Docusign – Contract Signing

Updated on 26 August 2022

Step 1: You will receive email notification from Docusign. Click "Review Document"
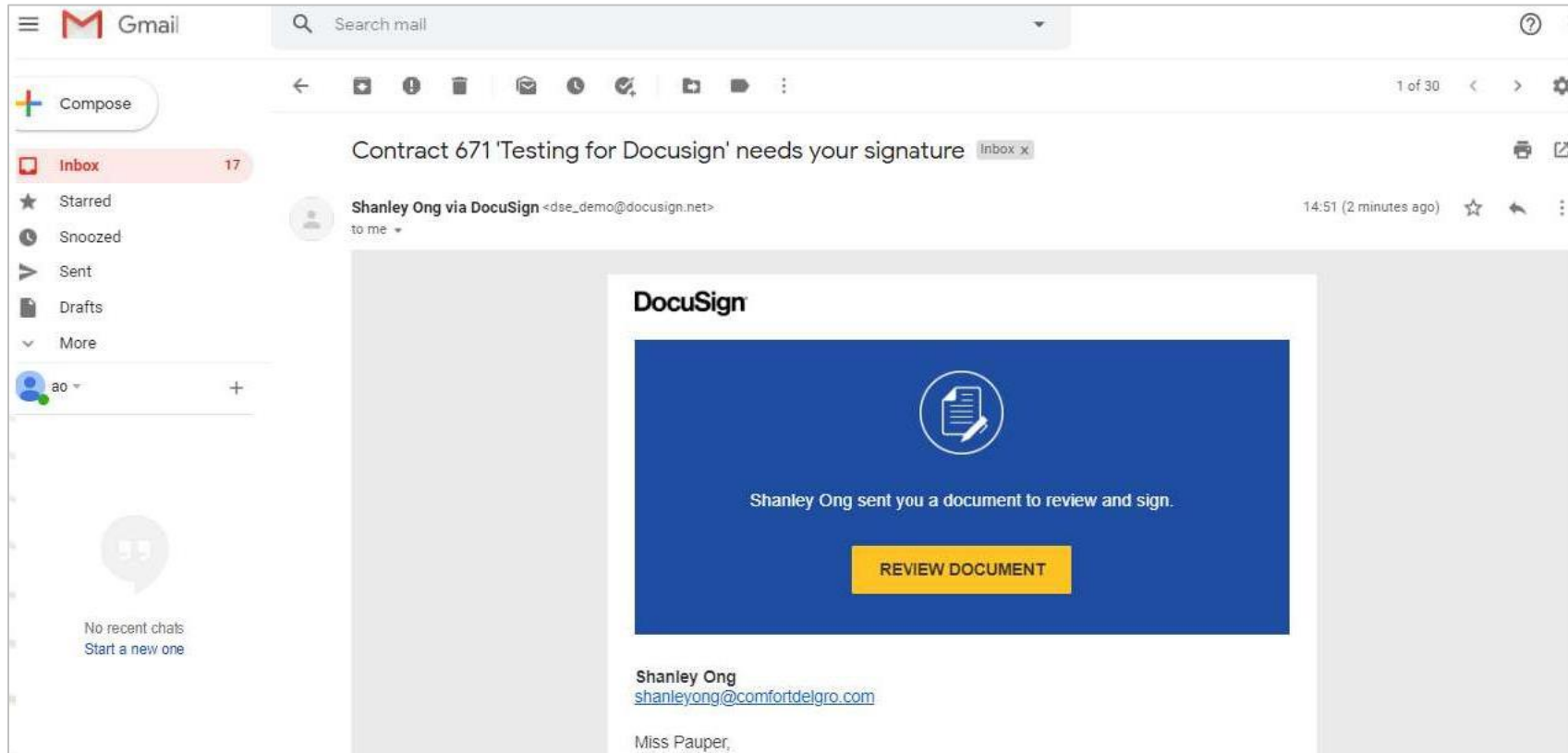
Step 2: Check "I agree to use electronic records and signatures"
Step 3: Click "Continue"

Step 4: Draw or upload your signature and upload an image of your company signature
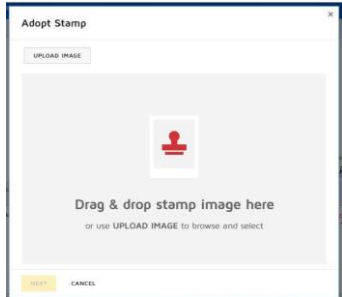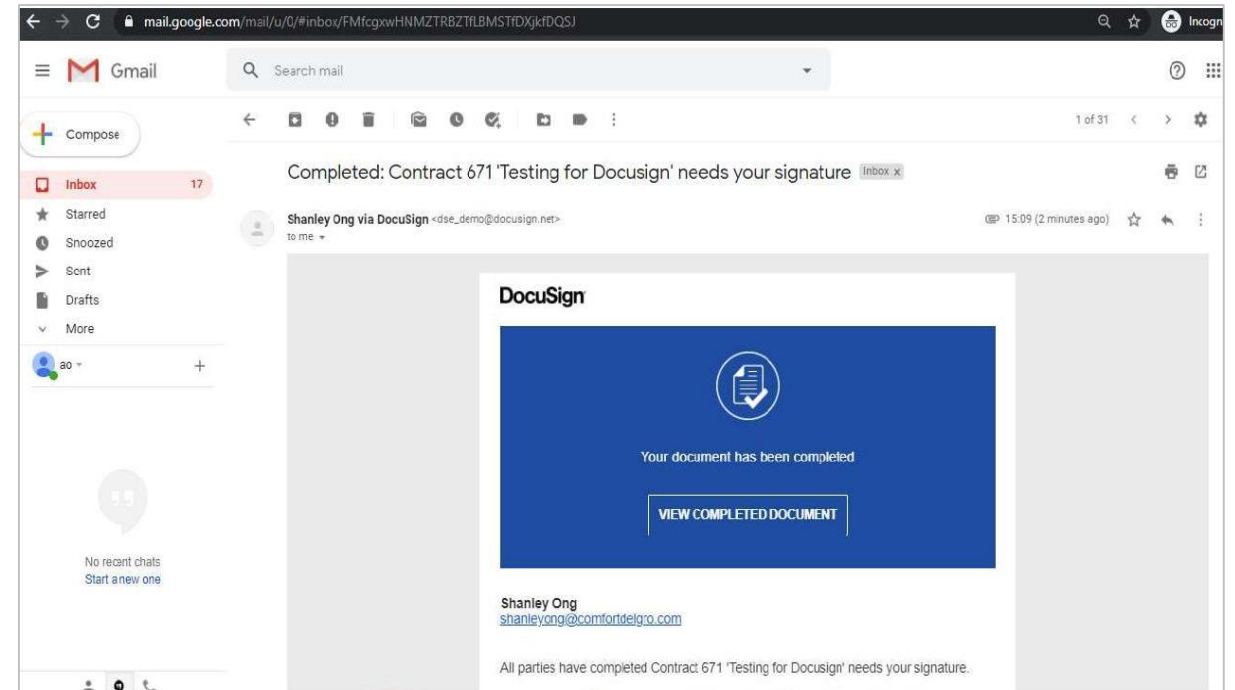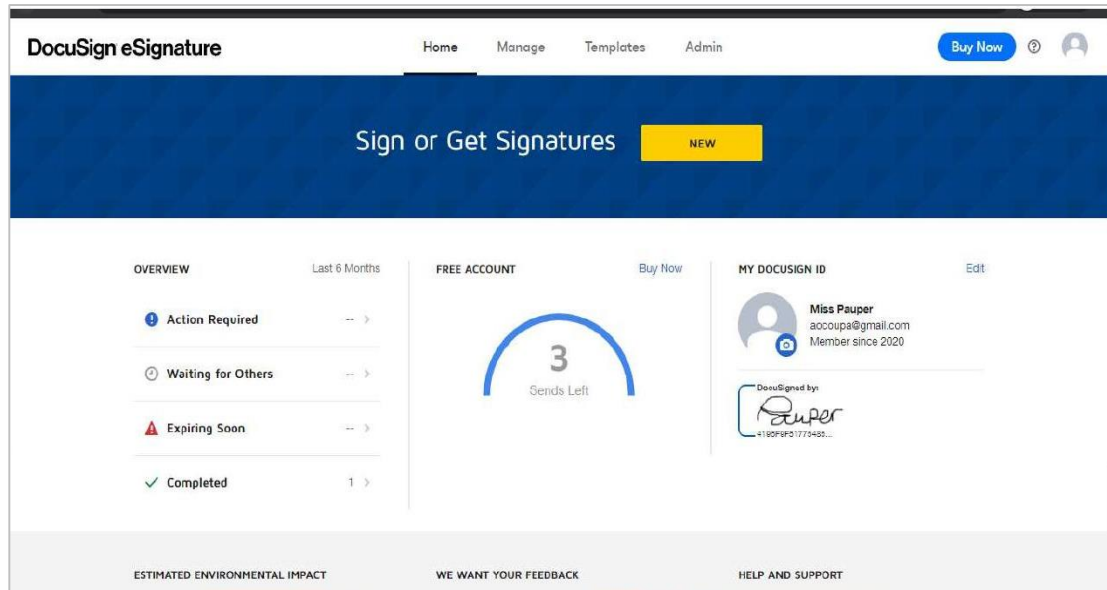

Step 5: Fill in the information required, sign off on the signature box on every page and include company stamp (if required)

Step 6: Click "Finish" when completed. Endorsement is now completed

How to retrieve signed documents?

You can save a copy of the signed document when Docusign prompts. Otherwise, you can view the completed document from your email.

COMFORTDELGRO

thank you!

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