



Signing an Agreement Using DocuSign

Learning Guide

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Signing an Agreement Using DocuSign

Purpose	This learning guide provides information about using DocuSign to sign an agreement with Enbridge
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What is DocuSign?

DocuSign is a fast, reliable way to electronically sign documents and agreements on any device from almost anywhere in the world. You can use **DocuSign** from your smartphone, tablet, or computer.

It works with the many apps such as Gmail, Google Drive, Outlook, Dropbox, Microsoft Word, Microsoft Outlook, and more.

Learn more about DocuSign:

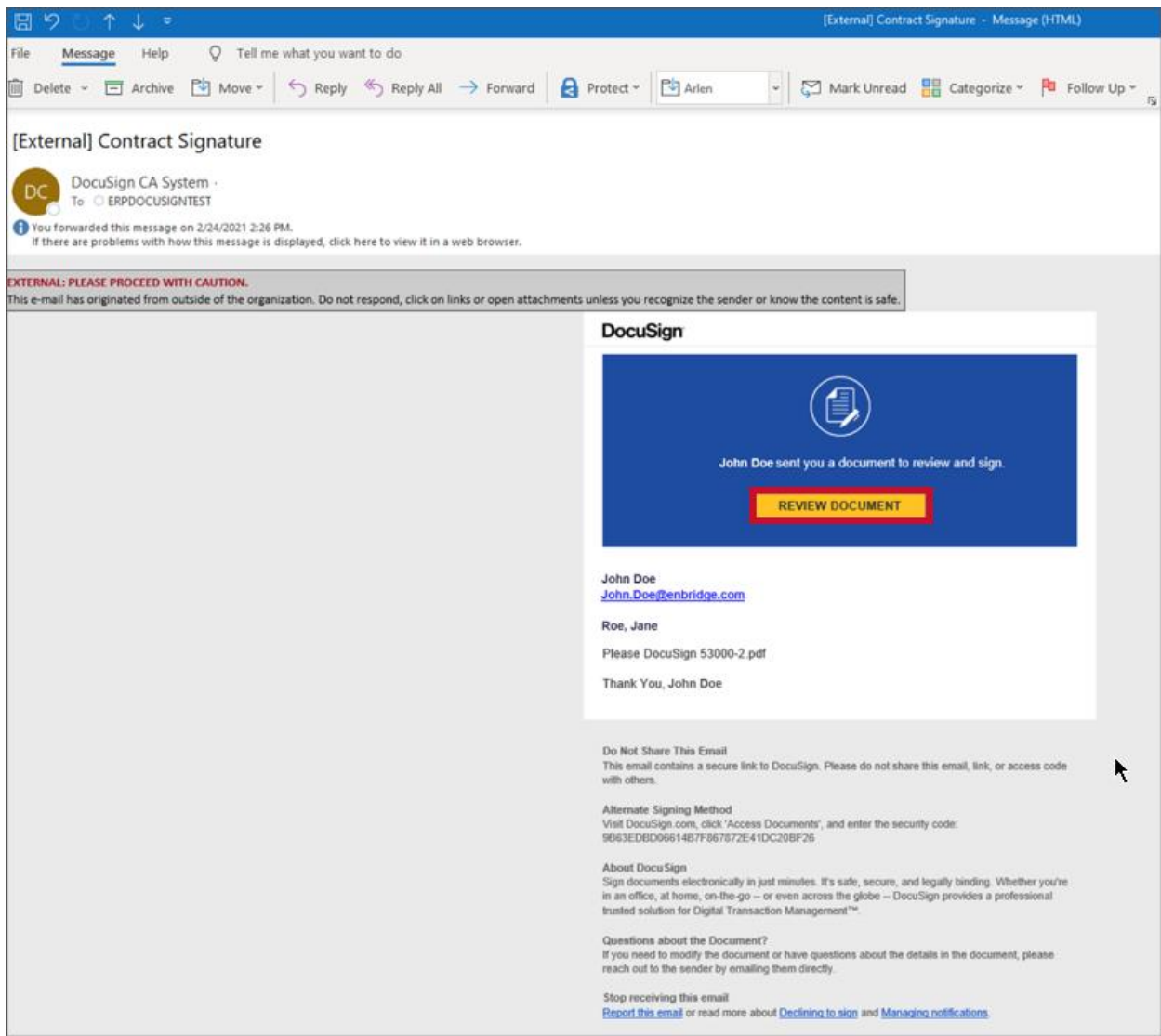
<https://www.docusign.com/features-and-benefits/individuals>

Is There a Cost to Use DocuSign?

There is no cost to the individual or company to use the **DocuSign** service to sign an agreement with Enbridge.

How to Sign an Agreement with DocuSign

1. You will receive an e-mail notification from Enbridge to sign a contract document. You will be asked to review the document sent from Enbridge. Click the **REVIEW DOCUMENT** button in the email.



2. You will be redirected to the **DocuSign** page to complete the signing process. Click the **Please Read the Electric Record and Signature Disclosure** box. To review the **Disclosure** in detail, click on the hyperlink.

Please Review & Act on These Documents



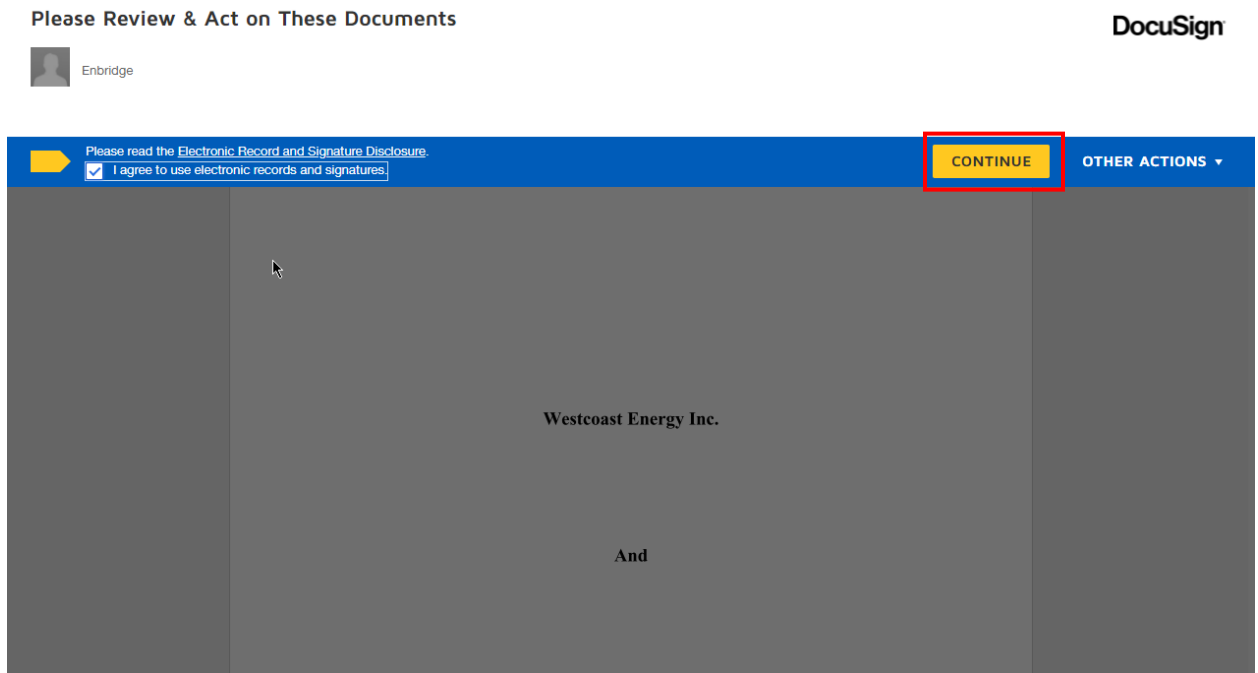
Enbridge



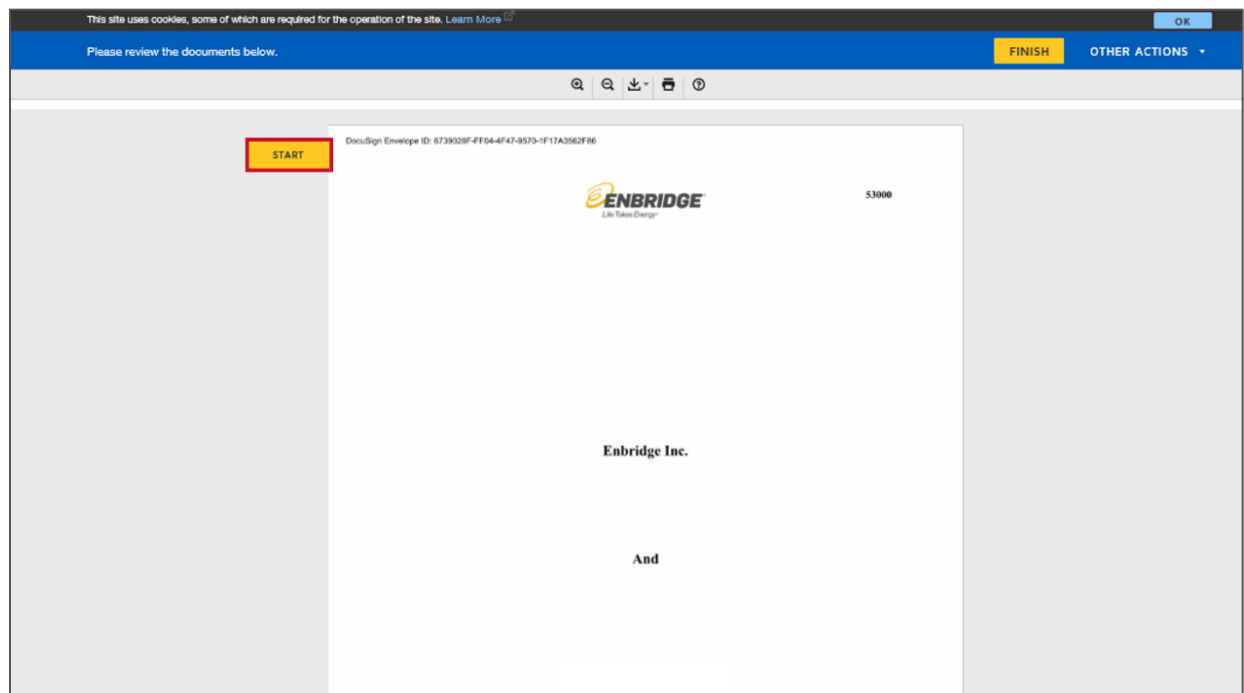
Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

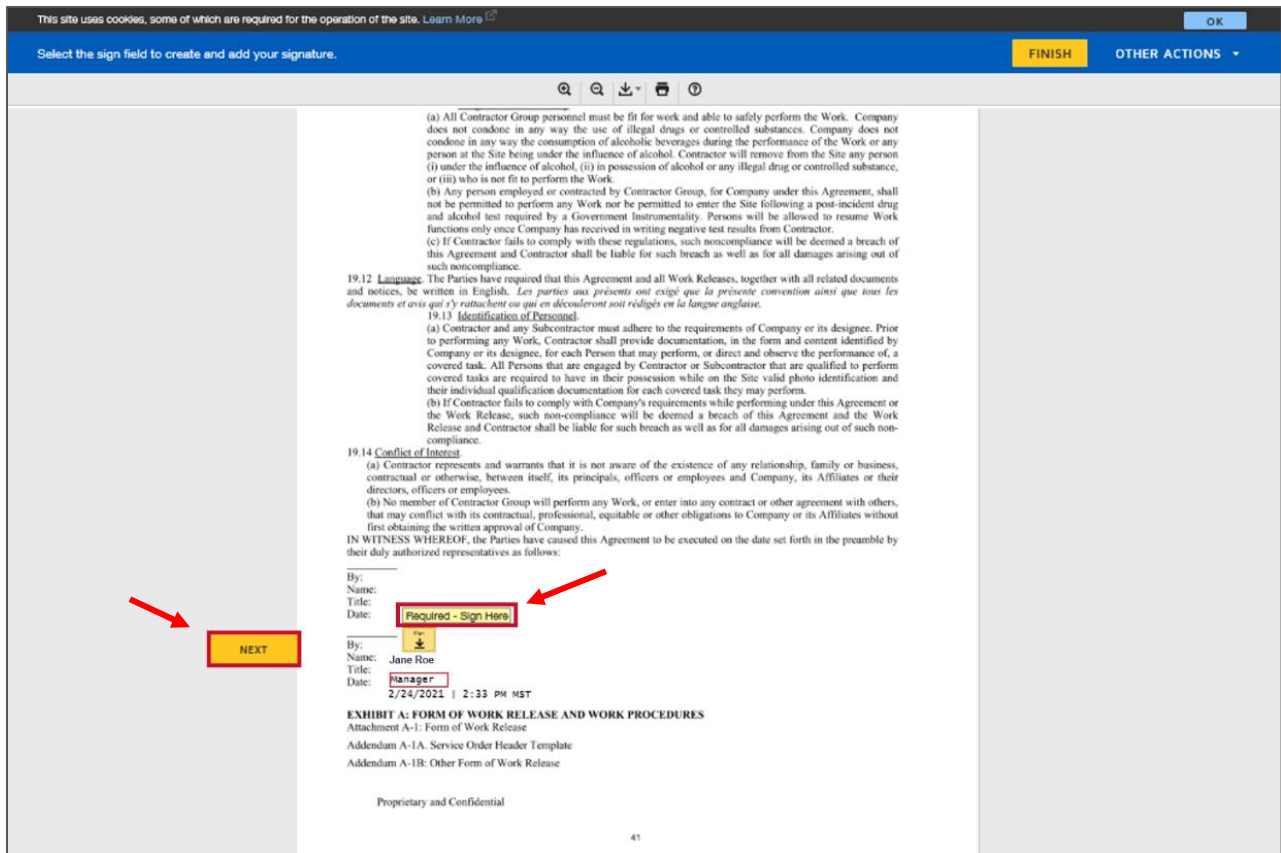
3. Click the **CONTINUE** button at the top of the page.



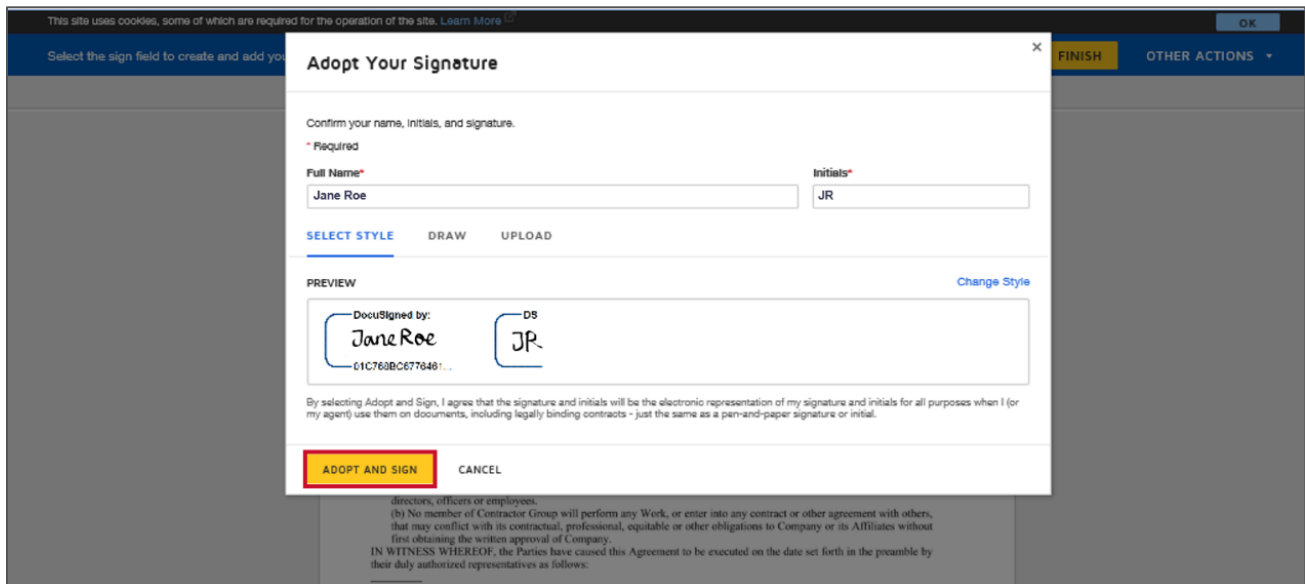
4. Click the **START** button to be directed to the signature block.



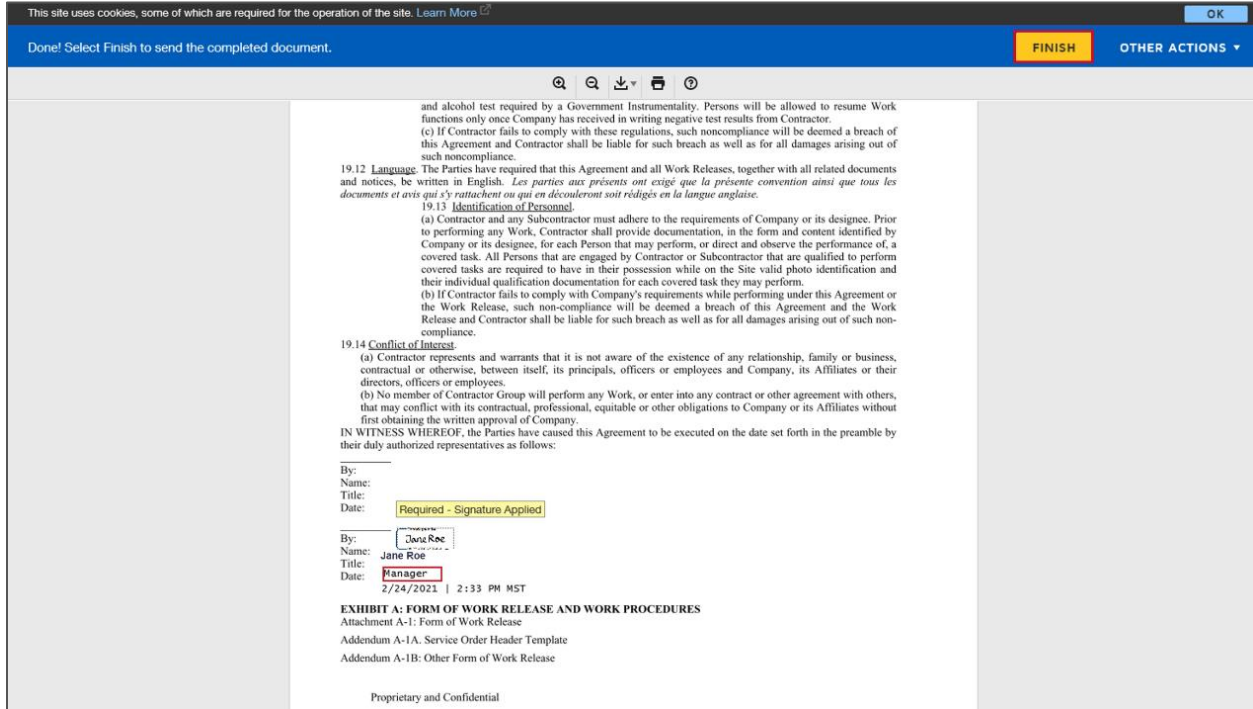
5. Click **Required – Sign Here** to complete the signature process. Click the **NEXT** button to move on to any additional signatures required.



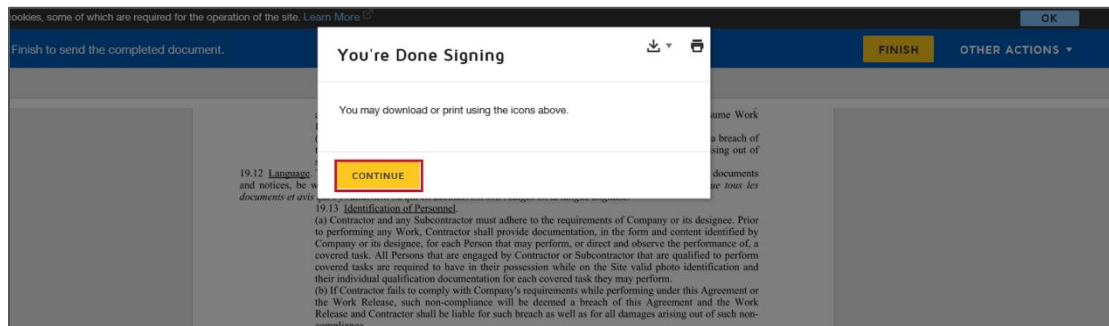
6. A pop-up window will ask you to **Adopt Your Signature**. Confirm your signature and initials and click the **ADOPT AND SIGN** button.



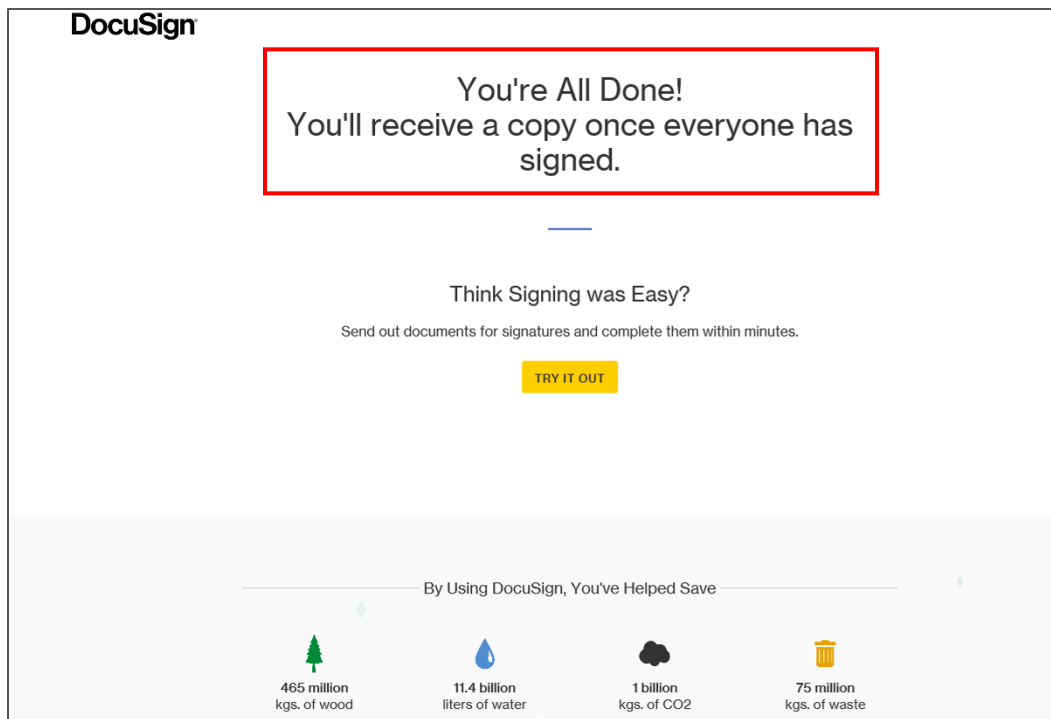
7. Once all signatures are complete, click the **FINISH** button at the top right corner of the page.



8. A pop-up notification will confirm **You're Done Signing**. Click the **CONTINUE** button.

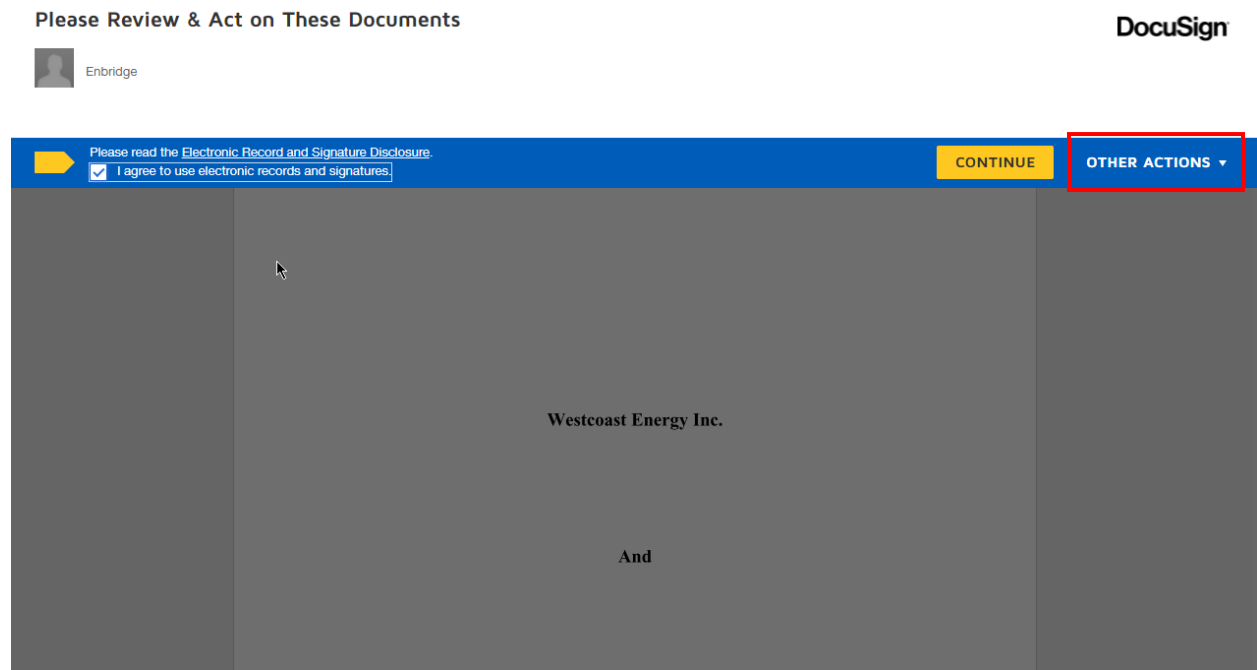


9. A notification from **DocuSign** will confirm **You're All Done!** Enbridge will be advised that you have completed signing the document.

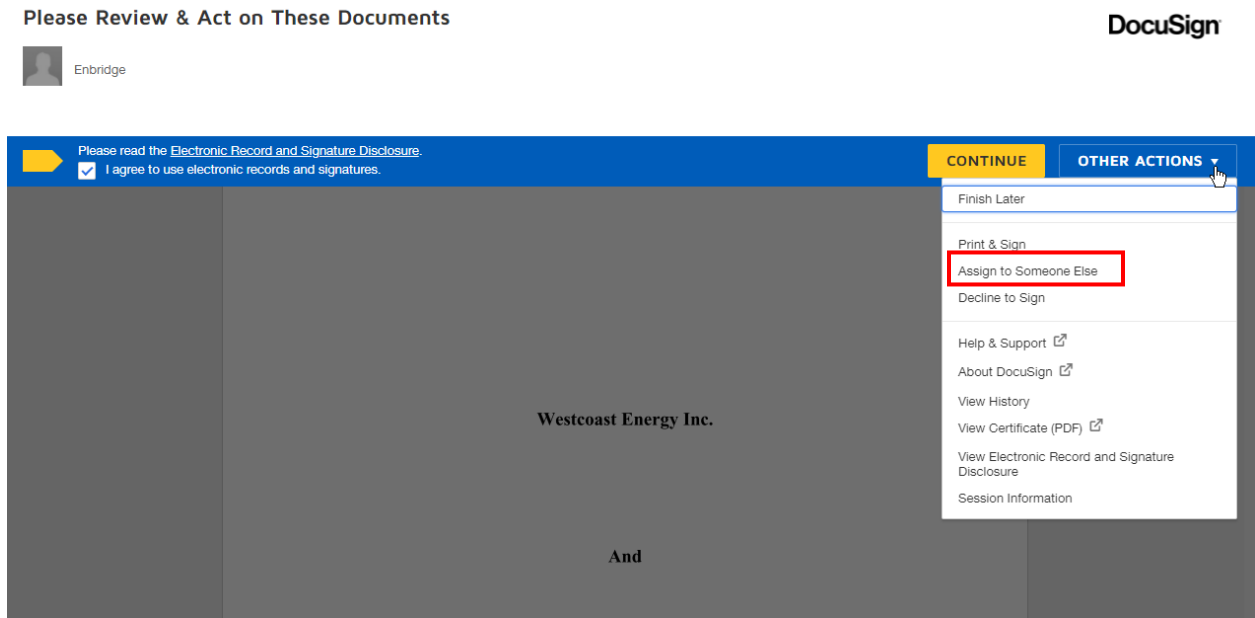


How to Forward an Agreement in DocuSign

10. To forward a document to a new signer open the **e-mail** notification from Enbridge to sign a contract document, click **Review Document** and **agree to the use of electronic records and signatures** (See **Steps 1-2**).
11. Click the **OTHER ACTIONS** drop down arrow button at the top of the page.



12. From the **Other Actions** drop down menu, select **Assign to Someone Else**.



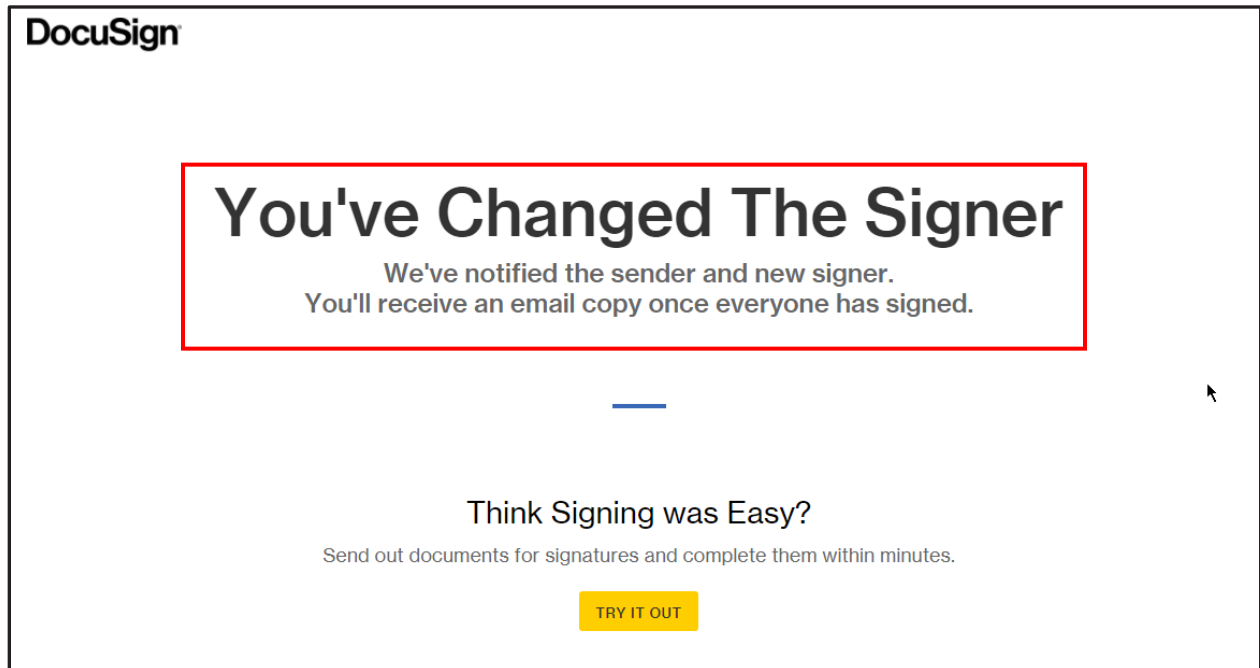
13. The **Assign to Someone Else** pop-up window will appear. Complete the fields provided. Click the **Assign** button to forward the document for signature.

The screenshot shows the "Assign to Someone Else" pop-up window. The title bar says "Assign to Someone Else" with a close button (X) in the top right corner. The form contains the following fields:

- New Signer's Name ***: A text input field containing "John Smith".
- New Signer's Email ***: A text input field containing "jsmith@email.com".
- Provide a reason for assigning to someone else**: A text area containing "Forwarding to proper signer." Below the text area, it says "222 characters remaining".

At the bottom of the window, there is a note: "The sender and the new signer will be notified of these changes. You will be added as a Carbon Copy (CC) recipient." Below the note are two buttons: "ASSIGN" (highlighted with a red box) and "CANCEL".

14. A notification from **DocuSign** will confirm that **You've Changed the Signer** and you will receive an email copy once everyone has signed.



The image shows a screenshot of a DocuSign notification email. The DocuSign logo is in the top left corner. The main heading is "You've Changed The Signer" in a large, bold, black font, enclosed in a red rectangular border. Below the heading, the text reads: "We've notified the sender and new signer. You'll receive an email copy once everyone has signed." A blue horizontal line is centered below this text. Further down, the text says "Think Signing was Easy?" followed by "Send out documents for signatures and complete them within minutes." At the bottom center, there is a yellow button with the text "TRY IT OUT".

DocuSign

You've Changed The Signer

We've notified the sender and new signer.
You'll receive an email copy once everyone has signed.

Think Signing was Easy?

Send out documents for signatures and complete them within minutes.

[TRY IT OUT](#)