

GUIA PRÁTICO DE ASSINATURA ELETRÔNICA

ONE
OCEAN NETWORK EXPRESS





**Como assinar documento via
plataforma DocuSign?**

Como assinar um documento?

**UM DOCUMENTO ELETRÔNICO
É CHAMADO DE ENVELOPE.**



Assinar um documento com DocuSign é rápido, fácil e não requer registro.

Quando um remetente usa o DocuSign, ele carrega os documentos em um recipiente eletrônico chamando envelope, podendo ser feito um paralelo ao envio de documentos pelo correio tradicional.

Como assinar um documento?

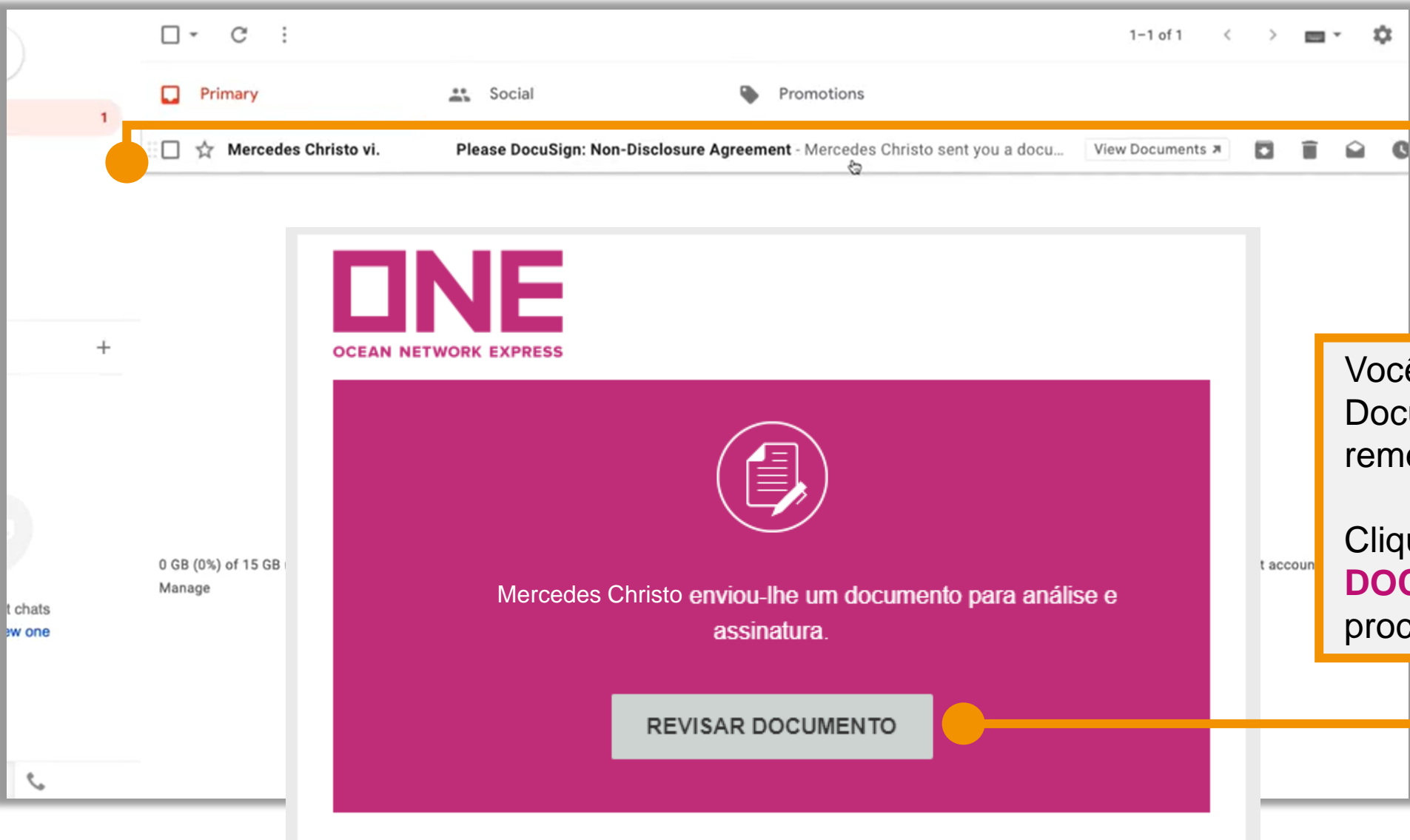
- **RECEIVE EMAIL**
- **REVIEW DOCUMENTS**
- **SIGN AND COMPLETE**

O recebimento do envelope será pela sua caixa de e-mails.

Em outras palavras, você receberá uma notificação para abrir o documento via DocuSign.

Quando abrir o documento, deverá revisá-lo e atentar-se as ações solicitadas que podem ser acrescentar informações e/ou assinatura e/ou adicionar anexos, etc.

Como assinar um documento?



Você receberá e-mail da DocuSign em nome do remetente.

Clique em **REVISAR DOCUMENTO** para iniciar o processo de assinatura.

Como assinar um documento?

Please Review & Act on These Documents

DocuSign


Mercedes Christo
DSU Demos

Please read the [Electronic Record and Signature Disclosure](#).
☒ I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

START

DocuSign Envelope ID: E8B9F6FE-729D-4271-AB76-A82CE20863B9



DSU GRADS TICKET AGREEMENT

Name: Lily Barker Company: ABC Co

Address City State Zip

Phone (w) (h) (cell)

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Diamond Club Seats (# of seats) @ \$410 per seat/per year*
*For this season only, an additional \$19 per seat will be added for the Reds Exhibition Game

☐ Club Level Diamond Club Seats (# of seats) @ \$550 per seat/per year
*For this season only, an additional \$23 per seat will be added for the Reds Exhibition Game

PRIOR SEAT LOCATION TOTAL PURCHASE AMOUNT \$

Ticket Options (CHOOSE ALL THAT APPLY) ☐ Print Tickets ☐ Season Ticket Access Card

Diamond Club season ticket holders have the extra benefit of including their company or individual name on their season tickets/access card, seats & wood block in the Hall of Fame. Please print below the exact company or individual name that you authorize to appear on your seats, season tickets/access card and wood block.

Payment Method (CHOOSE ONE) ☐ Credit Card (Visa, MasterCard, Discover, Amex) ☐ Check ☐ Invoice

Card Type (CHOOSE ONE)

DocuSign

Change Language - English (US) ▾ | Terms Of Use & Privacy ▾ | Copyright © 2019 DocuSign Inc. | V2R

No botão **START** à esquerda, você será indicado aos campos que necessitam o seu preenchimento.

Como assinar um documento?

Please Review & Act on These Documents

 Mercedes Christo
DSU Demos

Clique em **CONTINUE** no topo da página para prosseguir com a ação/assinatura.

CONTINUE

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DSU GRADS TICKET AGREEMENT

Name: Lily Barker Company: ABC Co

Address City State Zip

Phone (w) (h) (cell)

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Card Type (CHOOSE ONE)

Card # Security Code (required) Exp. Date / /

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Signature Date / /
10/18/2019

Authorized Sales Representative Date / /

O procedimento de revisar o documento pode variar de acordo com os campos que devem ser preenchidos.

Existem três tipos de preenchimento:

- **Selecionar uma opção em um conjunto de opções.**

Como assinar um documento?

DocuSign Envelope ID: E8B9F6FE-729D-4271-AB76-A82CE20863B9

START

DSU GRADS TICKET AC

Name: Lily Barker Company: ABC Co

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Phone (w) (h) (cell)

Email (required for ticket email forwarding program) lilybarker286@gmail.com

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Signature  Date / /
10/18/2019

Authorized Sales Representative Date / /

O procedimento de revisar o documento pode variar de acordo com os campos que devem ser preenchidos.

Existem três tipos de preenchimento:

- Selecionar uma opção em um conjunto de opções.
- Selecionar uma opção entre duas disponíveis.

Como assinar um documento?

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Signature Date / /
10/18/2019

Authorized Sales Representative Date / /

O procedimento de revisar o documento pode variar de acordo com os campos que devem ser preenchidos.

Existem três tipos de preenchimento:

- Selecionar uma opção em um conjunto de opções.
- Selecionar uma opção entre duas disponíveis.
- Inserir a informação solicitada num quadrado de texto;

Como assinar um documento?

NEXT

Address _____ City _____ State _____ Zip _____

Phone (w) 9285550123 (h) _____ (cell) _____

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Diamond Club Seats 2 (# of seats) @ \$410 per seat/per year*
*For this season only, an additional \$19 per seat will be added for the Reds Exhibition Game

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Signature  _____ Date ____/____/____
10/18/2019

Authorized Sales Representative _____ Date ____/____/____

Required - Attachment

For use by DSU Grads Staff:

Status (choose one) New Renewal   Account # _____

Se disponibilizadas pelo remetente, poderá:

(i) anexar um ou mais arquivos no documento.

(ii) escrever comentarios para o remetente do documento.

Is there an option for single game tickets this y

@ All Recipients ▼

POST

Como assinar um documento?

NEXT

Quando terminar de inserir seus dados e revisá-los, poderá firmar sua assinatura digital.

Address _____ City _____ State _____ Zip _____

Phone (w) 9285550123 (h) _____ (cell) _____

Email (required for ticket email forwarding program) lilybarker206@gmail.com

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Signature  _____ Date _____ / _____ / _____
10/18/2019

Authorized Sales Representative _____ Date _____ / _____ / _____

Required - Attachment

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Is there an option for single game tickets this y

@ All Recipients POST

Como assinar um documento?

Se não possuir uma conta na **DocuSign**, deverá confirmar seu nome e suas iniciais para escolher seu estilo de assinatura dentre todas as opções disponíveis.

Quando terminar de inserir seus dados e revisá-los, poderá firmar sua assinatura digital.

Address _____ City _____ State _____ Zip _____

Phone (w) 9285550123 (h) _____ (cell) _____

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Card Type (CHOOSE ONE)

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10/18/2019

Authorized Sales Representative _____ Date ____/____/____

Required - Attachment

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Is there an option for single game tickets this y

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Address _____ City _____ State _____ Zip _____

Phone (w) 9285550123 (h) _____ (cell) _____

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Dialog
*For this season only

☐ Club Level Dialog
*For this season only

PRIOR SEAT LOCATION _____

Ticket Options (CHOOSE ONE) **SELECT STYLE** DRAW UPLOAD

Diamond Club season ticket wood block in the Hall of tickets/access card and wood block

Payment Method (CHOOSE ONE) _____

Card Type (CHOOSE ONE) _____

Card # _____

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Signature **Sign** _____ Date 10/18/2019 / /

Authorized Sales Representative _____ Date / /

For use by DSU Grads Staff:

Status (choose one) New Renewal **Required - Attachment** Please provide an image of your current **Account #** _____

Se disponibilizadas pelo remetente, poderá:

(i) anexar um ou mais arquivos no documento.

(ii) escrever comentários para o remetente do documento.

Is there an option for single game tickets this year?

@ All Recipients POST

Como assinar um documento?

Se a opção **Atribuir para outra pessoa** estiver disponível, você deve atribuir o nome e o e-mail para o novo destinatário.

Este novo destinatário receberá uma notificação por e-mail com uma solicitação para revisar e assinar os documentos.

The screenshot shows a document completion interface with a blue header bar containing 'FINISH' and 'OTHER ACTIONS' buttons. A sidebar on the right lists actions: 'Finish Later', 'Print & Sign', 'Assign to Someone Else', 'Decline to Sign', 'Mark Up', 'Help & Support', 'About DocuSign', 'View Certificate (PDF)', 'View Electronic Record and Signature Disclosure', and 'Session Information'. The main form area includes fields for Address (123 Main Street), City (Spokane), State (Washington), and Zip (99204). It also has fields for Phone (w), (h), and (cell), and an Email field (lilybarker206@gmail.com). There are checkboxes for 'Field Level Diamond Club Seats' (2 seats @ \$410 per seat/per year) and 'Club Level Diamond Club Seats' (0 seats @ \$550 per seat/per year). A 'PRIOR SEAT LOCATION' field and a 'TOTAL PURCHASE AMOUNT \$' field are also present. Under 'Ticket Options', 'Print Tickets' and 'Season Ticket Access Card' are checked. A note states: 'Diamond Club season ticket holders have the extra benefit of including their company or individual name on their season tickets/access card, seats & wood block in the Hall of Fame. Please print below the exact company or individual name that you authorize to appear on your seats, season tickets/access card and wood block.' The 'Payment Method' section shows 'Credit Card (Visa, MasterCard, Discover, Amex)' selected, with 'Check' and 'Invoice' as options. Below this is the 'Card Type' section. At the bottom, there are fields for 'Card #', 'Security Code (required)', and 'Exp. Date'. A 'Signature' field with a 'Sign' button and a 'Date' field are at the very bottom. The date '10/18/2010' is visible at the bottom right.

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FINISH OTHER ACTIONS ▾

Finish Later

Print & Sign

Assign to Someone Else

Decline to Sign

Mark Up

Help & Support ↗

About DocuSign ↗

View Certificate (PDF) ↗

View Electronic Record and Signature Disclosure

Session Information

Address 123 Main Street City Spokane State Washington Zip 99204

Phone (w) 9285550123 (h) (cell)

Email (required for ticket email forwarding program) lilybarker206@gmail.com

☐ Field Level Diamond Club Seats 2 (# of seats) @ \$410 per seat/per year*
*For this season only, an additional \$19 per seat will be added for the Reds Exhibition Game

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PRIOR SEAT LOCATION TOTAL PURCHASE AMOUNT \$

Ticket Options (CHOOSE ALL THAT APPLY) ☒ Print Tickets ☒ Season Ticket Access Card

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Signature Sign Date / / 10/18/2010

Como assinar um documento?

Se a opção **Atribuir para outra pessoa** estiver disponível, você deve atribuir o nome e o e-mail para o novo destinatário.

Este novo destinatário receberá uma notificação por e-mail com uma solicitação para revisar e assinar os documentos.

The screenshot shows a DocuSign document completion page. The form includes fields for Address (123 Main Street), City (Spokane), State (Washington), Zip (99204), Phone (w) (9285550123), Email (lilybarker206@gmail.com), and options for Field Level Diamond Club Seats (2 seats @ \$410 per seat/per year) and Club Level Diamond Club Seats (0 seats @ \$550 per seat/per year). It also shows PRIOR SEAT LOCATION, TOTAL PURCHASE AMOUNT \$, Ticket Options (Print Tickets, Season Ticket Access Card), Payment Method (Credit Card, Check, Invoice), Card Type, Card #, Security Code, Exp. Date, and a Signature field with a Sign button. On the right, a sidebar contains a 'FINISH' button and a dropdown menu with options: Finish later, Print & Sign, Assign to Someone Else, Decline to Sign, Mark Up, Help & Support, About DocuSign, View Certificate (PDF), View Electronic Record and Signature Disclosure, and Session Information. Annotations include a blue box around the 'Print & Sign' and 'Assign to Someone Else' options, and an orange box around the 'Decline to Sign' option.

ent

FINISH OTHER ACTIONS ▼

Finish later

Print & Sign

Assign to Someone Else

Decline to Sign

Mark Up

Help & Support

About DocuSign

View Certificate (PDF)

View Electronic Record and Signature Disclosure

Session Information

Address 123 Main Street City Spokane State Washington Zip 99204

Phone (w) 9285550123 (h) (cell)

Email (required for ticket email forwarding program) lilybarker206@gmail.com

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Signature Sign Date / / 10/18/2010

Se a ação **Imprimir e Assinar** estiver disponível, você poderá imprimir uma versão em papel do documento para assinar manualmente.

Como assinar um documento?

The screenshot shows a DocuSign interface for completing a document. At the top, there are two tabs: "FINISH" (highlighted in yellow) and "OTHER ACTIONS ▾". Below the tabs is a toolbar with icons for download, print, and help. The main form area contains several fields: "Spokane" (highlighted in red), "State" (dropdown menu showing "Washington", highlighted in red), "Zip" (99204, highlighted in red), a phone number field (cell), and an email address (lilybarker206@gmail.com). Below these are two rows for seat purchases: "(# of seats) @ \$410 per seat/per year*" and "(# of seats) @ \$550 per seat/per year", both with red highlights. A "TOTAL PURCHASE AMOUNT \$" field is also present. At the bottom, there are checkboxes for "Print Tickets" and "Season Ticket Access Card", both of which are checked. Below the checkboxes is a paragraph of text: "t of including their company or individual name on their season tickets/access card, seats & ect company or individual name that you authorize to appear on your seats, season". At the very bottom, there are radio buttons for payment methods: "Visa, MasterCard, Discover, Amex)", "Check", and "Invoice". A dropdown menu is open from the "OTHER ACTIONS" tab, showing options: "Finish Later", "Print & Sign", "Assign to Someone Else", "Decline to Sign", "Mark Up", "Help & Support" (highlighted with a mouse cursor), "About DocuSign", "View Certificate (PDF)", "View Electronic Record Disclosure", and "Session Information".

Spokane State Washington Zip 99204

(cell)

lilybarker206@gmail.com

(# of seats) @ \$410 per seat/per year*
ded for the Reds Exhibition Game

(# of seats) @ \$550 per seat/per year
ded for the Reds Exhibition Game

TOTAL PURCHASE AMOUNT \$

☒ Print Tickets ☒ Season Ticket Access Card

t of including their company or individual name on their season tickets/access card, seats &
ect company or individual name that you authorize to appear on your seats, season

Visa, MasterCard, Discover, Amex) ☒ Check ☐ Invoice

FINISH OTHER ACTIONS ▾

Finish Later

Print & Sign

Assign to Someone Else

Decline to Sign

Mark Up

Help & Support

About DocuSign

View Certificate (PDF)

View Electronic Record Disclosure

Session Information

Se você não tiver certeza de como proceder ou precisar de mais ajuda com o processo de assinatura, clique na opção de menu **Ajuda e Suporte**.

Como assinar um documento?

Quando todos os campos obrigatórios estiverem preenchidos, clique em **FINISH**.

Pode haver mais ações necessárias de outros destinatários antes de finalizar o documento.

No final do processo, todos os assinantes receberão uma cópia por e-mail dos documentos preenchidos.

The screenshot displays a DocuSign interface for finalizing a document. At the top, there are two tabs: 'FINISH' (highlighted in yellow) and 'OTHER ACTIONS ▾'. The 'FINISH' tab is active, and a dropdown menu is open, showing the following options: 'Finish Later', 'Print & Sign', 'Assign to Someone Else', 'Decline to Sign', 'Mark Up', 'Help & Support' (with an external link icon), 'About DocuSign' (with an external link icon), 'View Certificate (PDF)' (with an external link icon), 'View Electronic Record and Signature Disclosure', and 'Session Information'. A mouse cursor is hovering over the 'Help & Support' option. The background shows a form with various fields. A red box highlights the 'City' field (partially filled with 'gton') and the 'Zip' field (99204). Below these, there is a field for 'ASE AMOUNT \$'. At the bottom, there are checkboxes for 'Print Tickets' and 'Season Ticket Access Card'. Below these, there is a text field for 'ASE AMOUNT \$'. At the very bottom, there are radio buttons for payment methods: 'Credit Card (Visa, MasterCard, Discover, Amex)', 'Check', and 'Invoice'. The 'Check' radio button is selected.

Para ver as instruções em vídeos, acesse

<https://www.docusign.com.br/aprendendo-os-conceitos-basicos#>

Para mais perguntas, acesse

<https://support.docusign.com/br/contactSupport>

Se não encontrar as perguntas para suas respostas no website,
contate o suporte ao cliente.

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AS ONE, WE CAN