



DocuSign

Quick guide to signing a contract

This concise manual provides instructions on how to sign a contract via DocuSign for HOVON studies. There are 3 options for signing:

- Option 1: directly sign a contract
- Option 2: forward the contract to the person entitled to sign
- Option 3: print, sign and upload contract

If you have any questions on signing by using docusign, please contact s.broekman@vumc.nl.


Option 1: directly sign a contract

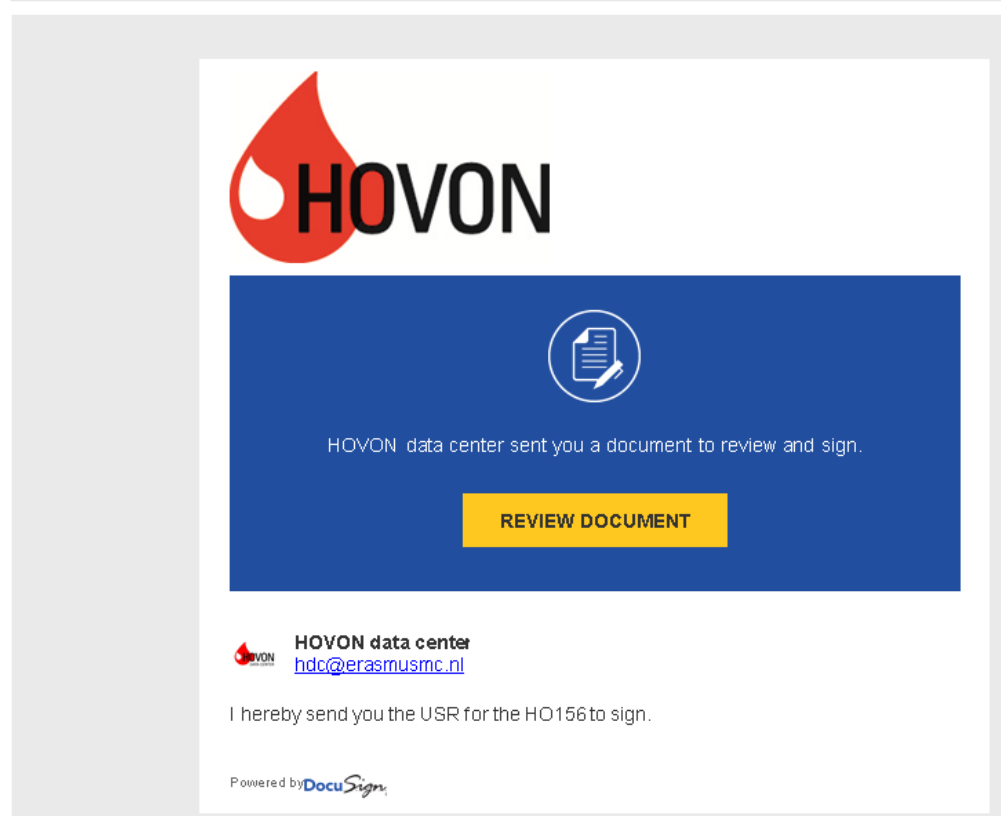
The contract is sent directly to the person who must also sign it. You will receive a mail from DocuSign, sent by HOVON (recognizable by the HOVON logo in the mail).

DocuSign EU System <dse@EMAIL.DOCUSIGN.NET>

Please DocuSign: HO156_ALEA_Drug supply management_User Requirements_23MAY2019.docx

To P.B. Cornelisse

 If there are problems with how this message is displayed, click here to view it in a web browser.



- Click on "review document"



Please Review & Act on These Documents



I hereby send you the USR for the HO156 to sign.

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

- Agree to the use of electronic documents and signatures
- Click on continue
- Read the document and go to the signature page (you can go directly to the signature page when you click the button 'Start').
- Click on the "sign" box on your signature line

IT Developer (name):

Petra Cornelisse

S Required - Sign Here



Date:

28-May-19

- You will see the screen below.

Adopt Your Signature ✕

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

Petra Cornelisse PC

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)



- Choose a style for your signature. An example is given, but you can also choose a different style. See right: "Select Style." Click on the style that you prefer.
- Click on the yellow box "Adopt and sign".
- If more information needs to be entered in addition to the signature, the document will indicate this. For example, you may still have to fill in your function.
- Have all required fields been filled in? Click on FINISH.
- The signing has been completed. You get the option to print or download the document. Please note: you will receive the fully signed contract with certificate after all authorized persons have signed.

Option 2: forward the contract to the person entitled to sign

You receive the contact, but are not the person within your institution who should sign it. You are the contact person for HOVON and are asked to have the contract signed by the right person within your institution.


You will receive a mail from DocuSign, sent by HOVON (recognizable by the HOVON logo in the mail).

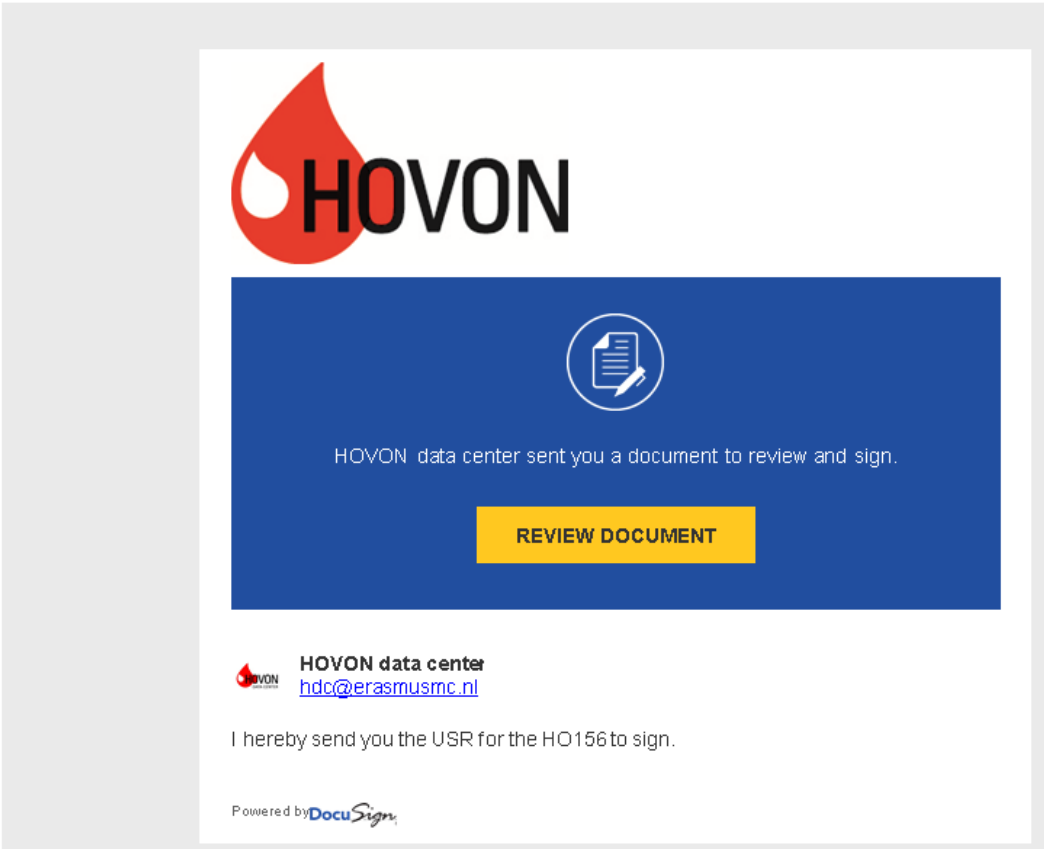
- Click on "review document"

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To P.B. Cornelisse

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The image shows a screenshot of an email notification from HOVON data center. At the top left is the HOVON logo. Below it is a blue rectangular box with a white circular icon containing a document and a pencil. The text inside the box reads "HOVON data center sent you a document to review and sign." Below this text is a yellow button with the text "REVIEW DOCUMENT". At the bottom left of the email content, there is a small HOVON logo, the text "HOVON data center", and the email address "hdc@erasmusmc.nl". Below that, it says "I hereby send you the USR for the HO156 to sign." At the very bottom, it says "Powered by DocuSign".



Please Review & Act on These Documents



I hereby send you the USR for the HO156 to sign.

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

- Agree to the use of electronic documents and signatures
- Click on continue
- Go to the signature page. Here you can see for whom you have received the document. This can be a local PI or someone from the board of directors.
- Click on "Other Actions" at the top right corner and choose "Assign to Someone Else"



- You can add the e-mail address and the name of the new signer here.

Assign to Someone Else ✕

* Required

Email Address for the New Signer *

New Signer's Name *

Please provide a reason for changing signing responsibility

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

- The specified person receives a message that you have indicated that he / she must sign. You can of course also send this person a personal message via your own e-mail.
- This person will sign in accordance with the steps described in option 1.

You may be a contact person for both the local PI and a member of the Executive Board. In that case, you will receive an e-mail twice: once to assign the contract to the local PI and once to assign the contract to a member of the board of directors. In the e-mail it is clear for whom the contract is intended.



Option 3: print, sign and upload contract


You will receive a contract electronically from HOVON for signature, but your institution does not want or cannot use DocuSign. Follow the steps here to sign the contract on paper and upload it via DocuSign. HOVON signs in this case via DocuSign.

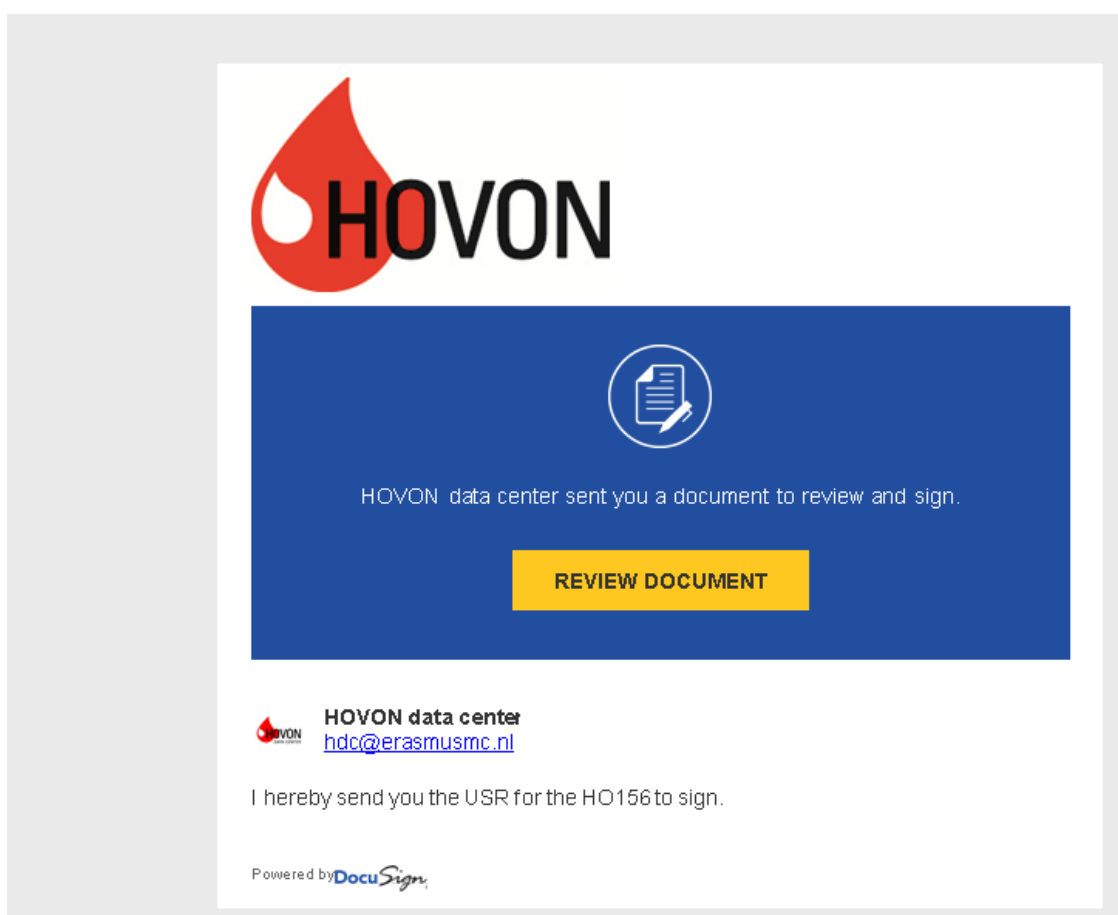
- Click on "review document"

DocuSign EU System <dse@eumail.docusign.net>

Please DocuSign: HO156_ALEA_Drug supply management_User Requirements_23MAY2019.docx

To P.B. Cornelisse

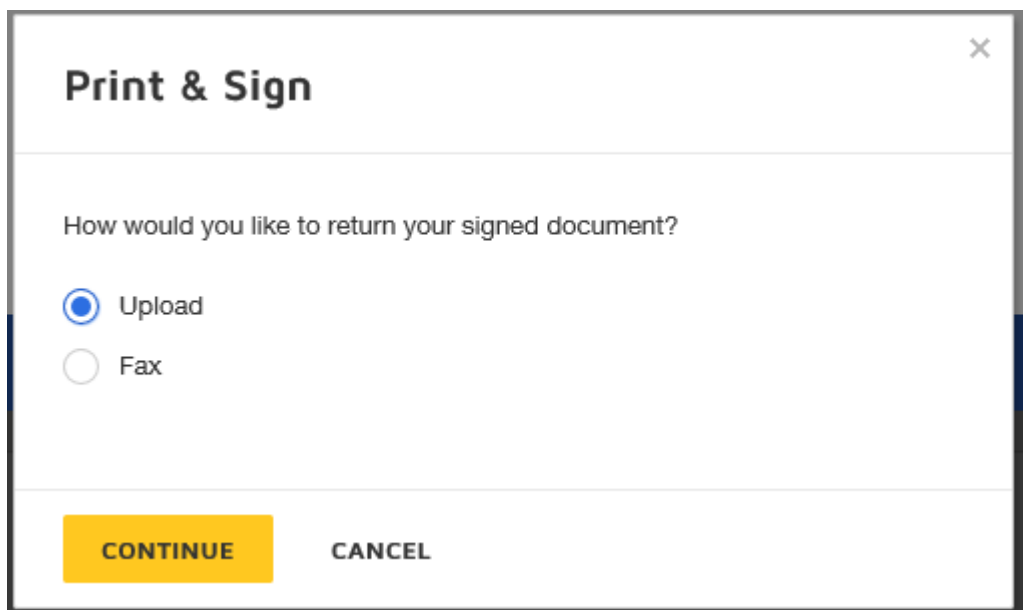
 If there are problems with how this message is displayed, click here to view it in a web browser.

The screenshot shows an email notification from HOVON data center. At the top left is the HOVON logo. Below it is a large blue rectangular area containing a white circular icon of a document with a pen. Underneath the icon, the text reads "HOVON data center sent you a document to review and sign." Below this text is a yellow button with the text "REVIEW DOCUMENT" in black. At the bottom left of the email content, there is a small HOVON logo, the text "HOVON data center", and the email address "hdc@erasmusmc.nl". Below that, it says "I hereby send you the USR for the HO156 to sign." At the very bottom left, it says "Powered by DocuSign" with the DocuSign logo.

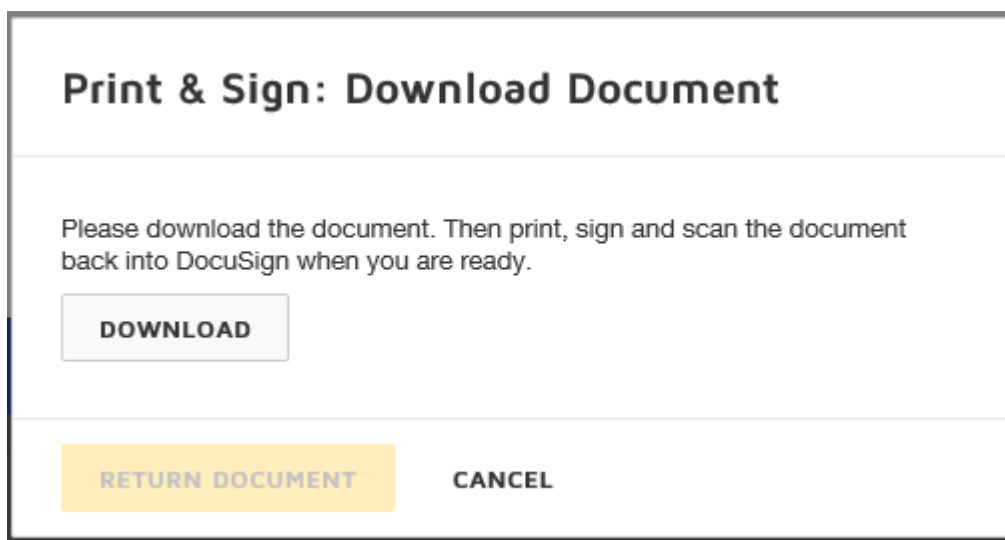
- Click on "Other Actions" at the top right and choose "print and sign"



- You can choose how you wish to return the signed document (by upload or fax)



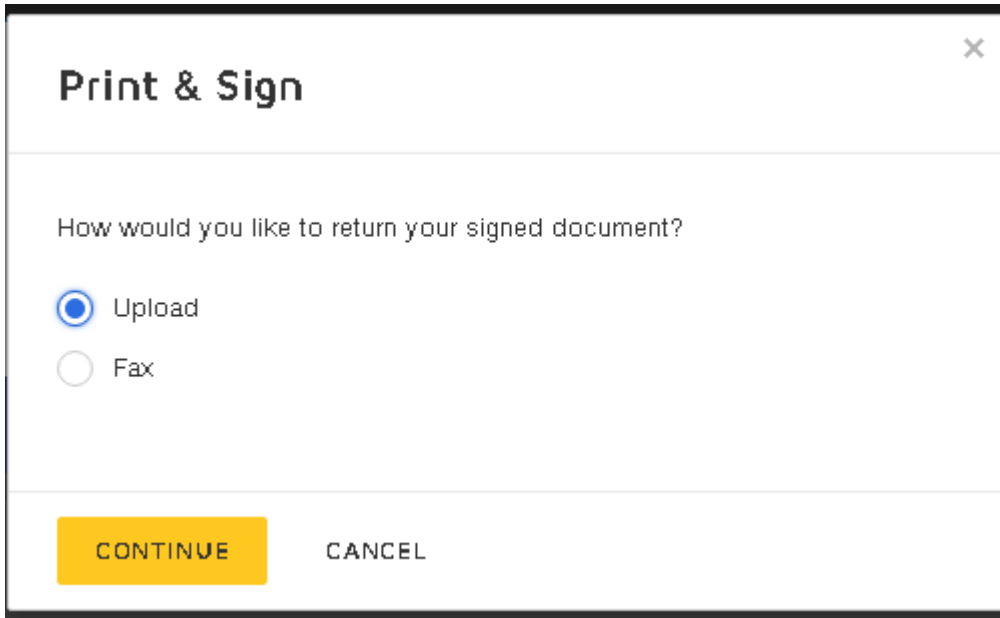
- You can download and save the document in a location of your choice on your computer. Print the document and have it signed.



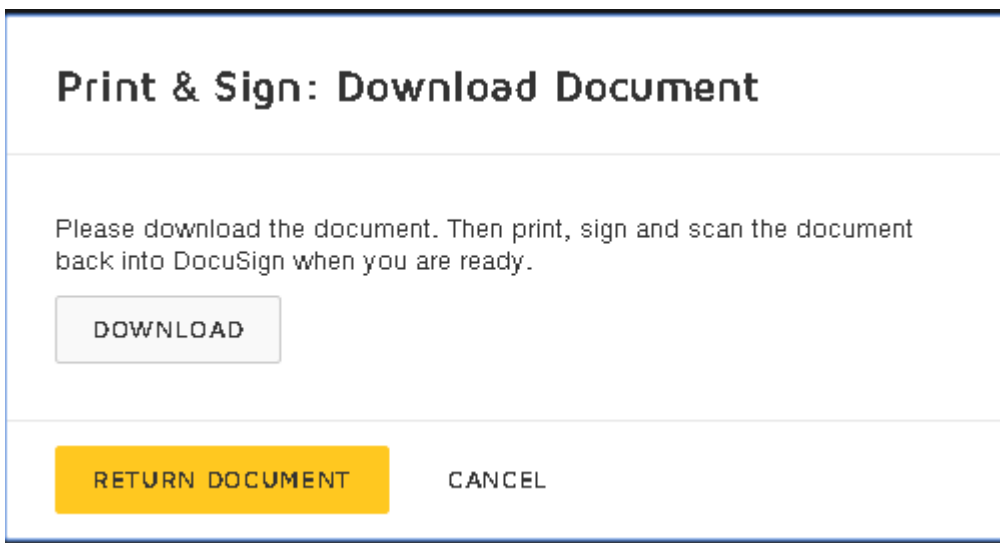
- In the meantime, you can close DocuSign. Note: keep the e-mail. You need this to be able to upload the signed document again!



- Make a scan of the signed document.
- Open the DocuSign mail again.
- Choose "Other actions" again for uploading.

A screenshot of a "Print & Sign" dialog box. The title bar says "Print & Sign" with a close button (X) in the top right. Below the title bar, the text asks "How would you like to return your signed document?". There are two radio button options: "Upload" (which is selected) and "Fax". At the bottom, there are two buttons: a yellow "CONTINUE" button and a grey "CANCEL" button.

- Upload the scan of the signed document through the button "return document".

A screenshot of a "Print & Sign: Download Document" dialog box. The title bar says "Print & Sign: Download Document". Below the title bar, the text says "Please download the document. Then print, sign and scan the document back into DocuSign when you are ready.". There is a grey "DOWNLOAD" button. At the bottom, there are two buttons: a yellow "RETURN DOCUMENT" button and a grey "CANCEL" button.

- Click on complete
- The signing has been completed. You get the option to print or download the document. Please note: you will receive the fully signed contract with certificate after all authorized persons have signed.