

# GUÍA PRÁCTICA Y RÁPIDA DE CÓMO FIRMAR UN DOCUMENTO ELECTRONICO

**ONE**  
OCEAN NETWORK EXPRESS





¿Cómo firmar documentos  
en DocuSign?

# ¿Cómo firmar documentos en DocuSign?

**AN ELECTRONIC DOCUMENT  
IS CALLED AN ENVELOPE**



Firmar un documento con DocuSign es rápido, fácil y no requiere que tenga una cuenta de DocuSign.

Cuando un remitente usa DocuSign, carga los documentos a un contenedor electrónico llamado sobre, que es parecido a enviar sobres con documentos con el correo tradicional.

# ¿Cómo firmar documentos en DocuSign?

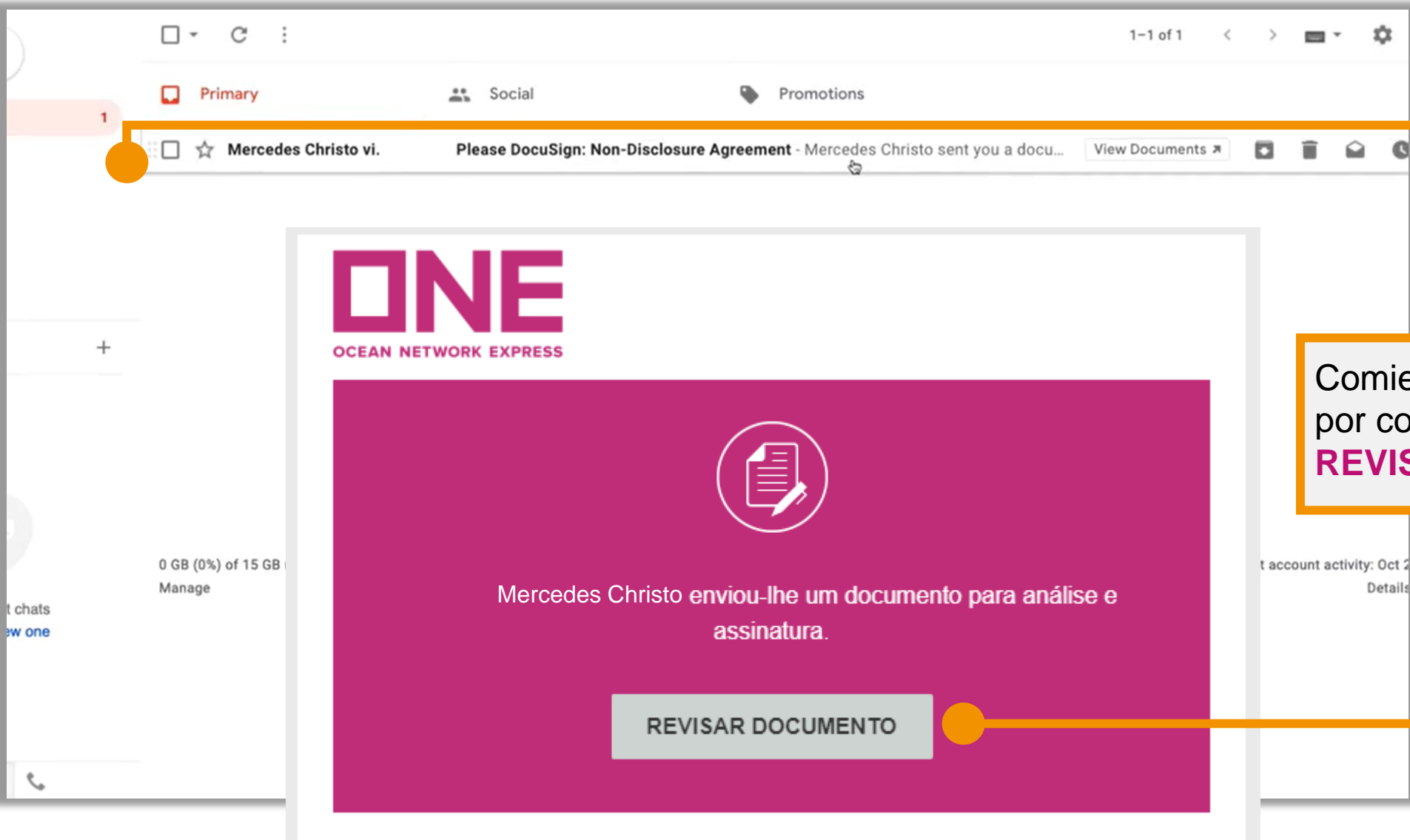
- **RECEIVE EMAIL**
- **REVIEW DOCUMENTS**
- **SIGN AND COMPLETE**

En lugar de recibirlos en su buzón físico, el sobre le llega a su buzón de correo electrónico.

Para simplificar, recibirá una notificación por correo electrónico.

Revisará los documentos y añadirá la información solicitada y firmará y completará el sobre.

# ¿Cómo firmar documentos en DocuSign?



Comienza al recibir una solicitud por correo electrónico para **REVISAR LOS DOCUMENTOS.**

# ¿Cómo firmar documentos en DocuSign?

Please Review & Act on These Documents

DocuSign


Mercedes Christo  
DSU Demos

Please read the [Electronic Record and Signature Disclosure](#).  
☒ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

START

DocuSign Envelope ID: E8B9F6FE-729D-4271-AB76-A82CE20863B9



**DSU GRADS TICKET AGREEMENT**

Name: Lily Barker Company: ABC Co

Address                      City                      State                      Zip                     

Phone (w)                      (h)                      (cell)                     

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Diamond Club Seats                      (# of seats) @ \$410 per seat/per year\*  
\*For this season only, an additional \$19 per seat will be added for the Reds Exhibition Game

☐ Club Level Diamond Club Seats                      (# of seats) @ \$550 per seat/per year  
\*For this season only, an additional \$23 per seat will be added for the Reds Exhibition Game

PRIOR SEAT LOCATION                      TOTAL PURCHASE AMOUNT \$                     

Ticket Options (CHOOSE ALL THAT APPLY) ☐ Print Tickets ☐ Season Ticket Access Card

Diamond Club season ticket holders have the extra benefit of including their company or individual name on their season tickets/access card, seats & wood block in the Hall of Fame. Please print below the exact company or individual name that you authorize to appear on your seats, season tickets/access card and wood block.

Payment Method (CHOOSE ONE) ☐ Credit Card (Visa, MasterCard, Discover, Amex) ☐ Check ☐ Invoice

Card Type (CHOOSE ONE)

Para revisar el documento, desplácese o haga clic en **START** para navegar los campos que se le asignaron.

# ¿Cómo firmar documentos en DocuSign?

Please Review & Act on These Documents

 Mercedes Christo  
DSU Demos

Haga clic en **CONTINUE** para pasar al proceso de firma.

CONTINUE

OTHER ACTIONS ▾

START

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Address                      City                      State                      Zip                     

Phone (w)                      (h)                      (cell)                     

Email (required for ticket email forwarding program) lilybarker286@gmail.com

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Card Type (CHOOSE ONE)                     

Card #                      Security Code (required)                      Exp. Date                      /                      /                     

By signing this agreement, the undersigned agrees to pay for the number of full season tickets listed above for the current seasons on the terms outlined above. The undersigned certifies that the named individual is authorized to enter into this subscription agreement as an agent of the company listed above. Should this matter become delinquent and be sent to outside collection, all usual and customary costs of collection, (including but not limited to fees/courts costs/commissions and all related customary costs of collection, for not less than 25% of the balance due) are and will be owed and herein agreed to be paid by the defendant/customer whether or not the account goes to suit or judgment.

Signature                      Date                      /                      /                       
10/18/2019

Authorized Sales Representative                      Date                      /                      /                     

Su proceso de firma puede variar según el tipo de acuerdo y los campos que debe llenar. Los campos son para interactuar con el documento.

Algunos de los campos comunes que puede tener que llenar durante el proceso de firma son:

- elegir una opción de un conjunto de botones de opciones o un menú desplegable



# ¿Cómo firmar documentos en DocuSign?

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**START**

**DSU GRADS TICKET AC**

Name: Lily Barker Company: ABC Co

Address  City  State  Zip

Phone (w)  (h)  (cell)

Email (required for ticket email forwarding program) lilybarker286@gmail.com

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Signature   Date  /  /

Authorized Sales Representative  Date  /  /

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- elegir una opción de un conjunto de botones de opciones o un menú desplegable
- elegir una opción o más de un conjunto con casillas

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- elegir una opción o más de un conjunto con casillas
- ingresar información requerida en un campo de texto.

# ¿Cómo firmar documentos en DocuSign?

NEXT

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (w) 9285550123 (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email (required for ticket email forwarding program) lilybarker206@gmail.com

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Signature Sign  
↓ \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
10/18/2019

Authorized Sales Representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Required - Attachment

For use by DSU Grads Staff:

Status (choose one) New Renewal

Please provide an image of your current  
↓

Account # \_\_\_\_\_

Otro acciones que pueden surgir son:

- (i) añadir un archivo adjunto para un documento
- (ii) o usar la función de comentarios para comunicarse con el remitente.

Is there an option for single game tickets this y

@ All Recipients POST

# ¿Cómo firmar documentos en DocuSign?

NEXT

Cuando haya revisado el documento, es posible que deba suministrar su firma o iniciales.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (w) 9285550123 (h) \_\_\_\_\_ (cell) \_\_\_\_\_

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Signature  \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
10/18/2019

Authorized Sales Representative \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Is there an option for single game tickets this y

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Si no tiene todavía una cuenta de **DocuSign** deberá confirmar su nombre e iniciales y elegir el estilo de su firma de las diferentes opciones.

Cuando haya revisado el documento, es posible que deba suministrar su firma o iniciales.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Signature  \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
10/18/2019

Authorized Sales Representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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Phone (w) 9285550123 (h) (cell)

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Dia  
\*For this season only

☐ Club Level Dia  
\*For this season only

PRIOR SEAT LOCAT

Ticket Options (CHOC


Diamond Club season ticket wood block in the Hall of tickets/access card and w

Payment Method (CHOC

Card Type (CHOOSE ONE)

Card #

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Signature 


Authorized Sales Representative

Date / / 10/18/2019

Date / /

Required - Attachment

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Account #

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Is there an option for single game tickets this y

@ All Recipients POST

# ¿Cómo firmar documentos en DocuSign?

Si está disponible la opción **Asignar a alguien más**, puede decidir asignar el proceso de firma a otro destinatario al ingresar el nombre y correo electrónico al nuevo destinatario.

Éste recibirá una notificación por correo electrónico con una solicitud para revisar y firmar los documentos.

The image shows a DocuSign document interface. The main form contains the following fields and options:

- Address:** 123 Main Street, City: Spokane, State: Washington, Zip: 99204
- Phone (w):** 9285550123, (h): , (cell):
- Email (required for ticket email forwarding program):** lilybarker206@gmail.com
- Field Level Diamond Club Seats:** 2 (# of seats) @ \$410 per seat/per year\*  
\*For this season only, an additional \$19 per seat will be added for the Reds Exhibition Game
- Club Level Diamond Club Seats:** 0 (# of seats) @ \$550 per seat/per year  
\*For this season only, an additional \$23 per seat will be added for the Reds Exhibition Game
- PRIOR SEAT LOCATION:** , **TOTAL PURCHASE AMOUNT \$:**
- Ticket Options (CHOOSE ALL THAT APPLY):** ☒ Print Tickets, ☒ Season Ticket Access Card
- Payment Method (CHOOSE ONE):** ☐ Credit Card (Visa, MasterCard, Discover, Amex), ☒ Check, ☐ Invoice
- Card Type (CHOOSE ONE):**
- Card #:** , **Security Code (required):** , **Exp. Date:** / /
- Signature:** [Sign button], **Date:** / / 10/18/2010

At the bottom, there is a disclaimer: "By signing this agreement, the undersigned agrees to pay for the number of full season tickets listed above for the current seasons on the terms outlined above. The undersigned certifies that the named individual is authorized to enter into this subscription agreement as an agent of the company listed above. Should this matter become delinquent and be sent to outside collection, all usual and customary costs of collection, (including but not limited to fees/courts costs/commissions and all related customary costs of collection, for not less than 25% of the balance due) are and will be owed and herein agreed to be paid by the defendant/customer whether or not the account goes to suit or judgment."

The sidebar on the right contains the following options:

- FINISH** (highlighted in orange)
- OTHER ACTIONS** (dropdown arrow)
- Finish Later
- Print & Sign** (highlighted in purple)
- Assign to Someone Else (highlighted in orange)
- Decline to Sign (highlighted in orange)
- Mark Up
- Help & Support
- About DocuSign
- View Certificate (PDF)
- View Electronic Record and Signature Disclosure
- Session Information



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Éste recibirá una notificación por correo electrónico con una solicitud para revisar y firmar los documentos.

The screenshot shows a DocuSign document completion screen. The document is a form for purchasing Diamond Club Seats. The form includes fields for Address (123 Main Street), City (Spokane), State (Washington), Zip (99204), Phone (w) (9285550123), Email (lilybarker206@gmail.com), and Payment Method (Credit Card, Check, Invoice). The form also includes checkboxes for Field Level Diamond Club Seats (2 seats @ \$410 per seat/per year) and Club Level Diamond Club Seats (0 seats @ \$550 per seat/per year). The form includes a section for Ticket Options (Print Tickets, Season Ticket Access Card) and a section for Card #, Security Code, and Exp. Date. The form includes a signature line with a 'Sign' button and a date field (10/18/2010). The right sidebar shows the 'FINISH' button and a dropdown menu with options: Finish later, Print & Sign, Assign to Someone Else, Decline to Sign, Mark Up, Help & Support, About DocuSign, View Certificate (PDF), View Electronic Record and Signature Disclosure, and Session Information. The 'Print & Sign' option is highlighted with a blue box and an orange dot. The 'Assign to Someone Else' option is also highlighted with a blue box and an orange dot. The 'Decline to Sign' option is highlighted with a blue box and an orange dot. The 'FINISH' button is highlighted with an orange box.

ent

FINISH OTHER ACTIONS ▼

Finish later

Print & Sign

Assign to Someone Else

Decline to Sign

Mark Up

Help & Support ↗

About DocuSign ↗

View Certificate (PDF) ↗

View Electronic Record and Signature Disclosure

Session Information

Address 123 Main Street City Spokane State Washington Zip 99204

Phone (w) 9285550123 (h) (cell)

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Diamond Club Seats 2 (# of seats) @ \$410 per seat/per year\*  
\*For this season only, an additional \$19 per seat will be added for the Reds Exhibition Game

☐ Club Level Diamond Club Seats 0 (# of seats) @ \$550 per seat/per year\*  
\*For this season only, an additional \$23 per seat will be added for the Reds Exhibition Game

PRIOR SEAT LOCATION TOTAL PURCHASE AMOUNT \$

Ticket Options (CHOOSE ALL THAT APPLY) ☒ Print Tickets ☒ Season Ticket Access Card

Diamond Club season ticket holders have the extra benefit of including their company or individual name on their season tickets/access card, seats & wood block in the Hall of Fame. Please print below the exact company or individual name that you authorize to appear on your seats, season tickets/access card and wood block.

Payment Method (CHOOSE ONE) ☐ Credit Card (Visa, MasterCard, Discover, Amex) ☒ Check ☐ Invoice

Card Type (CHOOSE ONE)

Card # Security Code (required) Exp. Date / /

By signing this agreement, the undersigned agrees to pay for the number of full season tickets listed above for the current seasons on the terms outlined above. The undersigned certifies that the named individual is authorized to enter into this subscription agreement as an agent of the company listed above. Should this matter become delinquent and be sent to outside collection, all usual and customary costs of collection, (including but not limited to fees/courts costs/commissions and all related customary costs of collection, for not less than 25% of the balance due) are and will be owed and herein agreed to be paid by the defendant/customer whether or not the account goes to suit or judgment.

Signature Sign Date 10/18/2010

Se esta disponible la acción de **Imprimir y firmar**, podrá imprimir una versión en papel de el documento para firmarla a mano.

# ¿Cómo firmar documentos en DocuSign?

The screenshot displays a DocuSign document interface. The top navigation bar includes a blue header with a yellow 'FINISH' button and a blue 'OTHER ACTIONS' dropdown menu. Below the header, there is a toolbar with icons for download, print, and help. The main form area contains fields for 'Spokane', 'State' (set to 'Washington'), and 'Zip' (99204). There are also fields for a phone number (labeled '(cell)') and an email address (lilybarker206@gmail.com). The form includes two rows for purchasing season tickets, each with a checkbox for the number of seats, a price per seat, and a note about the Reds Exhibition Game. The first row is for \$410 per seat, and the second is for \$550 per seat. Below these, there is a 'TOTAL PURCHASE AMOUNT \$' field. At the bottom, there are checkboxes for 'Print Tickets' and 'Season Ticket Access Card'. A note at the bottom states: 't of including their company or individual name on their season tickets/access card, seats & act company or individual name that you authorize to appear on your seats, season'. At the very bottom, there are radio buttons for payment methods: 'Visa, MasterCard, Discover, Amex)', 'Check', and 'Invoice'.

Spokane State Washington Zip 99204

(cell)

lilybarker206@gmail.com

(# of seats) @ \$410 per seat/per year\*  
ded for the Reds Exhibition Game

(# of seats) @ \$550 per seat/per year  
ded for the Reds Exhibition Game

TOTAL PURCHASE AMOUNT \$

☒ Print Tickets ☒ Season Ticket Access Card

t of including their company or individual name on their season tickets/access card, seats &  
act company or individual name that you authorize to appear on your seats, season

Visa, MasterCard, Discover, Amex) ☒ Check ☐ Invoice

**FINISH** OTHER ACTIONS ▾

Finish Later

Print & Sign

Assign to Someone Else

Decline to Sign

Mark Up

Help & Support ↗

About DocuSign ↗

View Certificate (PDF)

View Electronic Record Disclosure

Session Information

Si no está seguro de cómo proceder o necesita más ayuda con el proceso de firma, haga clic en la opción del menú **Ayuda y asistencia**.

# ¿Cómo firmar documentos en DocuSign?

Cuando haya completado todos los campos requeridos, incluso su firma o iniciales, hará clic en **FINISH** y completará el proceso de firma.

Puede que haya más acciones necesarias en un documento antes de completar el proceso de firma.

Cuando se complete el sobre, todos los firmantes recibirán una copia por correo electrónico de los documentos completados.

The screenshot displays the DocuSign 'FINISH' interface. On the left, a form contains fields for 'gton' (with a dropdown arrow), 'Zip' (with the value '99204'), and 'year\*'. Below these is a 'BASE AMOUNT \$' field. A checkbox labeled 'Season Ticket Access Card' is checked. At the bottom, there are radio buttons for 'Check' (selected) and 'Invoice'. On the right, a blue header bar contains the 'FINISH' button and a dropdown menu labeled 'OTHER ACTIONS'. The dropdown menu is open, showing options: 'Finish Later', 'Print & Sign', 'Assign to Someone Else', 'Decline to Sign', 'Mark Up', 'Help & Support' (with an external link icon), 'About DocuSign' (with an external link icon), 'View Certificate (PDF)' (with an external link icon), 'View Electronic Record and Signature Disclosure', and 'Session Information'. An orange box highlights the 'FINISH' button and the 'OTHER ACTIONS' dropdown menu.

# Contactos DocuSign

Para ver las instrucciones en vídeo aceda:

<https://www.docusign.mx/product-videos/firma-un-documento-con-docusign>

Para más preguntas aceda:

<https://support.docusign.com/en/contactSupport>

Si no puede encontrar suas preguntas en el sitio, llame al servicio de atención al cliente

Call: 1-800-379-9973

**AS ONE, WE CAN**