

## DOCUSIGN ELECTRONIC SIGNATURE CERTIFICATION

Please follow the below step-by-step instructions:

Step 1: Log-in or create a DocuSign account through <https://account.docusign.com/>

Step 2: From the home page, click on Start and upload the required form/s required to be DocuSigned.

Step 3: In the Add Recipients section, tick on the 'I'm the only signer' box.

Step 4: Click on Next at the bottom of the screen. On the next page, complete the HR-Credit form through clicking on Text and Check Box accordingly from the left side bar and placing them on the form.

Step 5: Attach signature by clicking on Signature also found on the left side bar. Customize signature using 'Draw' option, click on Adopt and Sign, and place the signature on the required field/s.

Step 6: Optional: Once the form has been completed and signed, add your personal e-mail address should you prefer to receive a copy of your signed document and certificate.

Step 7: Go to the Manage tab on your DocuSign account and select the DocuSign E-mail Request. Click on the Download icon and tick on all appropriate files for download.

Step 8: Review the files on the ZIP folder created. Ensure that both HR-Credit Form and DocuSign Certificate are available. Send these documents to First Advantage.

Note: The Certificate of Completion is auto generated by DocuSign upon completion of the electronic signature process. Kindly ensure this is visible when submitting the form to First Advantage.

Reviewed: June 2024

Source: <https://www.docusign.com/products/electronic-signature>

