DocuSign Signature Reference Guide

1. Open the DocuSign email and click **Review Document**.

| 8 | ✓ Favorites | \odot | Focused Other | Ξ Filter ↓ | Please DocuSign: Resignation/Retirment Form | |
|-----------|--------------------|---------|--|---------------------|--|-----------------------|
| 0 | 🖌 Inbox 1 | 0 | meaning to start | | IPO Employee Services via DocuSign <dse_demo@docusign.net></dse_demo@docusign.net> | 6 K A |
| ~ | ➢ Sent Items | | Table . | | To: Jessica Garon | Tue 6/14/2022 3:40 PM |
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| | | | | | IDO Employee Services | |

2. A new tab will open. Check the box I agree to use electronic records and signatures. Click Continue.

| Please Review & Act on These Documents IPO Employee Services Rutgers IPO-Employee Services - DEMO | DocuSign | | | |
|---|--|--|--|--|
| View More | Select Continue to begin the signing process | | | |
| Playse read the Electronic Record and Signature Disclosure. | CONTINUE OTHER ACTIONS + | | | |
| Resignation: O Retirement: O | | | | |
| Supervisor Name | Jessica Garon | | | |

3. Fill in all required fields indicated in red. A yellow **Sign** box will indicate required signatures. Click the **Sign** box to initiate your signature.

NOTE: You may also attach a document by clicking on the paperclip icon.

| | @ Q ¥⁼ | | Ľ |
|-------|--|--|---|
| START | | Jessica Garon | ^ |
| | Department: Effective Date: Supervisor Signature: | [10459: IPO-Strategic Services 06/30/2022 5% 06/14/2022 | |
| | When submitting this form, please be sure to inc • Signed resignation/retirement letter | clude the following: | |



SUPPORTING TODAY, ENVISIONING TOMORROW. 4. A window with an auto-generated signature under **Select Style** will appear. Click **Adopt and Sign** to use this signature.



NOTE: Click **Draw** to use the mouse to create your signature. Click **Upload** to upload a picture of your signature.

| Select the sign field to cr | ate and add your signature | | FINISH | OTHER ACTIONS - |
|-----------------------------|---|---------------------------------|-------------------|-----------------------------------|
| | Adopt Your Signature | | × | Ľ |
| STA | Confirm your name, initials, and signature. * Required Full Name* Jessica Garon SELECT STYLE DRAW UPLOAD | Initials* JG | | |
| | PREVIEW | | Change Style | |
| | DocuSigned by: JS JUSSICA GARON JG Processing Adopt and Sign, I agree that the signature and initials will be the electronic representation of m my agently use them on documents, including legally binding contracts - just the same as a pen-and-paper of the same as a pen-and | | | |
| | ADOPT AND SIGN | | | |
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NOTE: Upon adopting the signature, it will be utilized for each signature throughout this document by clicking on the **Sign** box.

