

DOCUSIGN (SECURE SIGNING) ESIGNATURE SOLUTION

DocuSign eSignature is an easy to use, compliant, and secure electronic signature solution that eliminates the paper trail and allows Council and its business associates to get work done faster and easier.

By using DocuSign, you can digitally sign and invite others to sign, manage, and monitor the signing process, view progress reports, and get better control and visibility. DocuSign eSignature accelerates agreements, eliminates manual tasks, and makes it easy to connect with the tools and systems you're already using.

Unlike a scanned signature inserted into a document, as a digital signature provider DocuSign follows the PKI (Public Key Infrastructure) protocol, to provide the highest levels of security and universal acceptance. Digital signatures are produced using identity verification and are bound to the document with encryption.

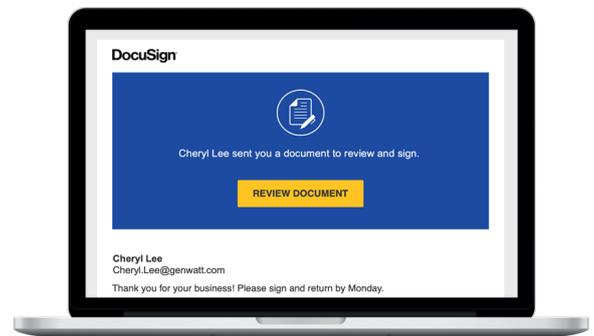
SIGN A DOCUMENT WITH DOCUSIGN ESIGNATURE

Sign: Email Notification

You 'the signee' only need a valid email address to successfully sign with DocuSign, an account is not required. Furthermore, signing can be completed from any device.

Whenever you get an email with the yellow "Review Document" button, click to start the signing process.

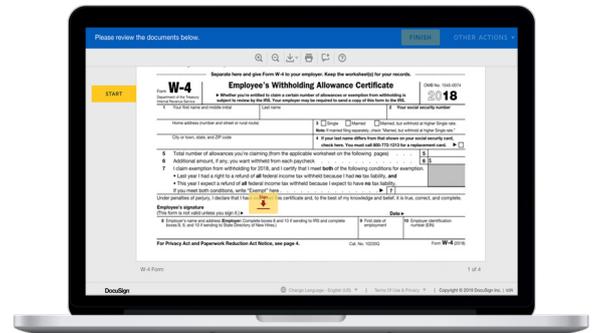
While we recommend you adopt one of the 11 default signature styles when signing documents, if you prefer to draw or upload your signature there is this option available.



Sign: Guided Navigation

Signing is simple and required fields can't be missed. Recipients are guided to fields assigned specifically for them meaning they can't accidentally sign for others.

First-time signers are required to accept terms and conditions.



Sign: Finish

Envelopes automatically move through the designated workflow. Once you've completed all necessary fields on the document, click the yellow "Finish" button.

All recipients receive a copy of completed envelope documents.

— Save, download, or print.

As soon as a recipient finishes, the envelope will automatically move on to the next recipient(s).

There is no need to manage that movement by the sender.

