

INSTRUCTION DOCUSIGN



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USER GUIDE TO SIGNING WITH DOCUSIGN

This guide describes how to use the DocuSign service to sign documents with an electronic signature. All background information on DocuSign and e-signing at the DPG can be found at:

<https://dpg-pfandsystem.de/index.php/en/faq-esigning-en.html>

Please Note: You should always save a contract signed with DocuSign together with the DocuSign sign-off certificate on your local drive or in the local contract management system.

Receive email notification

For you as a customer/System Participant/System Partner, the electronic signing process begins with the receipt of an e-mail requesting you to sign the documents electronically. This e-mail is sent by DocuSign (DocuSign EU-System sender-address **dse@eumail.docusign.net**) on behalf of the DPG. It contains a message from the sender and a link to open an electronic envelope containing the documents. Click on the link to access the document.

Open the documents

After opening the email, click **View Document (Dokument einsehen)**, to access the documents. A new browser window opens and a connection to the secure website of the e-signing platform DocuSign is established.

Please first agree to the use of electronic documents and signatures by ticking the appropriate box.

Sehr geehrter Herr Mustermann,	
Einblenden	
 Bitte lesen Sie <u>Vereinbarung bezüglich elektronischer Unterlagen und Signaturen</u>. ☐ Ich stimme der Verwendung elektronischer Unterlagen und Signaturen zu.	
WEITER	SONSTIGE AKTIONEN ▾

Check and sign document

To be able to check the document first, please click on the button.



(CONTINUE)

You will immediately recognise the fields that are relevant for you. Please fill them out with the information provided. The signature field, for example, looks like the one opposite:

Note: Please note that fields such as name and date may be filled in automatically by DocuSign.

	
Beispieldokument	
Unterschrift:	
Name:	Max Mustermann
Datum:	3/7/2018



When you use DocuSign for the first time, DocuSign will ask for your signature information when you click **sign (unterschreiben)**. Check that your name and initials are displayed correctly. Make corrections if necessary. You have four options for applying a signature:

- Click on "Apply and sign" („Übernehmen und Signieren“) to accept the default signature and suggested initials and proceed to the next step.
- Click on "Change Style" („Stil ändern“) and select another pre-formatted font offered by DocuSign.
- Click on "Draw" („Zeichnen“): Draw your signature/initials with the mouse or with a finger on a touch screen.
- You also have the option of "uploading" („hochzuladen“) a scanned or photographed signature.

Note: Please note that the appearance of your signature is not relevant for an electronic signature and that it may therefore also differ completely from your actual signature. The declaration of intent is submitted via the "click".

Signatur übernehmen

Bestätigen Sie Ihren Namen, Ihre Initialen und Ihre Signatur.

* Erforderlich

Vollständiger Name*

Max Mustermann

Initialen*

MM

STIL AUSWÄHLEN

ZEICHNEN

HOCHLADEN

VORSCHAU

DocuSigned by:

Max Mustermann

6544DD9B7ADE49F...

DS

MM

Stil ändern

Mit der Auswahl von „Übernehmen und signieren“ stimme ich zu, dass diese Signatur und Initialen als elektronische Darstellung meiner Signatur und Initialen in den Fällen gelten, in denen ich und mein Beauftragter sie auf Dokumenten, einschließlich rechtsgültiger Verträge, verwenden, genau wie eine Signatur oder Initialen mit einem Stift auf Papier.

ÜBERNEHMEN UND SIGNIEREN

ABBRECHEN

Click **apply and sign (übernehmen und signieren)** to confirm your signature style selection and add it to the document. After you have added all the necessary information to the document, such as your title, click on the button in

the top right-hand corner.



(COMPLETE)

Note: This button irrevocably sets your electronic signature, ends the signature process and forwards the envelope to the next signatory.

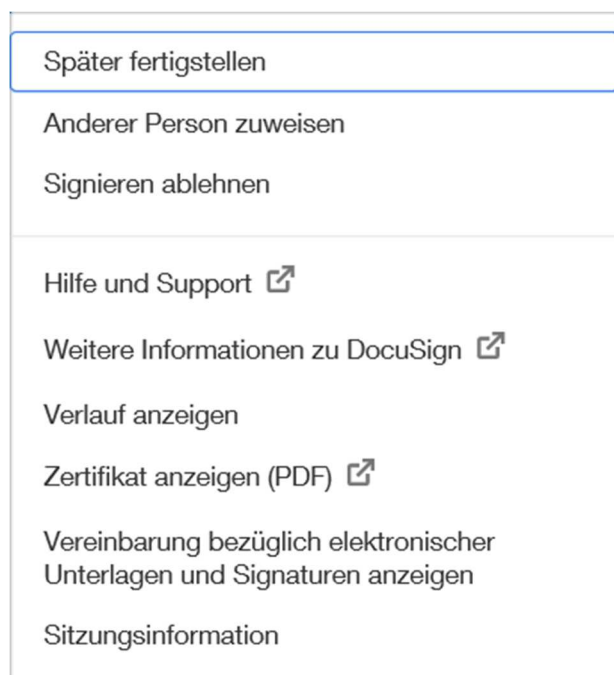


You will then be informed in a pop-up window that you can optionally register for a free DocuSign account and then save your settings there. In the subsequent view, DocuSign informs you about the completion of the process.

After all parties have signed or after final verification by the DPG, you will receive an e-mail confirming that all parties have signed the document. This email contains as attachments a copy of the signed documents in PDF format as well as a summary of the signature events in the completion certificate. This happens regardless of whether you have created a DocuSign account or not.

OTHER OPTIONS

After you have opened the document, you can perform other actions on the document using the **Other Actions (sonstige Aktionen)** on the document using the button at the top right of the screen:



Complete later (Später fertigstellen)

This option allows you to sign the document at a later date if required. You can return to the document at any time via the link in the email notification. If you have an account, you can also find your envelopes in the DocuSign dashboard.

Assign to another person (Anderer Person zuweisen)

This option allows you to send the document to another person to sign. Click Assign to Other Person (**Anderer Person zuweisen**). A pop-up window will open. Enter the name and email address of the new signatory and a message to the person who created the envelope giving a reason for the change of signatory.



Anderer Person zuweisen

* Erforderlich

E-Mail-Adresse des neuen Unterzeichners *

Name des neuen Unterzeichners *

Geben Sie bitte einen Grund für die Änderung der Signierverantwortung ein

250 Zeichen noch verfügbar

Wenn Sie auf die Schaltfläche „Anderer Person zuweisen“ klicken, wird eine Benachrichtigung an die Person gesendet, der Sie diesen Umschlag zugewiesen haben. Der ursprüngliche Absender erhält ebenfalls eine Benachrichtigung. Sie werden als Kopieempfänger (CC) hinzugefügt.

ANDERER PERSON ZUWEISEN

ABBRECHEN

A new window confirms that the signer has been changed and adds you as a copy recipient for the envelope. Click **Close (Schließen.)** If you have already filled in any existing fields with information, these will be retained during the forwarding process.

The person you specified as the new signatory will be notified by email that you have assigned the envelope to them.

The person who created the envelope will also receive an email notification regarding the change of signatory.

The person you have reassigned signs the document as described above. When all parties have signed the document, you will also receive a copy.

Note: If another person is to perform the signature, use the option available in DocuSign. Click the **Assign to Other Person** button (**Anderer Person zuweisen**) under **Other Actions (weitere Aktionen)**.

Do not forward your email notification to anyone else or give anyone else access to your inbox to sign the contract. This would result in another person being able to sign with your details without this being recognisable in the contract signed with DocuSign or in the completion certificate.

Refuse to sign (Signieren ablehnen)

This option allows you to invalidate the document and make it inaccessible to other signatories.

Note: We strongly recommend that you contact the sender before rejecting or actively invalidating a document. This will result in the entire transaction being closed and the cancellation will invalidate the envelope. The envelope will have to be resent to all participants and delays will occur.

Click **Refuse to sign (Signieren ablehnen)** and a pop-up window will open.



Signieren ablehnen

Nennen Sie einen Grund für die Ablehnung:

500 Zeichen noch verfügbar

SIGNIEREN ABLEHNENABBRECHEN

If you wish to reject the document despite consulting your contact person at the DPG, you will first be asked to give a reason for the rejection. Then click on **Refuse to sign (Signieren ablehnen.)**

Achtung

Wenn Sie fortfahren, wird dieses Dokument gesperrt und kann von anderen Unterzeichnern nicht mehr aufgerufen werden.

Wählen Sie zur Anforderung von Änderungen an diesem Dokument **SPÄTER FERTIGSTELLEN**, und wenden Sie sich mit Ihrer Anforderung direkt an den Absender.

WEITERSPÄTER FERTIGSTELLENABBRECHEN

Click on **continue (weiter)** to invalidate the document. Click **finish later (später fertigstellen)** to make change requests, or click **cancel (abbrechen)** to return (**zurück**) to the document.

Specify Recipient

If you have been assigned the task **Specify Recipient (Empfänger angeben)** in the process, you will already recognise this in your mail notification. There you will find the request to complete the recipient information.

Bitte prüfen und vervollständigen Sie die Empfängerinformationen.

DOKUMENT EINSEHEN



You will then see the following input mask :

Sie wurden gebeten, Empfängerinformationen zu prüfen und hinzuzufügen.
Geben Sie bitte die E-Mail-Adresse und den Namen für die zugewiesene Rolle ein und klicken Sie auf „Abschließen und senden“.

Rolle	E-Mail	Name
Zeichner 1		

[Private Nachricht bearbeiten](#)

ABSCHLIEßEN UND SENDEN [Dokument anzeigen](#)

Generally, you will be given this task if the sender of the document does not know the names of the persons authorised to sign without doubt. Please support the sender here and add a valid e-mail address and the complete first and last names of the persons authorised to sign for this transaction to the transaction. The information in the first and last name field is in turn used for the automatic creation of a signature template.

The process is then forwarded to the signatory or signatories you have added via the action area **Complete and send (abschließen und senden)**.