



USING DOCUSIGN



QRG Topic	This Quick Reference Guide (QRG) guides suppliers on how to access and use DocuSign to execute TAFE NSW Contracts.
Audience	Existing TAFE NSW suppliers or new Suppliers on the Ariba Network
Background	Once the sourcing event on the Ariba Network is finalised, you will receive the TAFE NSW contract for execution via DocuSign.

WHAT IS DOCUSIGN?

DocuSign is an application which offers eSignature. eSignature is a way to sign electronically on different devices. This means that you can use DocuSign to sign documents electronically on your computer, iPad, tablet and your phone.

IS SIGNATURE VIA DOCUSIGN LEGALLY BINDING?

Yes. Documents signed using DocuSign are legally binding for nearly every transaction. DocuSign offers eSignature methods that meet the legal standards set by the Australian Government as well as standards set for specific industries.

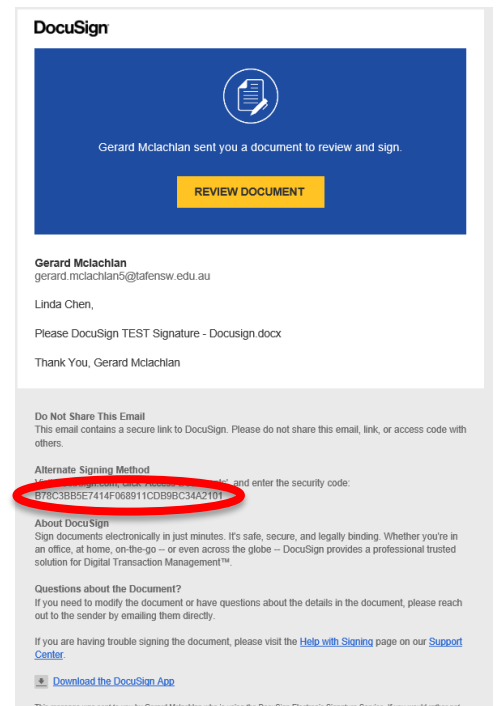
DO I NEED TO CREATE A DOCUSIGN ACCOUNT?

No, you do not need an account with DocuSign to sign the document via DocuSign. However, if you do have a DocuSign account, you can save the signed document in your account.

HOW DO I KNOW THAT DOCUSIGN IS NOT PHISHING EMAIL?

If you don't recognize the sender of a DocuSign-related email and you're uncertain of the email's authenticity, look for the unique security code included in all DocuSign envelopes at the bottom of the notification email (see screenshot on the right). If you don't see this code, don't click on any links or open any attachments within the email.

For more instructions on how to identify phishing emails, please refer to DocuSign's [Combatting Phishing Whitepaper](#) and [relevant internet page](#).

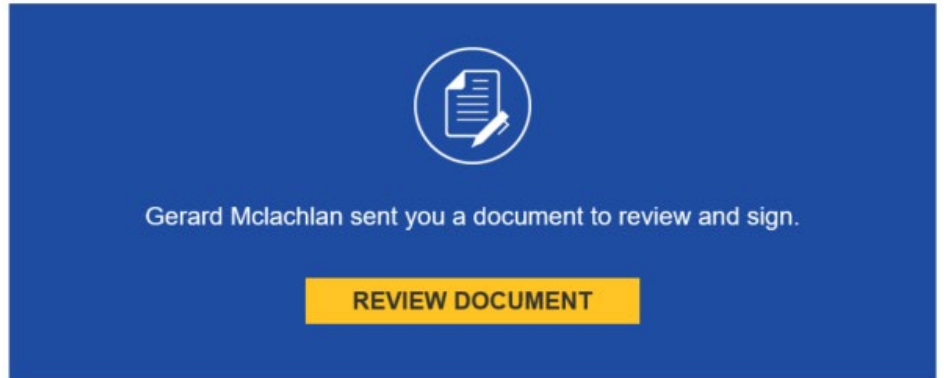


HOW DO I SIGN A DOCUSIGN DOCUMENT?

Step 1

When you receiving an email from DocuSign sent on behalf of TAFE NSW, review the DocuSign email by clicking **REVIEW DOCUMENT**.

DocuSign



Step 2

Agree to sign electronically: Review the disclosure, and select the checkbox **I agree to use Electronic Records and Signatures**. Click **CONTINUE** to begin signing.

NOTE: You must agree to conduct business electronically to view and sign the documents. To view additional options, click **OTHER ACTIONS**. For more information of other actions available, please review DocuSign's page on [Signing Documentation](#).

Please Review & Act on These Documents

DocuSign



Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

Step 3

Now start the signing process. Click the **START** tag on the left to begin the signing process. You are taken to the first tag requiring your action.

NOTE: In DocuSign you will be directed to the right place to sign via tags.

START

DocuSign Envelope ID: 951:



Step 4

1. Click the **SIGN** tag. You are asked to Adopt your Signature.
2. Verify your name and initials are correct. If not, change them as needed.
3. Adopt a signature.
4. Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.
5. Confirm signing. When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.


Adopt Your Signature

Confirm your name, initials, and signature.

Full Name **Initials**

[Select Style](#) [Draw](#)

Preview

DocuSigned by:

02367A3E9D33485...

 [Change Style](#)

By clicking 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](#)

WHAT HAPPENS AFTER YOU SIGN THE DOCUMENT VIA DOCUSIGN?

If you did not log in to DocuSign:

1. Once you click **FINISH**, a message will appear asking you if you want to sign up for a free DocuSign account and save a copy of your document.
2. If you wish to create a free account for a 30 days trial period, fill in the required details and click **SUBMIT**.
3. If you do not wish to create an account, click **NO THANKS**.

NOTE: If you are routinely signing multiple contracts, it is recommended you establish an account with DocuSign so you can access your contracts.

NOTE: If you did log into your DocuSign account, you can go to <https://www.docusign.com.au/> and log in with your email and password. Once logged in, select the Documents tab and you will see your documents.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
linda.chen@tafensw.edu.au

Password




Please enter your password

Confirm Password

Country
-- select --

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

[SUBMIT](#) [NO THANKS](#)

-  **Electronically sign any document.**
-  **Get signatures from others.**
-  **Sign on the go with DocuSign Mobile!**

You will also receive an email confirming that you have signed your document and attaching the signed document as a PDF. You can also view the signed document by clicking **VIEW COMPLETED DOCUMENT**.

DocuSign



Your document has been completed

VIEW COMPLETED DOCUMENT

HOW DO I KNOW THAT TAFE NSW KNOWS THAT I'VE SIGNED?

Once all signers have finished, TAFE NSW will receive an email notification that the document is completed. If you are the only signer, TAFE NSW will receive an email notification after you have signed.

DocuSign



Your document has been completed.

VIEW COMPLETED DOCUMENT

FURTHER ASSISTANCE

TAFE Finance Shared Services	Please contact the TAFE Finance Shared Services Contact Centre on 1300 TAFE HEIp (1300 823 343).
DocuSign Support	https://support.docusign.com/en/
Supplier Ariba Support	https://support.ariba.com/item/view/185112