

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?

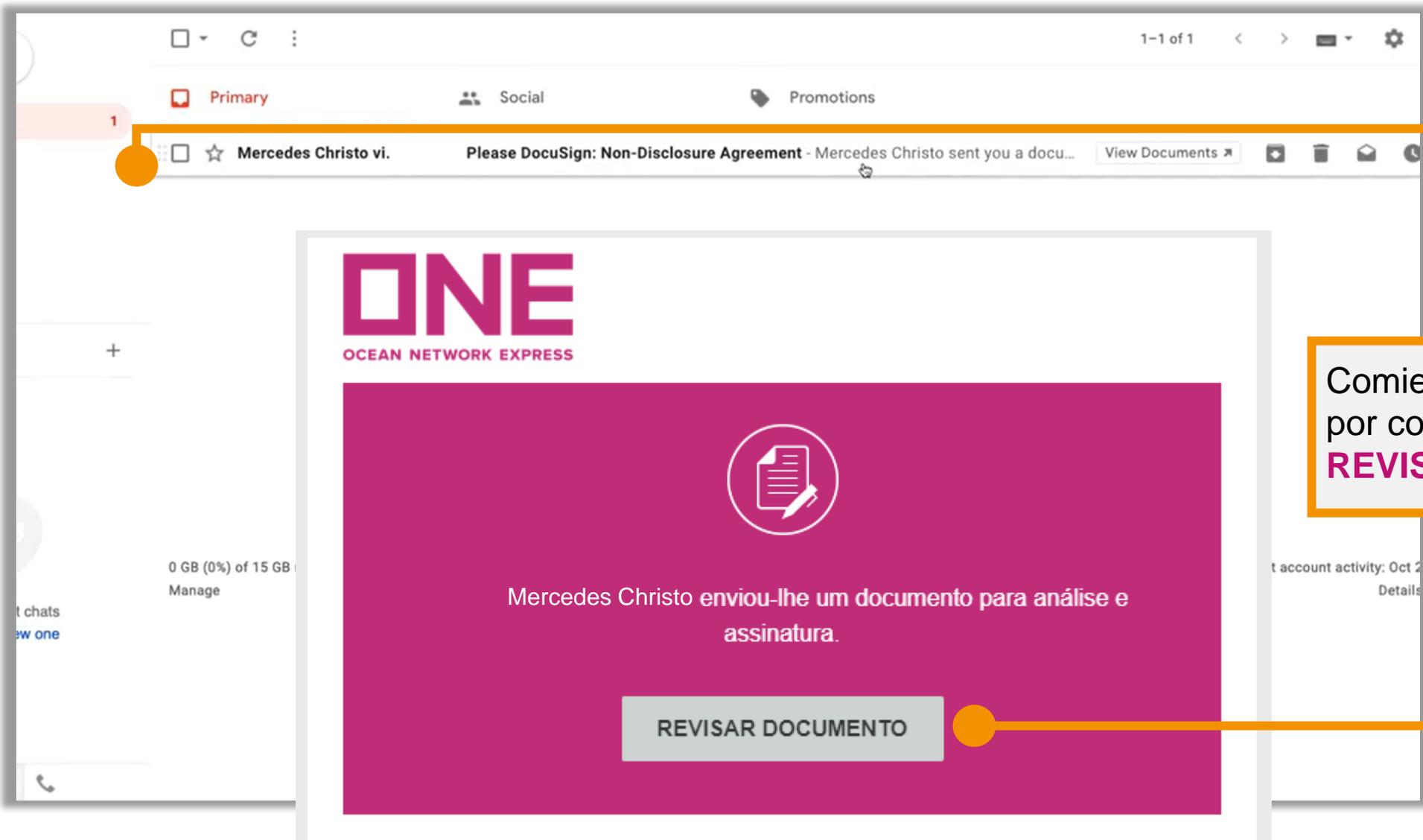
- **RECEIVE EMAIL**
- **REVIEW DOCUMENTS**
- **SIGN AND COMPLETE**

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: Company:

Address City State Zip

Phone (w) (h) (cell)

Email (required for ticket email forwarding program)

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?

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

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

Please Review & Act on These Documents

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
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PRIOR SEAT LOCATION TOTAL PURCHASE AMOUNT \$

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

Card Type (CHOOSE ONE)

DocuSign

Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2019 DocuSign Inc. | V2R

¿Cómo firmar documentos en DocuSign?

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

START



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) lilybarker286@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
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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  Date / /

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?

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

START

DSU GRADS TICKET AC

Name: Company:

Address City State Zip

Phone (w) (h) (cell)

Email (required for ticket email forwarding program)

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
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PRIOR SEAT LOCATION TOTAL PURCHASE AMOUNT \$

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Signature Date / /

Authorized Sales Representative Date / /

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

START



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) lilybarker286@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
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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

- elegir una opción o más de un conjunto con casillas

- ingresar información requerida en un campo de texto.

¿Cómo firmar documentos en DocuSign?

Address _____ City _____ State _____ Zip _____

Phone (w) (h) _____ (cell) _____

Email (required for ticket email forwarding program)

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
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PRIOR SEAT LOCATION _____ TOTAL PURCHASE AMOUNT \$ _____

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Card Type (CHOOSE ONE)

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

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Signature Date / /

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 # _____

NEXT

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) (h) _____ (cell) _____

Email (required for ticket email forwarding program)

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 \$ _____

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Card Type (CHOOSE ONE)

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

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Signature Date / _____ / _____

Authorized Sales Representative _____ Date _____ / _____ / _____

For use by DSU Grads Staff:

Status (choose one) _____

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Is there an option for single game tickets this y

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¿Cómo firmar documentos en DocuSign?

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 _____

Phone (w) (h) _____ (cell) _____

Email (required for ticket email forwarding program)

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
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PRIOR SEAT LOCATION TOTAL PURCHASE AMOUNT \$ _____

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Card Type (CHOOSE ONE)

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

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Signature Date / /

Authorized Sales Representative _____ Date _____ / /

For use by DSU Grads Staff:

Status (choose one) New Renewal

Otro acciones que pueden surgir son:
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(ii) o usar la función de comentarios para comunicarse con el remitente.

Is there an option for single game tickets this y

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

Address _____ City _____ State _____ Zip _____

Phone (w) (h) _____ (cell) _____

Email (required for ticket email forwarding program)

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 v _____

Payment Method (CHOC) _____

Card Type (CHOOSE ONE) _____

Card # _____

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 / /

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?

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
- 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:** [Empty field]
- TOTAL PURCHASE AMOUNT \$:** [Empty field]
- 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):** [Empty field]
- Card #:** [Empty field], **Security Code (required):** [Empty field], **Exp. Date:** [Empty field]

At the bottom, there is a **Signature** field with a **Sign** button and a **Date** field showing 10/18/2010.

On the right side, there is a **FINISH** button and a dropdown menu for **OTHER ACTIONS**. The dropdown menu is open, showing the following 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
- Session Information

¿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 screenshot shows a DocuSign document completion page. The form includes fields for Address (123 Main Street), City (Spokane), State (Washington), and Zip (99204). It also has fields for Phone (w) (9285550123), Email (lilybarker206@gmail.com), and options for Field Level Diamond Club Seats (2) and Club Level Diamond Club Seats (0). There are checkboxes for Print Tickets and Season Ticket Access Card. The Payment Method is set to Check. The Card Type is also selected. The document is dated 10/18/2010. A sidebar on the right contains a '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. Callouts highlight the 'Assign to Someone Else' and 'Print & Sign' options.

Si está 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 image shows a DocuSign interface with a 'FINISH' menu open. The menu options are: Finish Later, Print & Sign, Assign to Someone Else, Decline to Sign, Mark Up, Help & Support, About DocuSign, View Certificate (PDF), View Electronic Record Disclosure, and Session Information. A callout box highlights the 'Help & Support' option with the text: '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.'

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

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

Visa, MasterCard, Discover, Amex) Check Invoice

¿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 shows the DocuSign interface during the final signing step. At the top, there are two tabs: 'FINISH' (highlighted in yellow) and 'OTHER ACTIONS' (with a dropdown arrow). Below the tabs is a list of actions: 'Finish Later', 'Print & Sign', 'Assign to Someone Else', 'Decline to Sign', and 'Mark Up'. A second list of actions is visible below, including 'Help & Support' (with a hand cursor icon), 'About DocuSign', 'View Certificate (PDF)', 'View Electronic Record and Signature Disclosure', and 'Session Information'. On the left side of the interface, there is a form with several fields. An orange box highlights the 'Zip' field, which contains the value '99204'. Other visible fields include 'gton' (part of a dropdown menu), 'year*', and 'ASE AMOUNT \$'. There is also a checkbox labeled 'Season Ticket Access Card' which is checked. At the bottom, there are radio buttons for 'Check' and 'Invoice', with 'Check' selected.

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 sus preguntas en el sitio, llame al servicio de atención al cliente

Call: 1-800-379-9973

AS ONE, WE CAN