How to sign document electronically in e-BUILDER using DocuSign

1. Actor select an action from the drop-down in the process page. Click Take Action.

2. Click on the link “Click here to review and sign the document(s)”

3. Click CONTINUE to get remove the grey cover
4. Scroll down the document to the signature area.
5. Drag and drop the Signature, Title, and Date Signed from the FIELDS panel on the left to the correct fields on the page.

6. Click Finish to move out of the page.

7. Click Continue to move it to the next step.