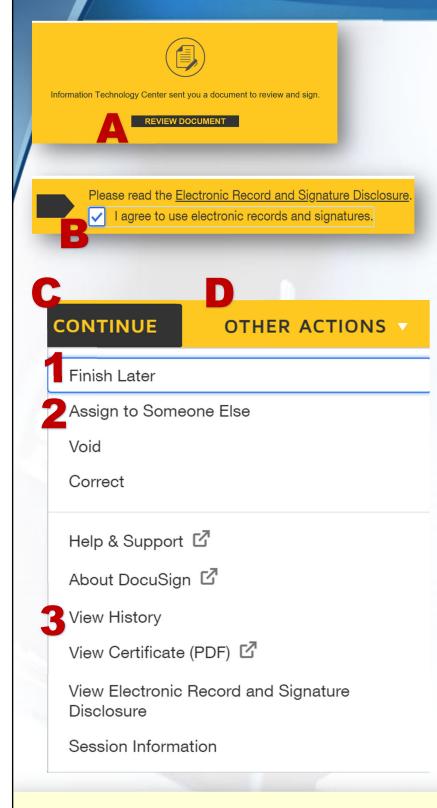
# DocuSign FAQ's

### Information Technology Center





#### I received a DocuSign (DS) email...what's next?

- A. Open the email from DS
- B. Click Review Document | Accept Disclosure (If applicable)
- C. Click Continue to Sign, OR
- **D.** Click Other Actions to either:
  - 1. Finish Later
  - 2. Assign to Someone Else
  - 3. Track Status

## Please DO NOT Submit Duplicate Forms.

If you need assistance, contact <u>helpdesk@gram.edu</u> or 318.274.6555.

#### Tip: Make sure you enter the correct email address for signers.