HAYS QUICKGUIDE DOCUSIGN

Your Approval of the contract
in a few steps via DocuSign

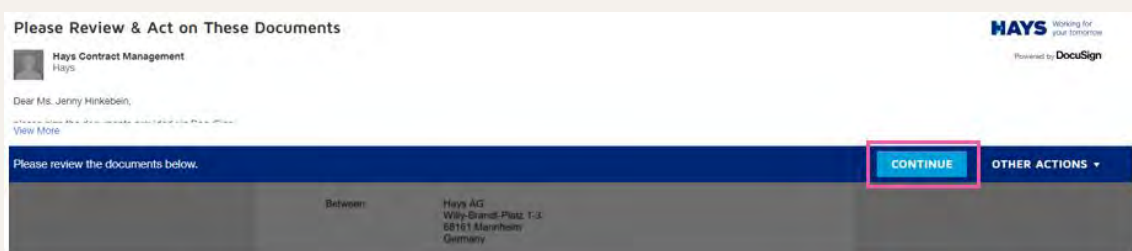Working for
your tomorrow

1 → Open the email that you received from DocuSign on our behalf.
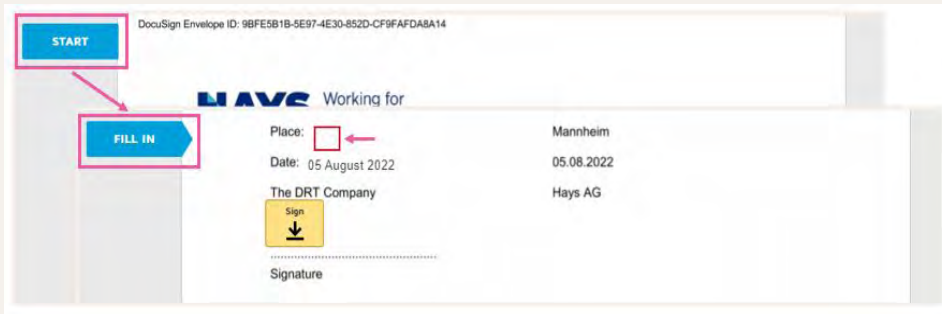Click on „review documents". The contract will now open in DocuSign.
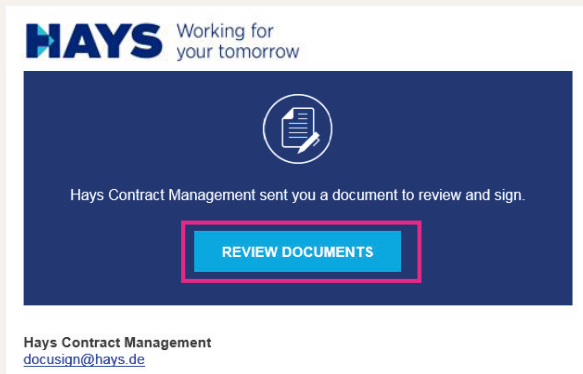
2 → In case you are not authorized by your organization to sign the contract, you can assign the envelope to another recipient. Please click on the right menu under "other acations" on „assign to someone else".
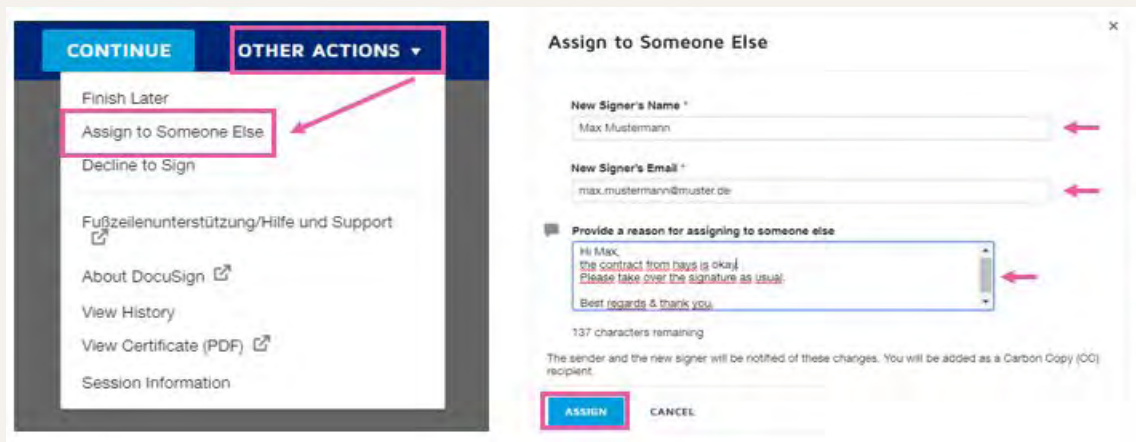
3 → As authorized recipient, please click directly on the „continue" button.

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4 → Once you have entered all the required data, please click on "start".
The "fill in" button will then appear.

5 → Your contract will then open. Now click on „fill in" and your cursor will jump to „sign".
Once you have entered all the required data, please click on "sign".

6 → By clicking on „Sign", you have the option on a device with a touchscreen (smartphone, tablet, etc.) to put your original signature on the contract. For all other devices you can customize the signature's appearance ("Change Style") that is given by DocuSign. However, it is also possible to confirm your signature directly by clicking the button "Accept and Sign".

7 → Click "Finish" to complete the confirmation process. You will then receive an email containing your contract documents.