



**Institute for the
Public Services**

Guide to Signing a Document with DocuSign

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Below you can find the steps and a video with the steps that you need to follow to sign a contract generated by IPS via DocuSign.

Steps

1. You will receive an email from IPS via DocuSign – the subject will indicate from which Scheme the contract is generated.
2. Click on the **Review Document** in the email received.
3. **Review the document.**
4. Press **Start** to go to the fields where you need to input data and/or sign. Fill out the fields required (if applicable).
5. If you are required to sign, and this is your first time using DocuSign, you will be asked to adopt a signature. Choose a signature style or draw your own.
6. Sign and then click **Adopt and Sign** (if applicable).
7. Then press **Finish**.
8. Once everyone signs the Contract, if you are a signatory, you will receive a copy of the signed Contract.



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