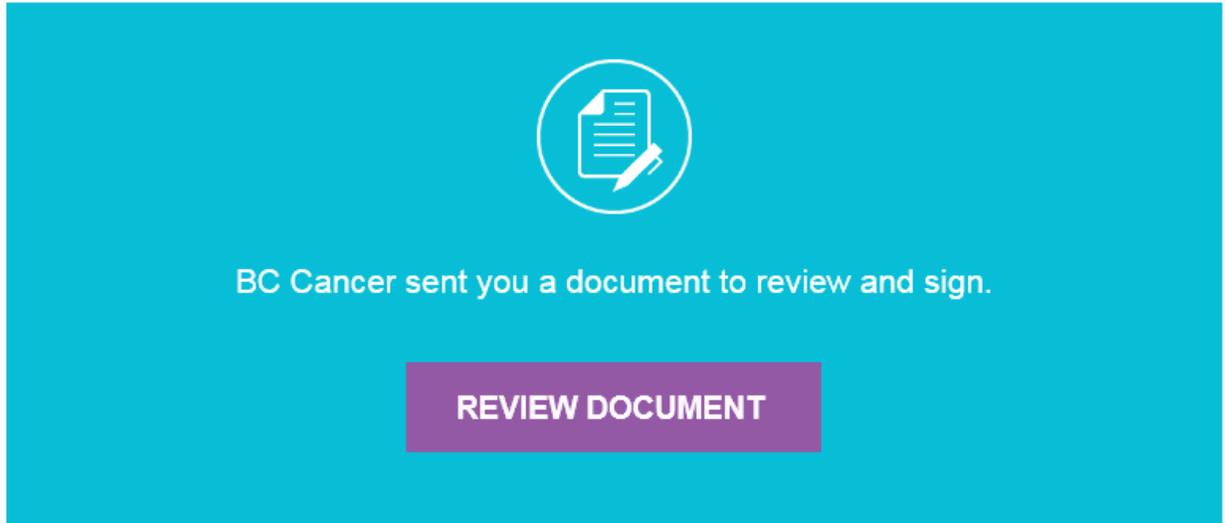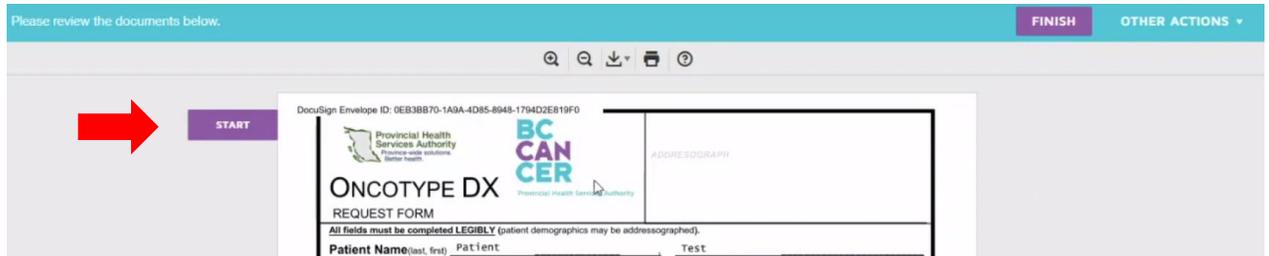## DocuSign: How to Sign a Document – Provider Guide

1. Open the email from DocuSign and review the message from the sender. Click **Review Document** to begin the signing process.

2. Click the **Start** tag on the left to start the signing process. You are taken to the first tag requiring your action.

3. Click on the **Sign** tag.
   Note: the patient's signature should already be completed on the consent form.

You will then be asked to Adopt Your Signature. Ensure your name is spelt correctly, and you can change the style of your signature if desired. Click **Adopt and Sign** when you are ready to sign.

4. When you finish completing all required fields in the document, confirm signing by clicking **Finish.** The sender, the patient, and the CAP office receive an email notification of completion containing links to download the signed document from DocuSign.