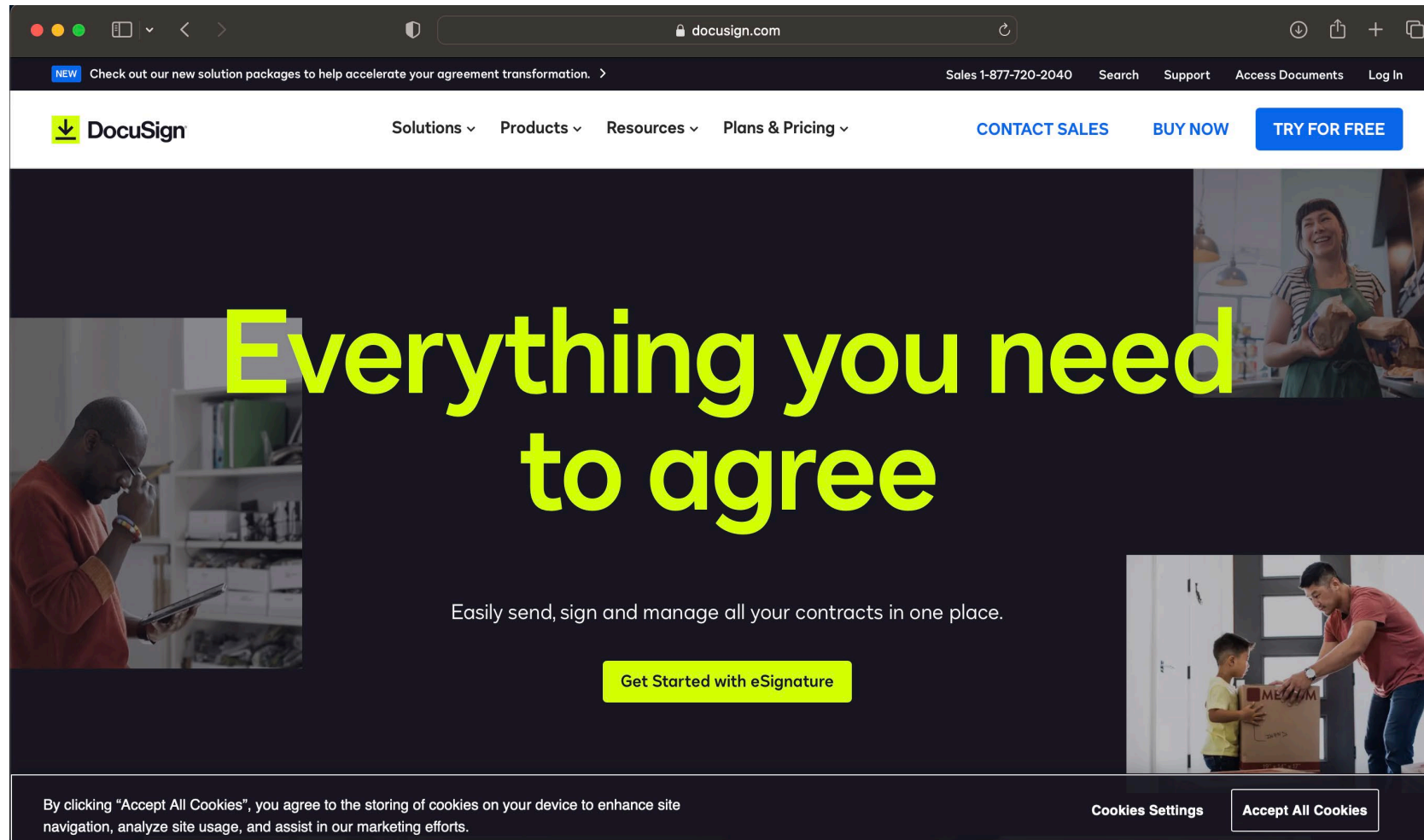


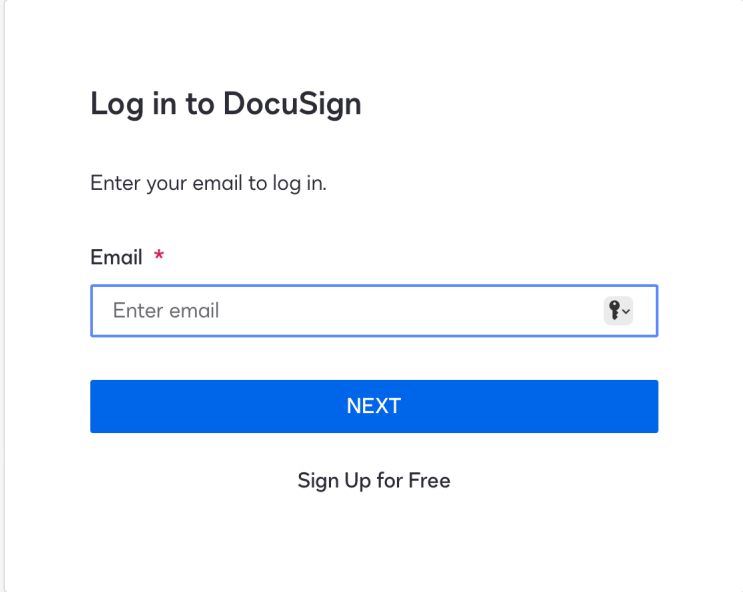
Requesting Signatures for, and Signing, a Thesis using DocuSign

- Visit: <https://www.docusign.com>
- Select “Login” on the top-right corner



- If you don't already have an account, you can create one for free, using either your MIT or WHOI email address.

DocuSign




The image shows a login form for DocuSign. The form is centered on a light gray background. It has a white background and a thin gray border. The title "Log in to DocuSign" is at the top. Below it is the instruction "Enter your email to log in." followed by the label "Email *". There is a text input field with the placeholder "Enter email" and a small key icon on the right. Below the input field is a blue button with the text "NEXT". At the bottom of the form is a link that says "Sign Up for Free".

Log in to DocuSign

Enter your email to log in.

Email *

Enter email 

NEXT

[Sign Up for Free](#)

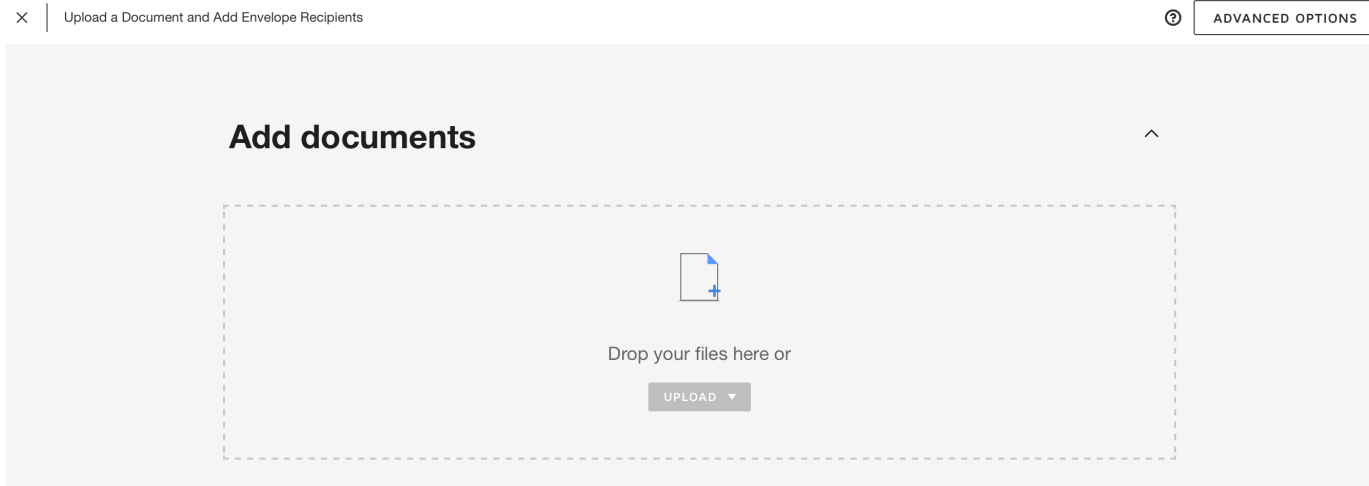
- Upon login, your dashboard will display recent activity, and any documents awaiting your signature.

The screenshot shows the DocuSign eSignature dashboard. At the top, there is a navigation bar with the following items: DocuSign eSignature, Home, Manage, Templates, Forms, and Reports. On the right side of the navigation bar, there is a help icon, the MIT logo, and a user profile icon labeled 'PN'. Below the navigation bar, there is a dark blue banner with the text 'Get started' and a progress bar showing '2 / 5 Completed'. A 'Show me' button is located to the right of the progress bar. Below the banner, there is a 'Welcome' section. On the left, there is a yellow circle with 'PN' and a signature box that says 'Signed by: Patricia Nesi' and '08DC0515A78F412...'. To the right of the signature, there are four statistics: '0 Action Required', '0 Waiting for Others', '0 Expiring Soon', and '4 Completed'. Below these statistics, there is a dashed box containing the text 'Drop documents to get started or click the 'Start' button.' and a 'Start' button. Below the dashed box, there is a 'Recent Activity' section with a title 'Recent Activity' and a 'Go to Manage' link. The first activity entry is 'Complete with DocuSign: Example 3.pdf' with a status of 'Completed' and a 'Download' button. The activity is dated '1 month ago'.

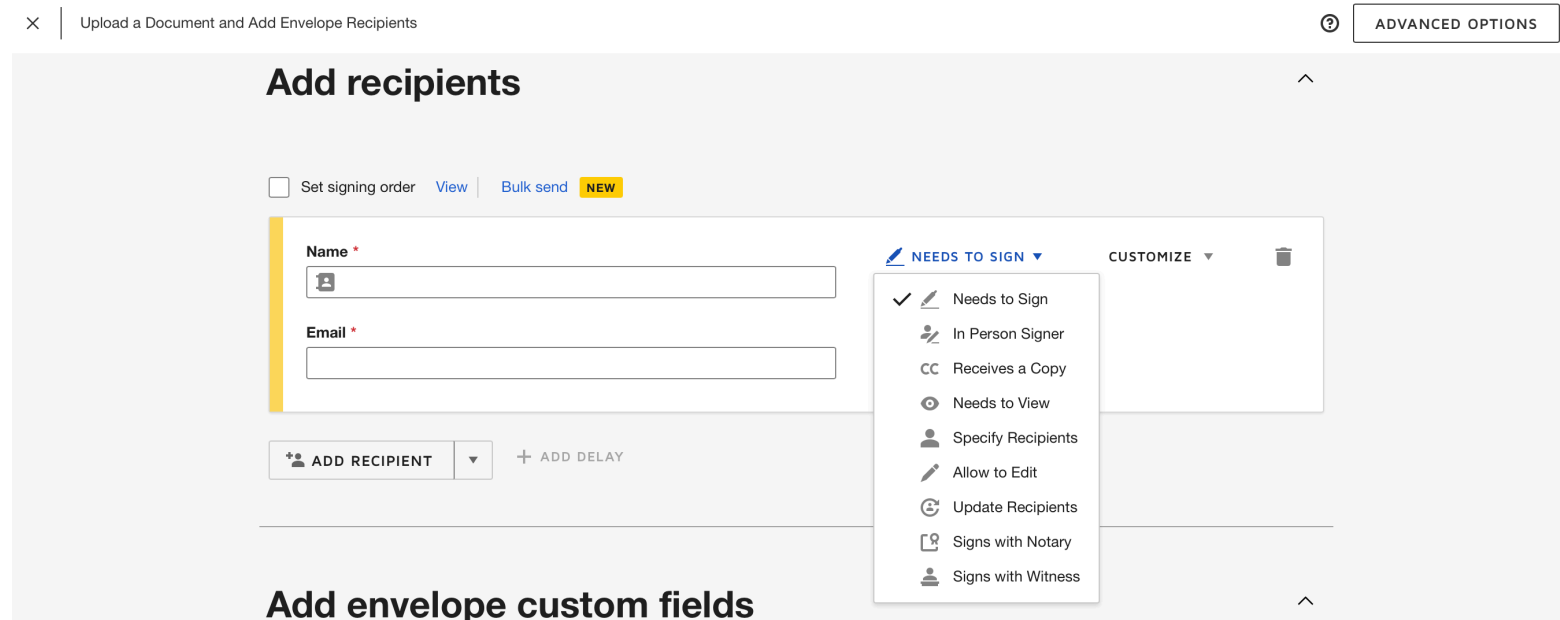
- If you're a student uploading your thesis for signature, or an advisor taking these steps on behalf of your student, you'll select "Send an Envelope".

The screenshot shows the DocuSign eSignature interface. At the top, there is a navigation bar with 'DocuSign eSignature' on the left and 'Home', 'Manage', 'Templates', 'Forms', and 'Reports' in the center. On the right, there is a help icon, the MIT logo, and a user profile icon labeled 'PN'. Below the navigation bar is a dark blue header with 'Get started' and a progress bar showing '3 / 5 Completed'. A 'Show me' button is on the right of the progress bar. The main content area has a dark blue background with 'Welcome back' and 'Last 6 Months'. Below this are four statistics: 'Action Required' (0), 'Waiting for Others' (0), 'Expiring Soon' (0), and 'Completed' (4). A yellow circle with 'PN' is next to the 'Signed by: Patricia Nsti' text. Below the statistics is a light gray box with a dashed border containing the text 'Drop documents to get started or click the 'Start' button.' A 'Start' button is visible, and a dropdown menu is open showing options: 'Send an Envelope', 'Sign a Document', 'Use a Template', and 'Create a PowerForm'. Below this is the 'Recent Activity' section with a document entry: 'Complete with DocuSign: Example 3.pdf', '1 month ago', a green checkmark and 'Completed' status, and a 'Download' button. A 'Go to Manage' link is also present.

- Upload the document you want to have signed



- Add recipients (all those who need to sign the document)
- If anyone needs to receive a copy of the document, you can add them as a recipient and then select that as their "action" option from the drop-down menu pictured here.
 - Individuals who should receive a copy of the completed form include WHOI APO and the MIT JP Office



- Enter your First and Last Name into the "Sender Name" box

× | Upload a Document and Add Envelope Recipients ? **ADVANCED OPTIONS**

Add envelope custom fields ^

Enter Sender Name *

Characters remaining: 100

- Add a subject line and brief message describing the action(s) the recipient(s) need to take.
- You can customize the message for each recipient, which may be helpful if a recipient is only being copied and has no action to take.

Add message ^

Custom email and language for each recipient

Email Subject *

Characters remaining: 100

Email Message

Characters remaining: 10000

- Once finished with these steps, select the "Next" button in red on the bottom right of your screen.

- You will see a preview of your document, along with the “fields” (Actions) you’re able to add to the document for your recipients.
- Select “Signature” in the upper left; drag and drop it to the location where you want your recipient(s) to sign.

Complete with DocuSign: Coconut Cream Pie Goopy Bars.docx

Patricia Nesti

138%

SEARCH FIELDS

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Number **NEW**
- Checkbox
- Dropdown
- Radio
- Payment Item

Coconut Cream Pie Goopy Bars

Ingredients

For Crust:

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

For the Goopy Bar:

- 1 (8 oz) packaged cream cheese
- 3 eggs
- ½ cup (1 stick) butter, melted
- 2 tsp coconut extract
- 1 (16 oz box) powdered sugar
- 2 cups shredded coconut

Documents

Coconut Cream Pie G... ^

Pages: 2

1

2

BACK SEND

- Once you've added your signature fields, select "Send" in the bottom right.

The screenshot shows the DocuSign interface for a document titled "Complete with DocuSign: Coconut Cream Pie Goopy Bars.docx". The user is Patricia Nesti. The document content is as follows:

Coconut Cream Pie Goopy Bars

Ingredients

For Crust:

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

For the Goopy Bar:

- 1 (8 oz) packaged cream cheese
- 3 eggs
- ½ cup (1 stick) butter, melted
- 2 tsp coconut extract
- 1 (16 oz box) powdered sugar
- 2 cups shredded coconut

A yellow "Sign" button with a downward arrow is positioned over the second bullet point of the "For Crust" list.

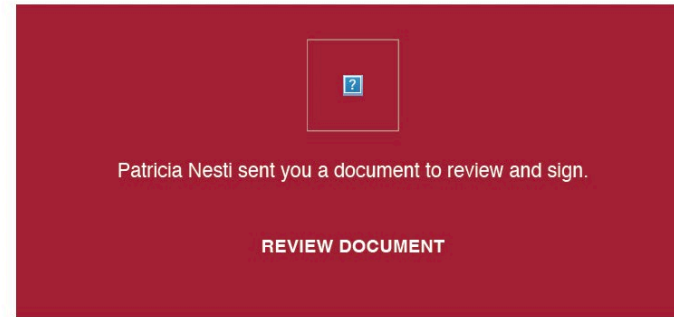
The interface includes a left sidebar with "Standard Fields" (Signature, Initial, Date Signed, Name, Email, Company, Title, Text, Number, Checkbox, Dropdown, Radio, Payment Item) and a right sidebar with "Signature" settings (Required Field, Formatting, Data Label, Tooltip, Location) and action buttons (SAVE AS CUSTOM FIELD, DELETE, BACK, SEND).

English (US) | Support | Terms of Use | Privacy | Intellectual Property | Trust | Copyright © 2023 DocuSign, Inc. All rights reserved

- Your recipients will get an email that looks like the image on the right, complete with links to review and sign the document, as well as your customized message.
- Recipients who need to sign:
 - Select “Review Document”

Thursday, December 21, 2023 at 09:45:27 Eastern Standard Time

Subject: Complete with DocuSign: Coconut Cream Pie Gooley Bars.docx
Date: Thursday, December 21, 2023 at 09:44:56 Eastern Standard Time
From: Patricia Nesti via DocuSign
To: Patricia Nesti



Patricia Nesti
tnesti@mit.edu

Testing!

Powered by 

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method

Visit [DocuSign.com](https://www.docuSign.com), click 'Access Documents', and enter the security code:
9A41313F54FC4F17A861425401456C692

About DocuSign

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™.

Questions about the Document?

If you need to modify the document or have questions about the details in the document, please reach out to the sender by emailing them directly.

Stop receiving this email

[Report this email](#) or read more about [Declining to sign](#) and [Managing notifications](#).

If you are having trouble signing the document, please visit the [Help with Signing](#) page on our [Support Center](#).

 [Download the DocuSign App](#)

This message was sent to you by Patricia Nesti who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

- You'll be taken to DocuSign and see the following screen.
- Select "Continue"

Please Review & Act on These Documents



Patricia Nesti
Massachusetts Institute of Technology



Powered by **DocuSign**

Testing!

Please review the documents below.

CONTINUE **OTHER ACTIONS** ▾

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

For the Gooey Bar:

- 1 (8 oz) packaged cream cheese
- 3 eggs
- ½ cup (1 stick) butter, melted

Sign
↓

- Once you select “Continue” you’ll be able to review the entire document
- Click the ”Sign” button

The screenshot shows a DocuSign document review interface. At the top, a dark red header contains the text "Please review the documents below." on the left, a "FINISH" button in the center, and "OTHER ACTIONS" with a dropdown arrow on the right. Below the header is a toolbar with icons for zooming in (+), zooming out (-), downloading (down arrow), printing (printer), and help (?). A "START" button is visible on the left side of the document content area. The document content includes a DocuSign Envelope ID: 67C39913-BDB8-49A3-9E87-6653A87EBA7F, followed by the title "Coconut Cream Pie Gooey Bars" and the section "Ingredients". Under "For Crust:", there is a bulleted list of ingredients: 1 box white cake mix, ½ cup (1 stick) butter, melted, 1 egg, and 1 (3.4 oz) instant coconut cream pudding mix. A sub-bullet point indicates a substitution: "I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway". A yellow "Sign" button with a downward arrow is positioned to the right of the ingredients list.

Please review the documents below. **FINISH** OTHER ACTIONS ▾

DocuSign Envelope ID: 67C39913-BDB8-49A3-9E87-6653A87EBA7F

START

Coconut Cream Pie Gooey Bars

Ingredients

For Crust:

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

Sign
↓

- If you've not used DocuSign before, you will be asked to create your signature before it gets applied.
- If you've used DocuSign before, after clicking the "Sign" button, your signature will be applied.

Done! Select Finish to send the completed document. **FINISH** **OTHER ACTIONS ▾**

⊕ ⊖ ⬇️ 🖨️ ❓ 📄

DocuSign Envelope ID: 67C39913-BDB8-49A3-9E87-6653A87EBA7F

Coconut Cream Pie Gooey Bars

Ingredients

For Crust:

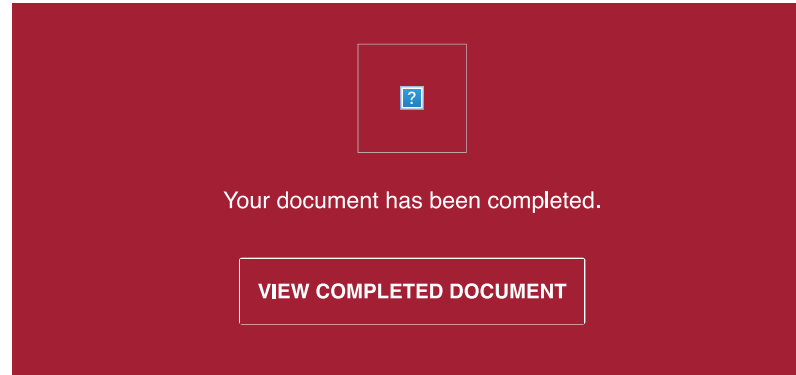
- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

DocuSigned by:
Patricia Mesti
08DC0515A78F412...

- As the originator of the process, you will receive the following email.
- Others who you marked as “Receiving a copy” will also get this email.
- Select “View Completed Document”.

Thursday, December 21, 2023 at 11:51:05 Eastern Standard Time

Subject: Completed: Complete with DocuSign: Coconut Cream Pie Goopy Bars.docx
Date: Thursday, December 21, 2023 at 11:50:31 Eastern Standard Time
From: DocuSign via DocuSign
To: Patricia Nesti



All signers completed Complete with DocuSign: Coconut Cream Pie Goopy Bars.docx

Powered by 

Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method

Visit DocuSign.com, click 'Access Documents', and enter the security code:
423EF98057AC46F6A34A9923ACBAAA532

About DocuSign

Sign documents electronically in just minutes. It's safe, secure, and legally binding. Whether you're in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional trusted solution for Digital Transaction Management™.

Questions about the Document?

If you need to modify the document or have questions about the details in the document, please

- You will be taken to this screen, where you can download it or print it, among other actions.

This document is now complete. CLOSE OTHER ACTIONS ▾

DocuSign Envelope ID: 67C39913-BDB8-49A3-9E87-6653A87EBA7F

Coconut Cream Pie Gooey Bars

Ingredients

For Crust:

- 1 box white cake mix
- ½ cup (1 stick) butter, melted
- 1 egg
- 1 (3.4 oz) instant coconut cream pudding mix
 - I use 1 cup shredded coconut and 1.5 tsp coconut extract; I can never find the pudding mix and the shredded coconut and extract sounds tastier anyway

For the Gooey Bar:

DocuSigned by:
Patricia Nesti
081C8B15A78F412