


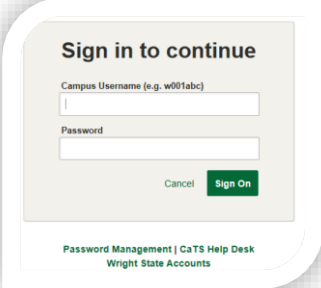
Completing and Signing a Form Using DocuSign

This document will guide you through the process of completing and signing a form using **DocuSign**.

For specific instructions on what is required for each individual form (i.e. Verification Worksheet), please click on the PDF version of that document listed under the [Forms & Resources](#) page.

To START Completing and Signing a Form Using DocuSign

1. Open the DocuSign version of the form you wish to complete.
2. Enter the requested name and email information and click **BEGIN SIGNING**.
3. You will be asked to sign in using your campus username. 




Sign in to continue

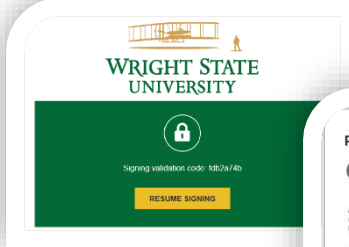
Campus Username (e.g. w001abc)

Password

Cancel Sign On

Password Management | CaTS Help Desk
Wright State Accounts

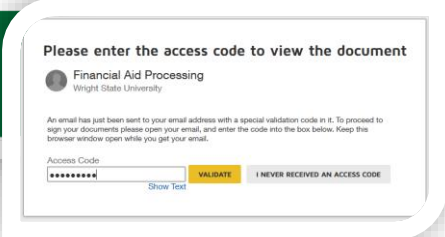
4. **Validate your** email address by entering the **code** you receive via email and click **VALIDATE**. 



WRIGHT STATE
UNIVERSITY

Signing validation code: 18b2a/4b

RESUME SIGNING



Please enter the access code to view the document

Financial Aid Processing
Wright State University

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep the browser window open while you get your email.

Access Code

Show Text VALIDATE I NEVER RECEIVED AN ACCESS CODE

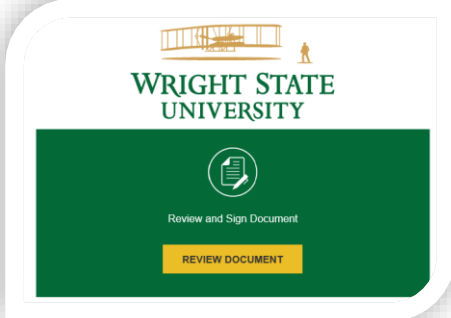
5. **Read** the information in the top white banner under '**Please Review & Act on These Documents**'.
6. Click **AGREE** and then **CONTINUE** to begin reviewing and signing the form.
7. **To complete** the document - select **FINISH**.
8. **To save and return later**- select **FINISH LATER**.

To RETURN to a Form You Have Already Started

1. **In the email that you received** when you selected **FINISH LATER** click the **REVIEW DOCUMENT** link and sign in using your campus username and password. 

➤ You may also log in using the following link
<https://app.docusign.com/home>

2. Click **Manage** and select the document you wish to finish signing.
3. Click **SIGN** to continue completing your document.
4. **Follow steps 5 - 8 above** to finish signing your document.



WRIGHT STATE
UNIVERSITY

Review and Sign Document

REVIEW DOCUMENT