

DocuSigned by:

C32FD2534FB745D...

DS


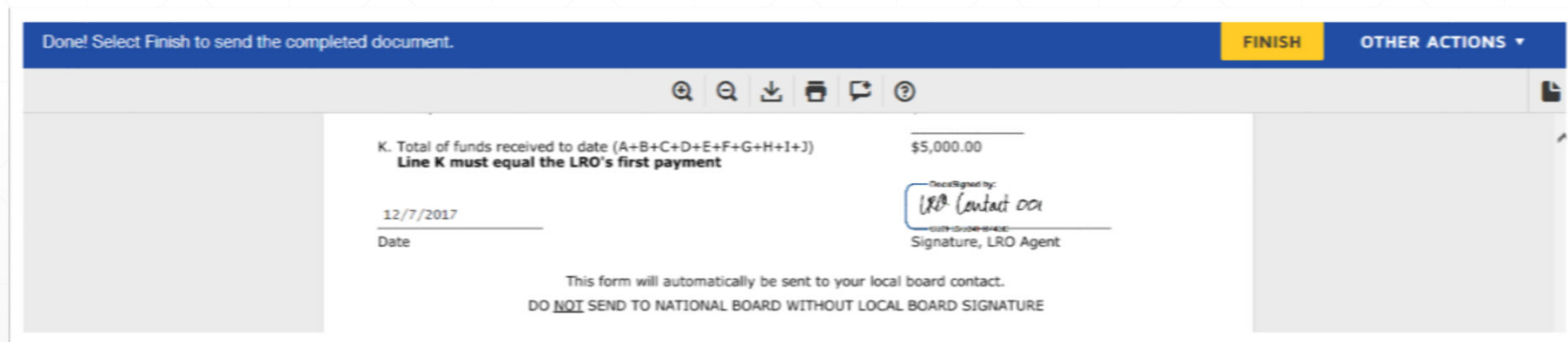
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

How do you electronically sign a document using DocuSign?

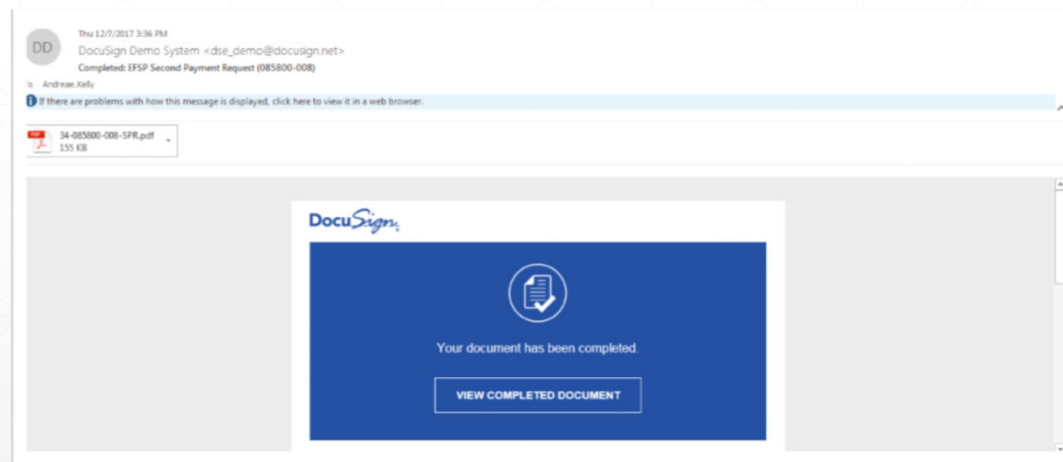
7) Confirm signing

When you finish clicking all signature tags in the document, confirm signing by clicking FINISH.



How do you electronically sign a document using DocuSign?

A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The State Set-Aside Committee, Local Board and LRO will receive an email with the signed document attached, and the signed document appears in EFSP DocuSign account.



- What an electronic signature is
- Who will use DocuSign
- How electronic signatures will be used by EFSP
- The value of electronic signatures
- Where documents are stored.
- How to electronically sign a document using DocuSign

Learning Summary

What is DocuSign?

**Emergency Food and Shelter
National Board Program**

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