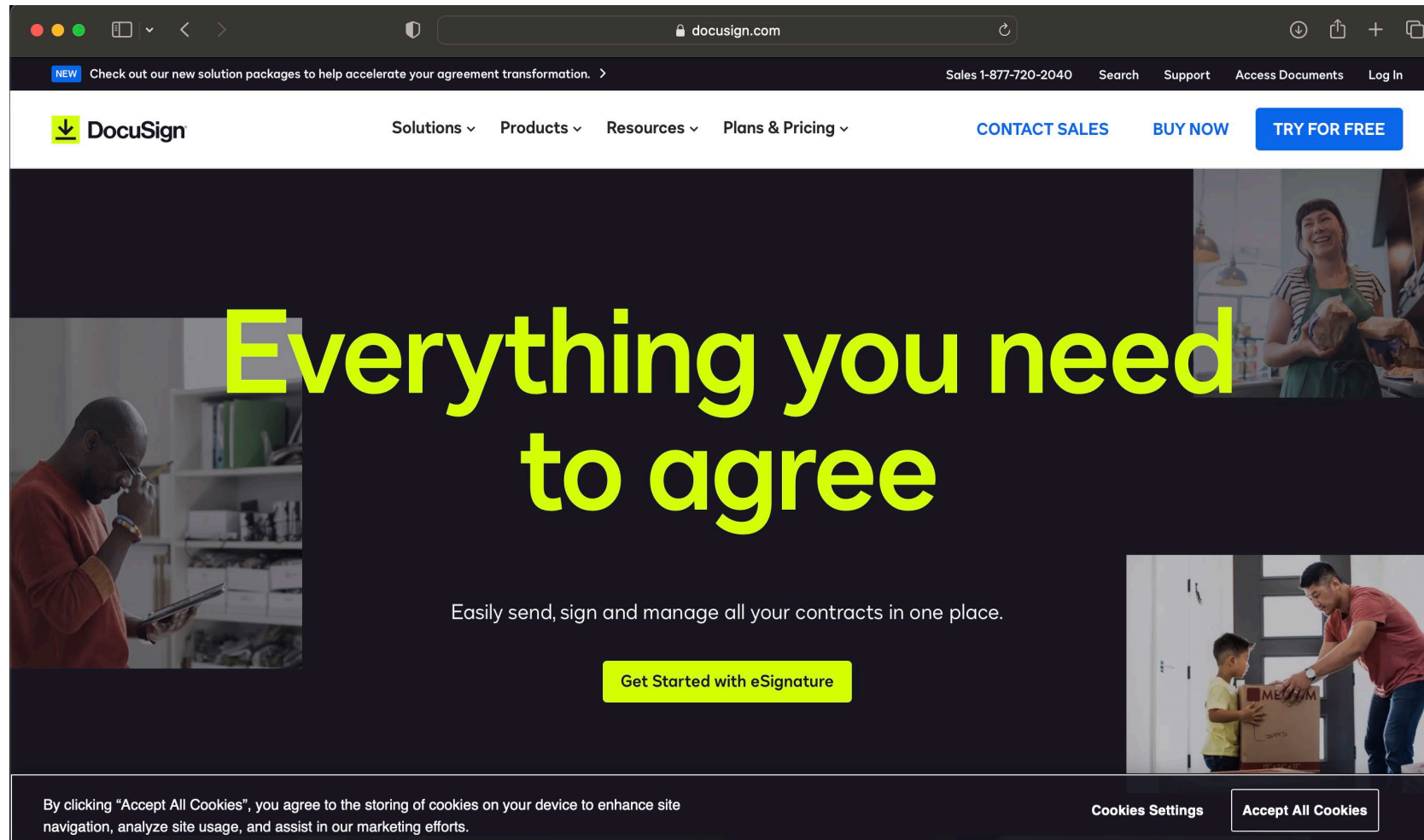


Requesting Signatures for, and Signing, a Thesis using DocuSign

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



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

DocuSign

Log in to DocuSign

Enter your email to log in.

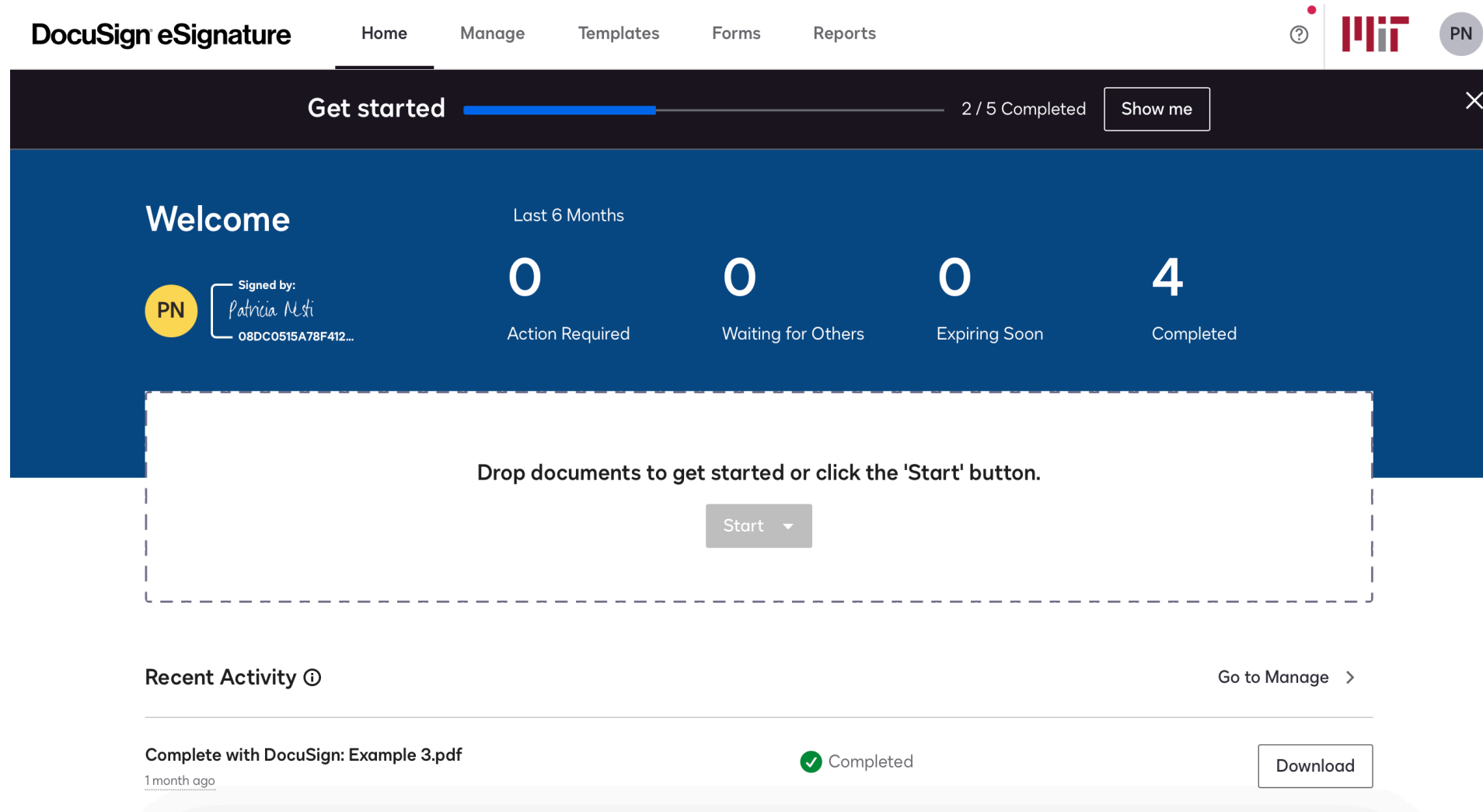
Email *



NEXT

[Sign Up for Free](#)

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



The screenshot shows the DocuSign eSignature dashboard. At the top, there's a navigation bar with links: Home, Manage, Templates, Forms, and Reports. On the right, there's a user profile icon labeled 'PN' and the MIT logo. Below the navigation bar, a dark blue banner contains a 'Get started' progress bar showing '2 / 5 Completed' and a 'Show me' button. The main content area has a blue header with 'Welcome' and 'Last 6 Months'. Below this, there are four statistics: 'Action Required' (0), 'Waiting for Others' (0), 'Expiring Soon' (0), and 'Completed' (4). A yellow circular icon with 'PN' and a signature 'Signed by: Patricia Nesi' is shown. Below the statistics, a large dashed box contains the text 'Drop documents to get started or click the 'Start' button.' and a 'Start' button. At the bottom, there's a 'Recent Activity' section with a 'Go to Manage' link. The first activity item is 'Complete with DocuSign: Example 3.pdf' from '1 month ago', marked as 'Completed' with a green checkmark, and has a 'Download' button.

DocuSign eSignature

Home Manage Templates Forms Reports

Get started 2 / 5 Completed Show me

Welcome Last 6 Months

PN Signed by: Patricia Nesi 08DC0515A78F412...

0 Action Required 0 Waiting for Others 0 Expiring Soon 4 Completed

Drop documents to get started or click the 'Start' button.

Start

Recent Activity ① Go to Manage >

Complete with DocuSign: Example 3.pdf 1 month ago

Completed Download

- 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 eSignature dashboard. At the top, there's a navigation bar with links: Home, Manage, Templates, Forms, and Reports. On the right, there's a user profile icon labeled 'PN' and the MIT logo. Below the navigation bar, a dark blue banner displays 'Get started' with a progress bar indicating '3 / 5 Completed' and a 'Show me' button. The main content area has a blue header with 'Welcome back' and 'Last 6 Months'. Below this, there are four statistics: '0 Action Required', '0 Waiting for Others', '0 Expiring Soon', and '4 Completed'. A large dashed box in the center contains the text 'Drop documents to get started or click the 'Start' button.' Below this box, a 'Start' dropdown menu is open, showing options: 'Send an Envelope', 'Sign a Document', 'Use a Template', and 'Create a PowerForm'. At the bottom, there's a 'Recent Activity' section with a table entry for 'Complete with DocuSign: Example 3.pdf' dated '1 month ago'. The entry shows a green checkmark and the word 'Completed', with a 'Download' button to the right.

DocuSign eSignature

Home Manage Templates Forms Reports

Get started 3 / 5 Completed Show me

Welcome back Last 6 Months

Signed by: Patricia Ndi
08DC0515A78F412...

0 Action Required 0 Waiting for Others 0 Expiring Soon 4 Completed

Drop documents to get started or click the 'Start' button.

Start

- Send an Envelope
- Sign a Document
- Use a Template
- Create a PowerForm

Recent Activity ⓘ

Go to Manage >

Complete with DocuSign: Example 3.pdf
1 month ago

Completed

Download

- Upload the document you want to have signed

× | Upload a Document and Add Envelope Recipients ADVANCED OPTIONS

Add documents



Drop your files here or

UPLOAD ▾

× | Upload a Document and Add Envelope Recipients ADVANCED OPTIONS

Add recipients

☐ Set signing order [View](#) | [Bulk send](#) **NEW**

Name *

Email *

ADD RECIPIENT ▾

+ ADD DELAY

NEEDS TO SIGN ▾

CUSTOMIZE ▾

✓ Needs to Sign

In Person Signer

CC Receives a Copy

Needs to View

Specify Recipients

Allow to Edit

Update Recipients

Signs with Notary

Signs with Witness

Add envelope custom fields

- 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 WHOI APO and the MIT JP Office

- 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.

Complete with DocuSign: Coconut Cream Pie Goopy Bars.docx

Patricia Nesti

138%

SHORTCUTS

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Number **NEW**
- Checkbox
- Dropdown
- Radio
- Payment Item

Coconut Cream Pie Goopy Bars

Ingredients

For Crust:

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

For the Goopy Bar:

- 1 (8 oz) packaged cream cheese
- 3 eggs
- ½ cup (1 stick) butter, melted
- 2 tsp coconut extract
- 1 (16 oz box) powdered sugar
- 2 cups shredded coconut

Documents

Coconut Cream Pie G... ^

Pages: 2

1

2

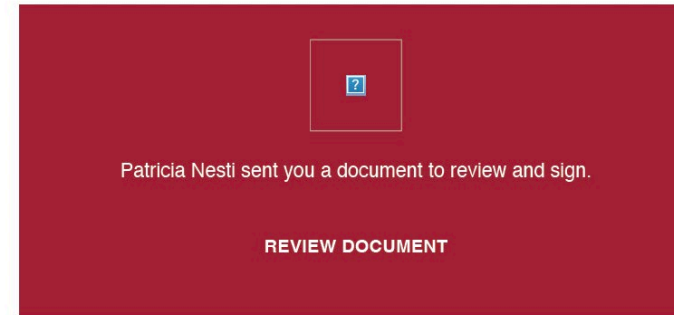
BACK

SEND

- 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”

Thursday, December 21, 2023 at 09:45:27 Eastern Standard Time

Subject: Complete with DocuSign: Coconut Cream Pie Gooley Bars.docx
Date: Thursday, December 21, 2023 at 09:44:56 Eastern Standard Time
From: Patricia Nesti via DocuSign
To: Patricia Nesti



Patricia Nesti
tnesti@mit.edu

Testing!

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](https://www.docusign.com), click 'Access Documents', and enter the security code:
9A41313F54FC4F17A861425401456C692

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



Patricia Nesti
Massachusetts Institute of Technology



Powered by **DocuSign**

Testing!

Please review the documents below.		CONTINUE	OTHER ACTIONS ▼
	• 1 box white cake mix • ½ cup (1 stick) butter, melted • 1 egg • 1 (3.4 oz) instant coconut cream pudding mix ○ I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway For the Gooey Bar: • 1 (8 oz) packaged cream cheese • 3 eggs • ½ cup (1 stick) butter, melted	Sign ↓	

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

Please review the documents below.

FINISHOTHER ACTIONS ▾

START

DocuSign Envelope ID: 67C39913-BDB8-49A3-9E87-6653A87EBA7F

Coconut Cream Pie Gooey Bars

Ingredients

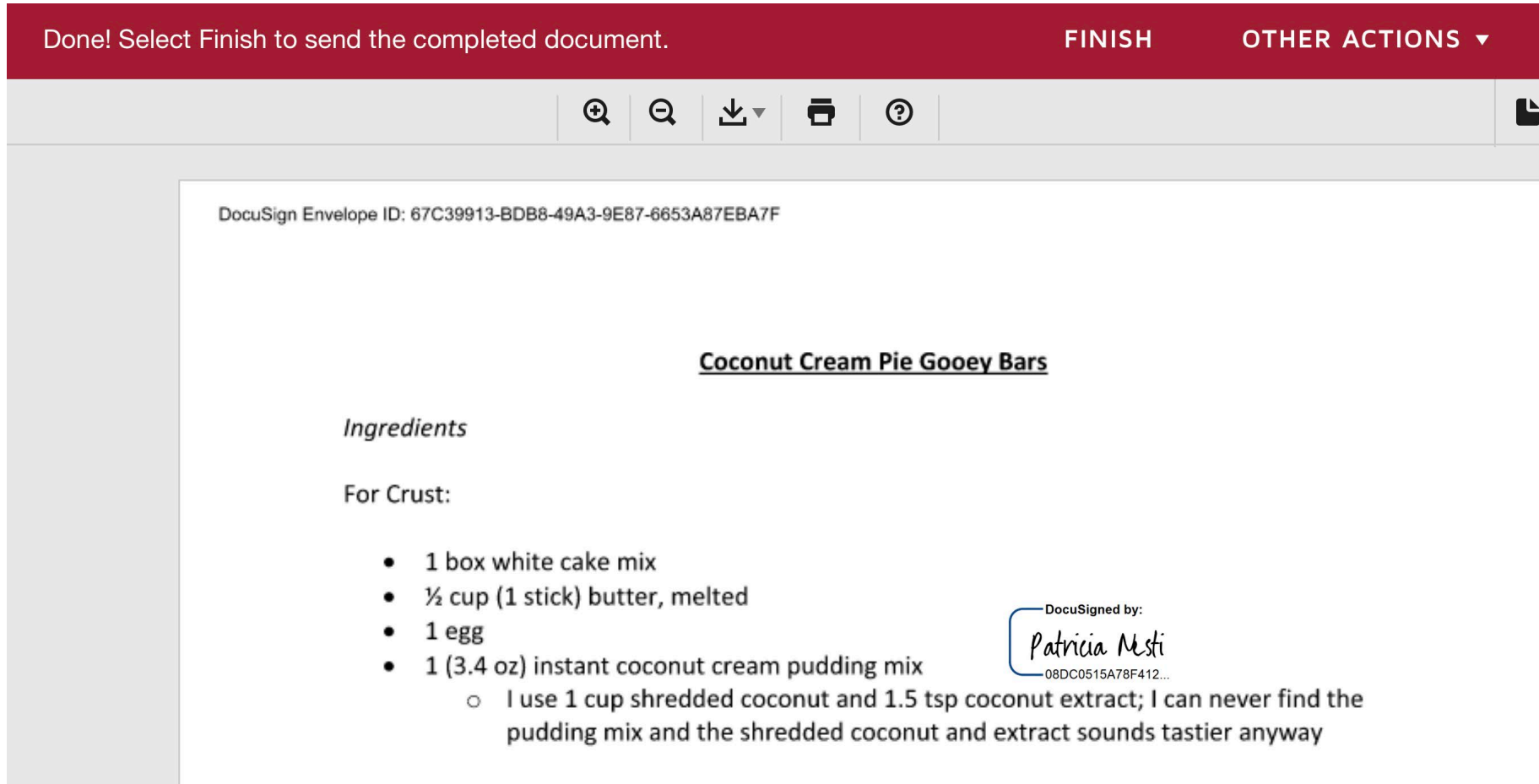
For Crust:

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

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.



- 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”.

Thursday, December 21, 2023 at 11:51:05 Eastern Standard Time

Subject: Completed: Complete with DocuSign: Coconut Cream Pie Gooley Bars.docx
Date: Thursday, December 21, 2023 at 11:50:31 Eastern Standard Time
From: DocuSign via DocuSign
To: Patricia Nesti



Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

All signers completed Complete with DocuSign: Coconut Cream Pie Gooley Bars.docx

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:
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.

