

DocuSign Signature Appliance Installation – External Partners

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Before proceeding with the installation, be sure that you have submitted a [Digital Signature Request Form \(Form #2122\)](#) and received a confirmation that your MDOT digital signature account has been created along with your temporary password.

The Client software is located at: www.michigan.gov/mdot-esign

In the 'Installation (External Partners)' section, you will find a link to download the DocuSign Signature Appliance software. Save this file to a local folder on your computer. You will need local admin rights on your computer to install the client software.

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Extract the zip file contents to a new folder. **NOTE:** This is an important step. Using the setup file that is in the zipped folder without extracting it will result in a corrupted installation.



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Open the folder with the extracted files and run the *DSA Setup64.exe* file. You will receive a prompt asking you to choose the components that you wish to install. Keep in mind the following:

- The Signature Appliance Client component is always selected.
- The Signature Appliance Office Add-in is automatically selected if MS Office is installed on your machine.
- Signature Appliance Printer installs a virtual PDF printer.
- Administrator Tools – do not select this option.

After selecting the desired components, click '**Install**' and a progress bar appears, indicating the installation status of the various DocuSign SA Client components. When installation is complete, a success message appears. At this point, click '**Finish**'.

4

After installation, a configuration file must be applied to the client. Users running on 64-bit versions of Windows can simply double click the *201900220_8_5+TLS1_2_x64.reg* file in the group of previously extracted files. If you are running a 32-bit version of Windows, contact MDOT to obtain the appropriate file.

A reboot of your machine must be done at this point before proceeding to the next step on page two; **CA Certificate Installation**.

CA Certificate Installation

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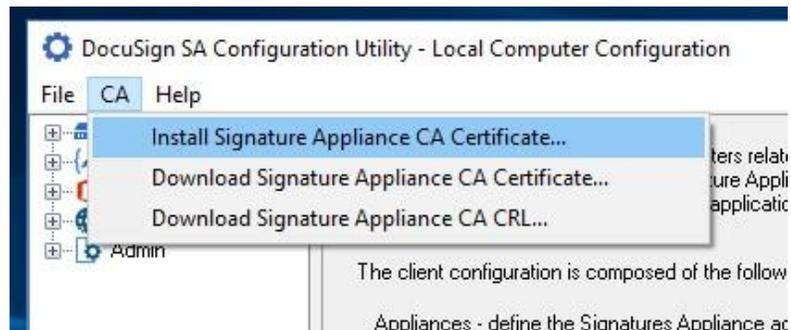
After the installation is complete, the MDOT Digital Signature Server Certificate needs to be installed on your machine.

Open the Signature Appliance Control Panel (located in the DocuSign folder that will now be in your program list) and select 'Client Configuration'.



2

Choose **CA** from the menu and then select **Install Signature Appliance CA Certificate**



3

After a successful installation is indicated, you are ready to use the DocuSign Signature Appliance software.

4

You must change your temporary password before beginning to use the DocuSign Signature Appliance software. Failure to do so will result in failed operation errors when trying to sign documents. Open the DocuSign SA Control Panel and select the 'Change User Password' option.

NOTE: If this is a reinstallation, there is no need to change your password. You can skip this step and continue to use your existing password and username.