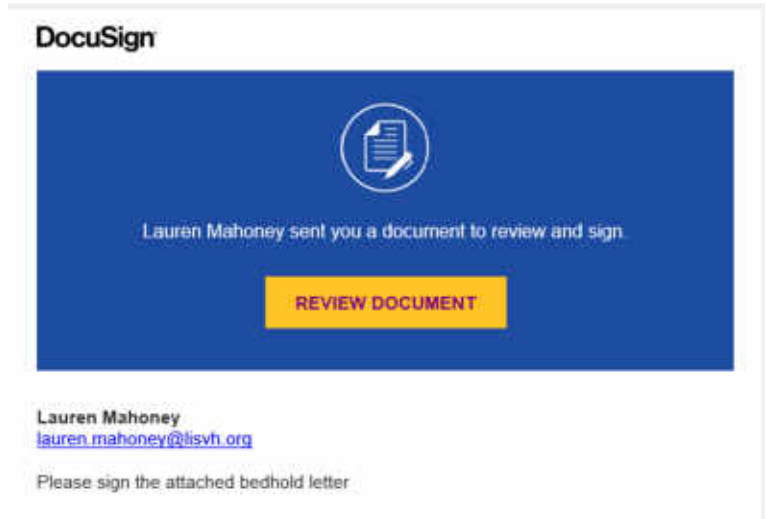


Instructions for DocuSign

Step 1:

Review the DocuSign Email

Open the email and click “Review Document” to begin the process.

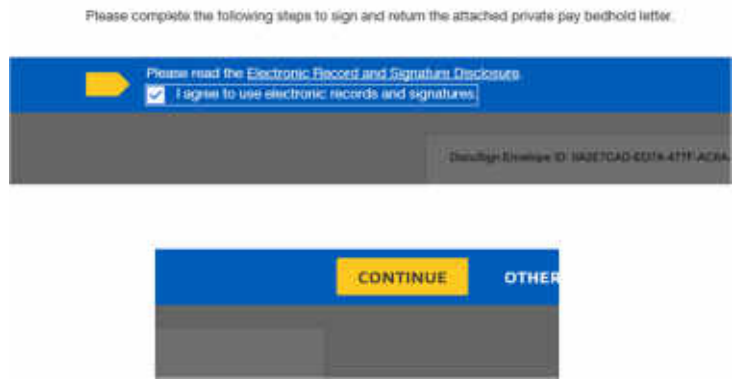


Step 2:

Agree to sign electronically

Review the Electronic Record and Signature Disclosure and select the checkbox “I agree to use electronic records and signatures.”

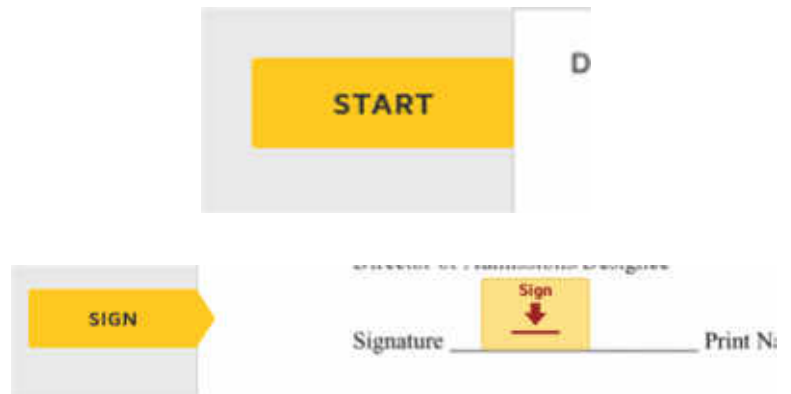
Then click “Continue”



Step 3:

To start the signing process, you will click “START” on the left hand side which will bring you to the signature section.

Click “SIGN” where you will be asked to Adopt your Signature.



Step 4:

Verify your name and initials are correct. Then accept the default signature and initials; or click “Change Style” to select a different signature option; or click “Draw” and draw your signature/initials using a mouse, your finger or on a stylus on a touchscreen.

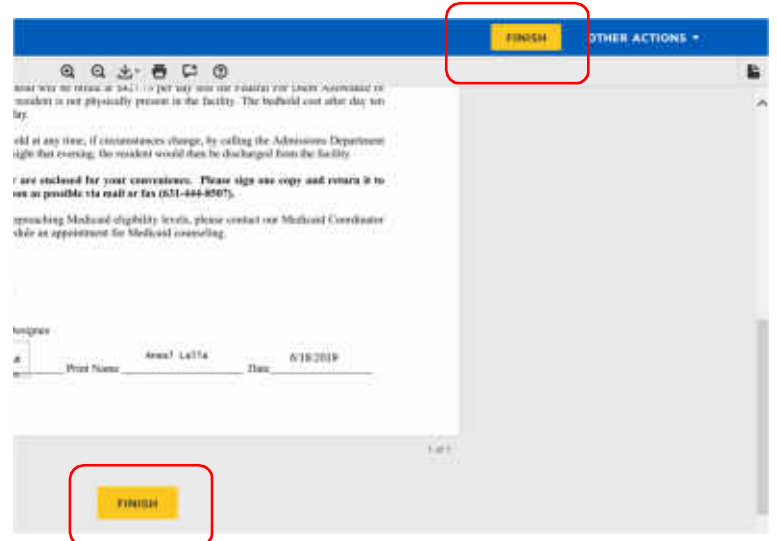
Then click “Adopt and Sign”.



The screenshot shows a dialog box titled "Adopt Your Signature". It contains a "Full Name" field with "Michael P" and an "Initials" field with "MP". Below these is a "Draw your signature" area with a handwritten signature "MP" and a "Close" button. At the bottom are "ADOPT AND SIGN" and "CANCEL" buttons.

Step 5:

Once you are done, confirm signing by clicking “Finish”.



The screenshot shows a document viewer interface. The document text is partially visible. Two yellow "FINISH" buttons are highlighted with red boxes: one in the top right corner and one in the bottom center.

After clicking the “Finish” button you will be able to download a PDF copy or print a copy for your records. A copy will be send directly back to the Admissions Department for their records as well.