

DocuSign FAQ's

Information Technology Center



Information Technology Center sent you a document to review and sign.

A

REVIEW DOCUMENT

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

B

C

CONTINUE

D

OTHER ACTIONS ▾

1 Finish Later

2 Assign to Someone Else

Void

Correct

Help & Support [↗](#)

About DocuSign [↗](#)

3 View History

View Certificate (PDF) [↗](#)

View Electronic Record and Signature Disclosure

Session Information

I received a DocuSign (DS) email...what's next?

- A.** Open the email from DS
- B.** Click Review Document | Accept Disclosure *(If applicable)*
- C.** Click Continue to Sign, **OR**
- D.** Click Other Actions to either:
 - 1.** Finish Later
 - 2.** Assign to Someone Else
 - 3.** Track Status



If you need assistance, contact helpdesk@gram.edu or 318.274.6555.

Tip: Make sure you enter the correct email address for signers.