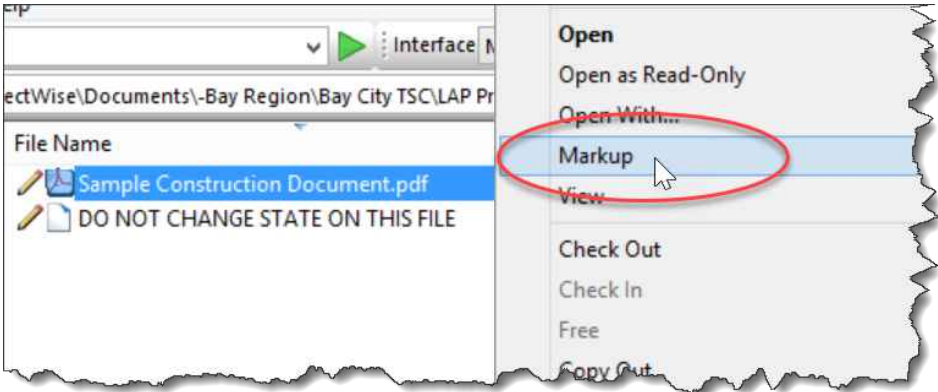



# ProjectWise and DocuSign

Use the following procedures to electronically sign documents (PDF, Word, Excel, etc.) in ProjectWise.

Step	Action
1	<p>Log into ProjectWise and navigate to file that needs electronic signature applied.</p> <p><i>NOTE: Problems logging in? Email <a href="mailto:MDOT-ProjectWise@Michigan.gov">MDOT-ProjectWise@Michigan.gov</a> for user account information.</i></p>
2	<p>Right click on file and select Markup. This action will check out and open the file.</p> 
3	<p>In Prepare &amp; Sign:</p> <ul style="list-style-type: none"> <li>• Review the file</li> <li>• Click on the Sign button</li> <li>• Apply electronic signature</li> <li>• Save the File</li> <li>• Close the program</li> <li>• Check In the file</li> </ul>  <p><i>NOTE: Video demonstrating this process can be found in ProjectWise at <a href="#">Co-Sign a ProjectWise file.mp4</a></i></p>