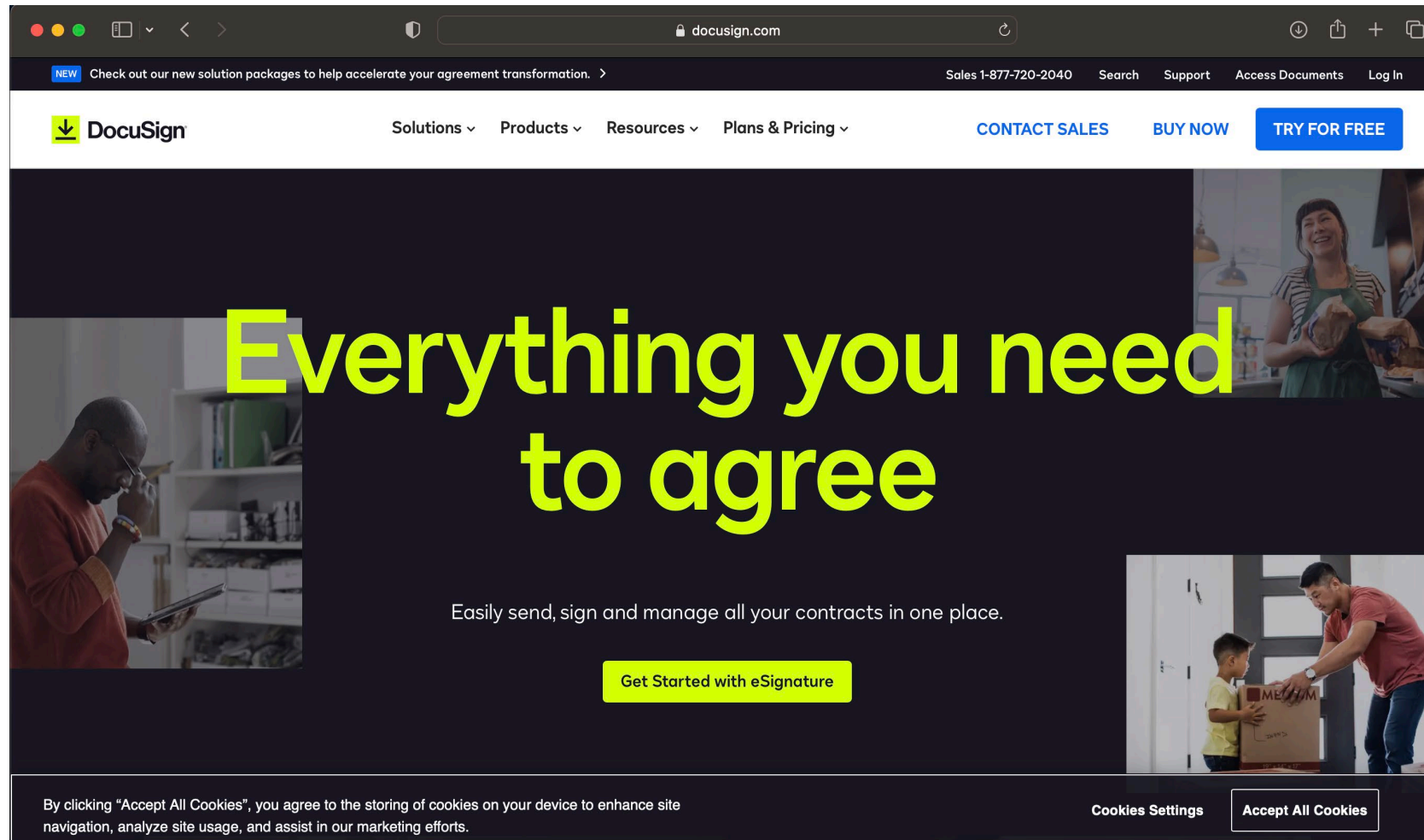


Requesting Signatures for, and Signing, a Thesis using DocuSign

- Visit: <https://www.docusign.com>
- Select “Login” on the top-right corner



The screenshot shows the DocuSign website homepage. The browser address bar displays 'docusign.com'. The top navigation bar includes a 'Log In' link in the top right corner, which is highlighted by an orange arrow. Below the navigation bar, the main content area features a large yellow headline: 'Everything you need to agree'. Underneath the headline, the text reads: 'Easily send, sign and manage all your contracts in one place.' A yellow button labeled 'Get Started with eSignature' is positioned below the text. The footer contains a cookie consent message and two buttons: 'Cookies Settings' and 'Accept All Cookies'.

NEW Check out our new solution packages to help accelerate your agreement transformation. > Sales 1-877-720-2040 Search Support Access Documents Log In

DocuSign Solutions Products Resources Plans & Pricing CONTACT SALES BUY NOW TRY FOR FREE

Everything you need to agree

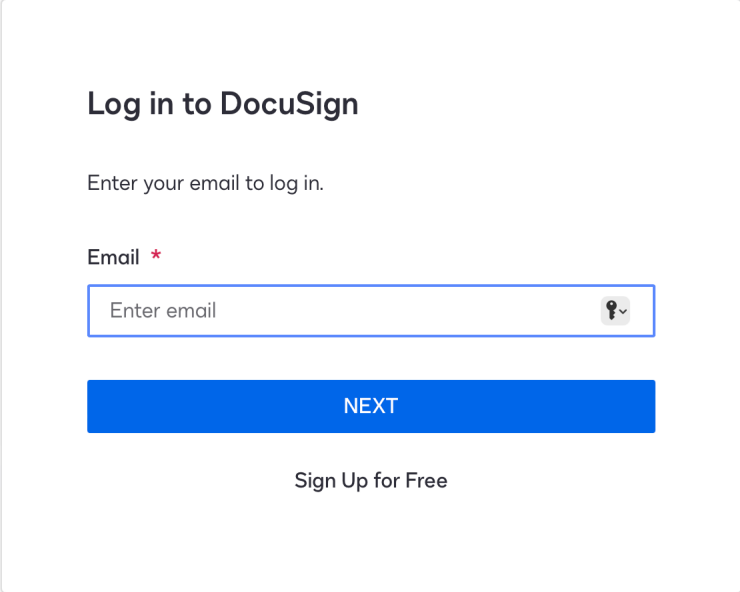
Easily send, sign and manage all your contracts in one place.

Get Started with eSignature

By clicking "Accept All Cookies", you agree to the storing of cookies on your device to enhance site navigation, analyze site usage, and assist in our marketing efforts. Cookies Settings Accept All Cookies

- If you don't already have an account, you can create one for free, using either your MIT email address.

DocuSign



The image shows a login form for DocuSign. The form is centered on a light gray background. It has a white background and a thin gray border. The title "Log in to DocuSign" is at the top. Below it is the instruction "Enter your email to log in." followed by the label "Email *". There is a text input field with the placeholder "Enter email" and a small key icon on the right. Below the input field is a blue button with the text "NEXT". At the bottom of the form is a link that says "Sign Up for Free".

- Upon login, your dashboard will display recent activity, and any documents awaiting your signature.

The screenshot shows the DocuSign dashboard interface. At the top left is the DocuSign logo. The navigation menu includes 'Home', 'Agreements', 'Templates', and 'Reports'. On the top right, there is a help icon, the MIT logo, and a user profile icon labeled 'AS'. A 'Get started' progress bar is visible, indicating '4/5 actions completed' and a 'What's next?' section with an 'Upload Your Photo' button. Below the progress bar, a 'Welcome back' message is shown for user 'AS' (Alana Swelson). A summary of document activity for the 'Last 6 Months' is displayed with four categories: 'Action Required' (0), 'Waiting for Others' (0), 'Expiring Soon' (0), and 'Completed' (0).

A dashed rectangular box highlights a section titled 'Sign or get signatures'. Below the title is a button labeled 'Start' with a downward-pointing arrow.

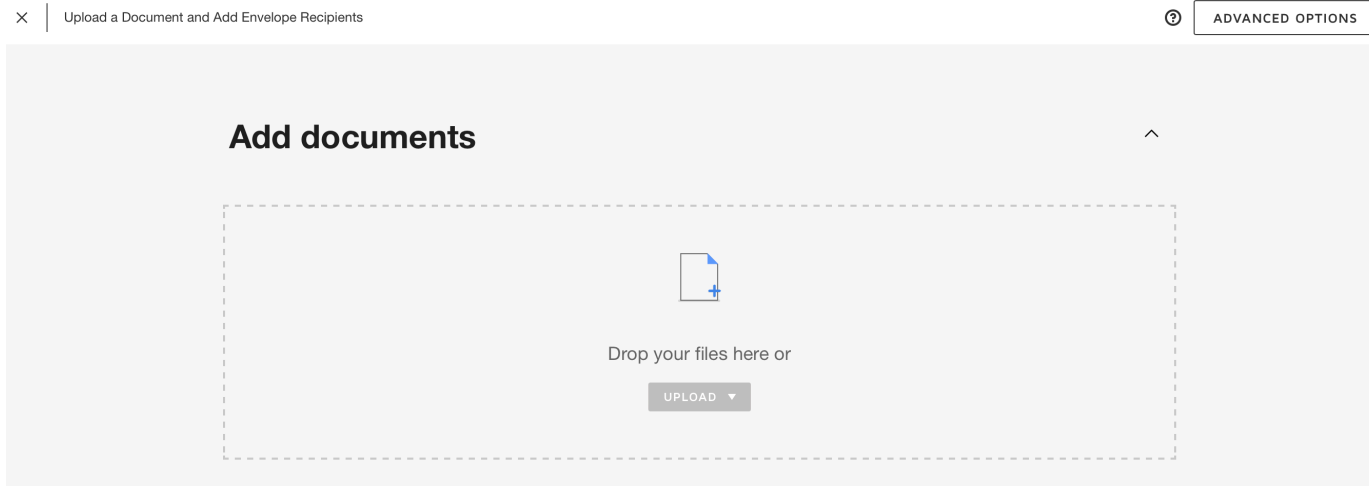
Want to do more?

- If you're a student uploading your thesis for signature, or an advisor taking these steps on behalf of your student, you'll select "Send an Envelope".

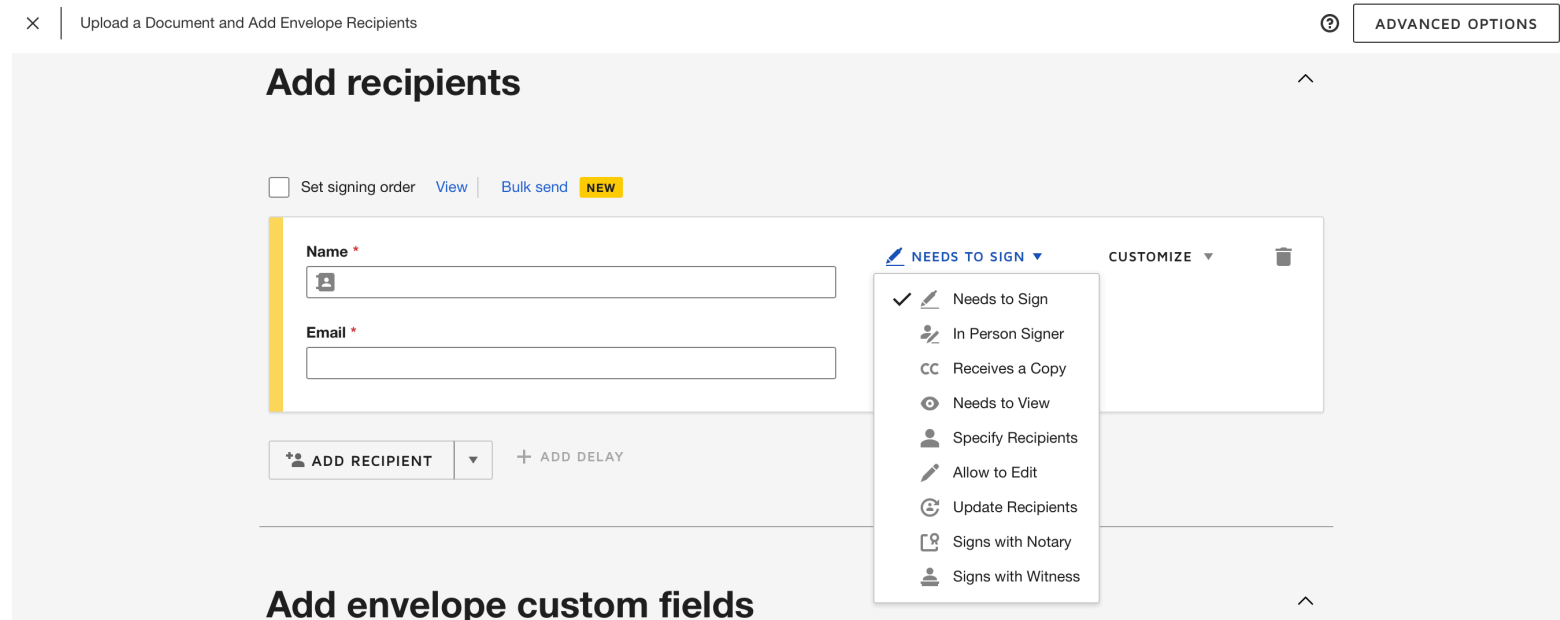
The screenshot shows the DocuSign dashboard. At the top left is the DocuSign logo. Navigation links include Home, Agreements, Templates, and Reports. On the right, there is a help icon, the MIT logo, and a user profile icon labeled 'AS'. A dark blue banner at the top contains the text 'Get started' followed by a progress bar, '4/5 actions completed', 'What's next?', and a button labeled 'Upload Your Photo'. Below the banner, a section titled 'Welcome back' features a profile card for 'Alana Snelson' with the initials 'AS'. To the right of the profile card are four circular progress indicators for 'Last 6 Months': 'Action Required' (0), 'Waiting for Others' (0), 'Expiring Soon' (0), and 'Completed' (0).

This screenshot shows the 'Sign or get signatures' section of the DocuSign interface. A dashed box highlights the main area. Below it, a 'Start' dropdown menu is open, displaying a list of options under 'AGREEMENTS' and 'TEMPLATES'. The 'AGREEMENTS' section includes 'Envelopes', 'Create PowerForm', and 'Use a Template'. The 'TEMPLATES' section includes 'Envelope Templates' and 'Web Forms'. A secondary dropdown menu is open over the 'Envelopes' option, listing 'Send an Envelope', 'Sign a Document', and 'Use a Template'. Below the menu, there is a 'Want to do more?' section with a 'Need help getting started?' card and a 'Download our mobile app' link.

- Upload the document you want to have signed



- Add recipients (all those who need to sign the document)
- If anyone needs to receive a copy of the document, you can add them as a recipient and then select that as their "action" option from the drop-down menu pictured here.
 - Individuals who should receive a copy of the completed form include EAPS Ed office (eaps-ed-office@mit.edu)



- Enter your First and Last Name into the "Sender Name" box

× | Upload a Document and Add Envelope Recipients ? **ADVANCED OPTIONS**

Add envelope custom fields ^

Enter Sender Name *

Characters remaining: 100

- Add a subject line and brief message describing the action(s) the recipient(s) need to take.
- You can customize the message for each recipient, which may be helpful if a recipient is only being copied and has no action to take.

Add message ^

Custom email and language for each recipient

Email Subject *

Characters remaining: 100

Email Message

Characters remaining: 10000

- Once finished with these steps, select the "Next" button in red on the bottom right of your screen.

- You will see a preview of your document, along with the “fields” (Actions) you’re able to add to the document for your recipients.
- Select “Signature” in the upper left; drag and drop it to the location where you want your recipient(s) to sign.

The screenshot displays the DocuSign interface for a document titled "Chocolate Chip Cookies recipe for docuSign.docx". The user is logged in as Alana Snelson. The document content includes the title "Chocolate Chip Cookies" and a list of ingredients:

- 1 cup salted butter (softened)
- 1 cup white (granulated) sugar
- 1 cup light brown sugar packed
- 2 tsp pure vanilla extract
- 2 large eggs (room temperature)
- 3 cups all-purpose flour (sifted)
- 1 tsp baking soda
- ½ tsp baking powder
- 1 tsp sea salt (add a bit more if using unsalted butter)
- 2 cups chocolate chips (or chunks! I do both semi sweet and dark chocolate)

Below the ingredients, it says "Preheat oven to 350 degrees". The left sidebar shows "Standard Fields" with options like Signature, Initial, Date Signed, Name, Email, Company, Title, Text, Number, Checkbox, Dropdown, Radio, Payment Item, and Drawing. An orange arrow points to the "Signature" field. The right sidebar shows "Documents" with a preview of the document and a "SHORTCUTS" button. At the bottom right, there are "BACK" and "SEND" buttons.

- Once you've added your signature fields, select "Send" in the bottom right.

Complete with Docusign: Chocolate Chip Cookies recipe for docusign.docx

Alana Snelson

189%

Signature

Required Field

Formatting

Data Label

Tooltip

Location

SAVE AS CUSTOM FIELD

DELETE

BACK


SEND

Chocolate Chip Cookies

Ingredients



- 1 cup salted butter (softened)
- 1 cup white (granulated) sugar
- 1 cup light brown sugar packed
- 2 tsp pure vanilla extract
- 2 large eggs (room temperature)
- 3 cups all-purpose flour (sifted)
- 1 tsp baking soda
- ½ tsp baking powder
- 1 tsp sea salt (add a bit more if using unsalted butter)
- 2 cups chocolate chips (or chunks! I do both semi sweet and dark chocolate)


Preheat oven to 350 degrees
Bake cookies for 7-9 minutes (take them out before you think they are done! They will finish cooking on the baking sheet)

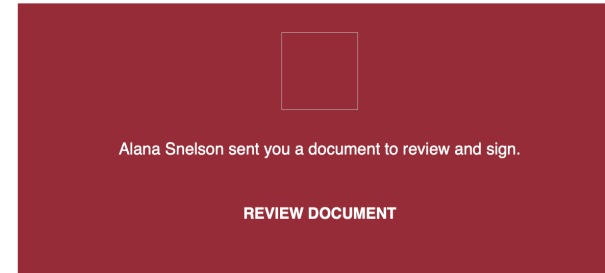


- Your recipients will get an email that looks like the image on the right, complete with links to review and sign the document, as well as your customized message.
- Recipients who need to sign:
 - Select “Review Document”

Complete with **DocuSign**: EAPS_Substitutions pdf.pdf

 Alana Snelson via **DocuSign** <dse_na2@docuSign.net>
To:  Alana Snelson

 To protect your privacy, some external images in this message were not downloaded.




Alana Snelson
asnelson@mit.edu

Alana Snelson,

Complete with **DocuSign**: EAPS_Substitutions pdf.pdf

Thank You, Alana Snelson

Powered by 

Do Not Share This Email

This email contains a secure link to **DocuSign**. Please do not share this email, link, or access code with others.

Alternate Signing Method

Visit **DocuSign**.com, click 'Access Documents', and enter the security code:
11DD9227E40F485FABD354EC2CA26A092

About DocuSign

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- **DocuSign** provides a professional trusted solution for Digital Transaction Management™.

Questions about the Document?

If you need to modify the document or have questions about the details in the document, please reach out to the sender by emailing them directly.

Stop receiving this email

[Report this email](#) or read more about [Declining to sign](#) and [Managing notifications](#).

If you are having trouble signing the document, please visit the [Help with Signing](#) page on our [Support Center](#).

 [Download the DocuSign App](#)

This message was sent to you by Patricia Nesti who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

- You'll be taken to DocuSign and see the following screen.
- Select "Continue"

Please Review & Act on These Documents



Alana Snelson
Massachusetts Institute of Technology



Powered by  docuSign

Testing!

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

- 1 cup white (granulated) sugar
- 1 cup light brown sugar packed
- 2 tsp pure vanilla extract
- 2 large eggs (room temperature)
- 3 cups all-purpose flour (sifted)
- 1 tsp baking soda
- ½ tsp baking powder
- 1 tsp sea salt (add a bit more if using unsalted butter)
- 2 cups chocolate chips (or chunks! I do both semi sweet and dark chocolate)

*Preheat oven to 350 degrees
Bake cookies for 7-9 minutes (take them out before you think they are done! They will finish cooking on the baking sheet)*

Sign
↓

- Once you select “Continue” you’ll be able to review the entire document
- Click the ”Sign” button

Please review the documents below.

FINISH OTHER ACTIONS ▾

START

DocuSign Envelope ID: 3061A08A-22E5-4898-9EF0-4D396DCC1935


Chocolate Chip Cookies

Ingredients

- 1 cup salted butter (softened)
- 1 cup white (granulated) sugar
- 1 cup light brown sugar packed
- 2 tsp pure vanilla extract
- 2 large eggs (room temperature)
- 3 cups all-purpose flour (sifted)
- 1 tsp baking soda
- ½ tsp baking powder
- 1 tsp sea salt (add a bit more if using unsalted butter)
- 2 cups chocolate chips (or chunks! I do both semi sweet and dark chocolate)

Preheat oven to 350 degrees
Bake cookies for 7-9 minutes (take them out before you think they are done! They will finish cooking on the baking sheet)

Sign



- If you've not used DocuSign before, you will be asked to create your signature before it gets applied.
- If you've used DocuSign before, after clicking the "Sign" button, your signature will be applied.

Done! Select Finish to send the completed document. FINISH OTHER ACTIONS ▾

🔍 🔍 ⬇️ 🖨️ ❓

DocuSign Envelope ID: 3061A08A-22E5-4898-9EF0-4D396DCC1935

Chocolate Chip Cookies

Ingredients

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- ½ tsp baking powder
- 1 tsp sea salt (add a bit more if using unsalted butter)
- 2 cups chocolate chips (or chunks! I do both semi sweet and dark chocolate)

Signed by:
Alana Snelson
921B9FCFB24B428...

*Preheat oven to 350 degrees
Bake cookies for 7-9 minutes (take them out before you think they are done! They will finish cooking on the baking sheet)*



- As the originator of the process, you will receive the following email.
- Others who you marked as “Receiving a copy” will also get this email.
- Select “View Completed Document”.



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)

MIT DocuSign
docuSign@mit.edu

All parties have completed MIT Inventions and Proprietary Information Agreement.

Federal regulations, third-party research contracts and Institute Policy require that all persons participating in research at the Institute have an Inventions and Proprietary Information Agreement (IPIA) on file with the Technology Licensing Office (TLO).

Questions? All questions about the IPIA should be directed to tlo-ipia@mit.edu.

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This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method

Visit DocuSign.com, click 'Access Documents', and enter the security code:
423EF98057AC46F6A34A9923ACBAAA532

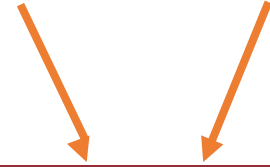
About DocuSign

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™.

Questions about the Document?

If you need to modify the document or have questions about the details in the document, please

- You will be taken to this screen, where you can download it or print it, among other actions.



Done! Select Finish to send the completed document. FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: 3061A08A-22E5-4898-9EF0-4D396DCC1935

Chocolate Chip Cookies

Ingredients

- 1 cup salted butter (softened)
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