# Using DocuSign Signature Appliance to Sign Documents

The DocuSign SA software is available at www.michigan.gov/mdot-eSign where you will find an *'Installation (External Partners)'* area with links to download the software as well as installation instructions. Please be sure to review the installation and set-up instructions as it is important that you carefully follow the outlined steps to ensure a successful install. After the software is installed, refer to the following instructions to sign documents.

Signing a PDF Document

1. Navigate to the location of the PDF file that you would like to sign and right-click on the document.

2. Select **Sign with Prepare & Sign** (or, in some installations, **Sign with CoSign**)
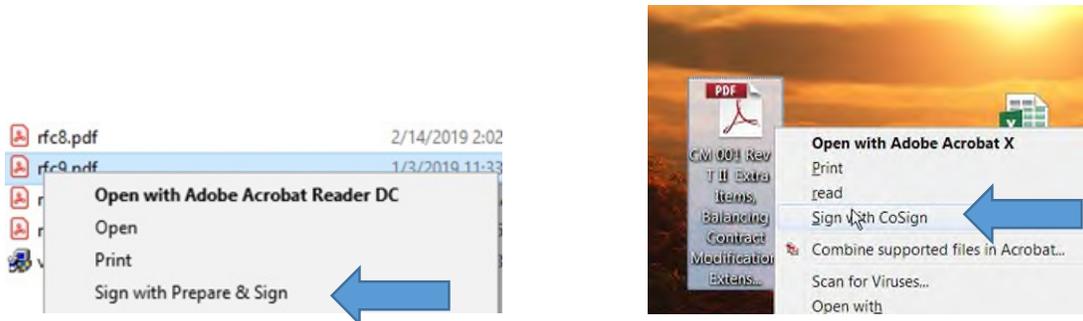
Note*: If the* **Sign with** *Prepare & Sign option does not exist in the right-click menu, you can add it as follows:*
- *Launch Prepare & Sign via the DocuSign SA Control Panel*
- *Select* **Tools > Add Sign with Prepare & Sign to PDF files***.*
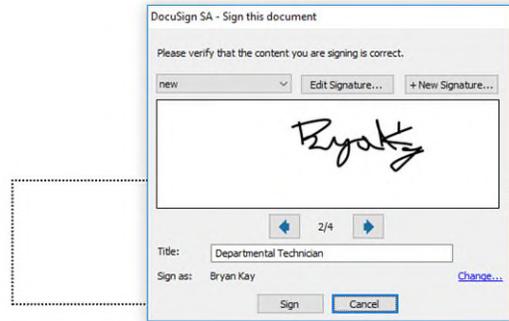
3. The PDF will automatically be opened by Prepare & Sign in a new signing window.

4. Select **Sign** from the toolbar menu.
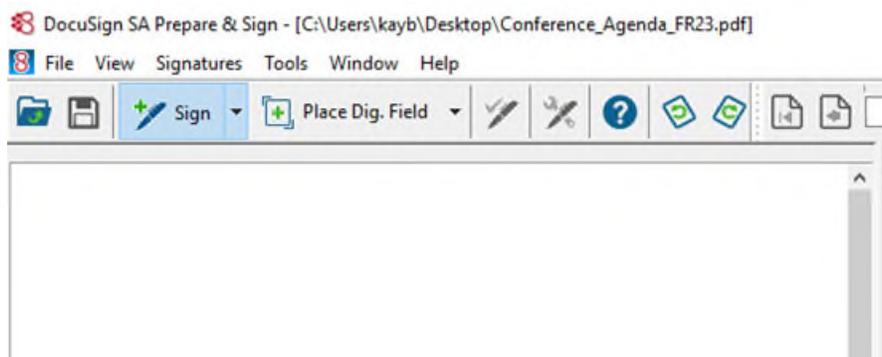
5. The cursor will change to a plus sign. Determine the position of the signature and draw the desired block size. Once the block is drawn, the DSA Appliance will request Authentication.
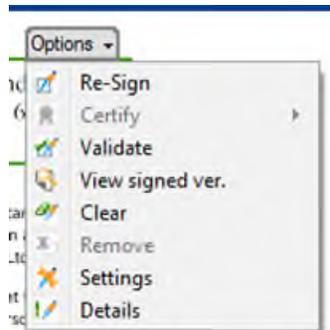

6. At this point, you can select a graphical/non-graphical signature.
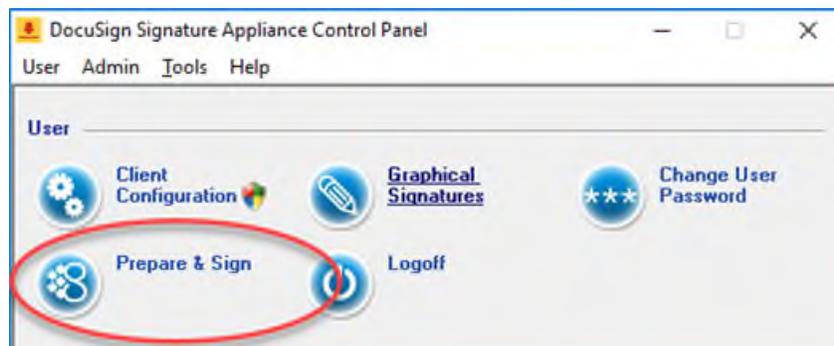

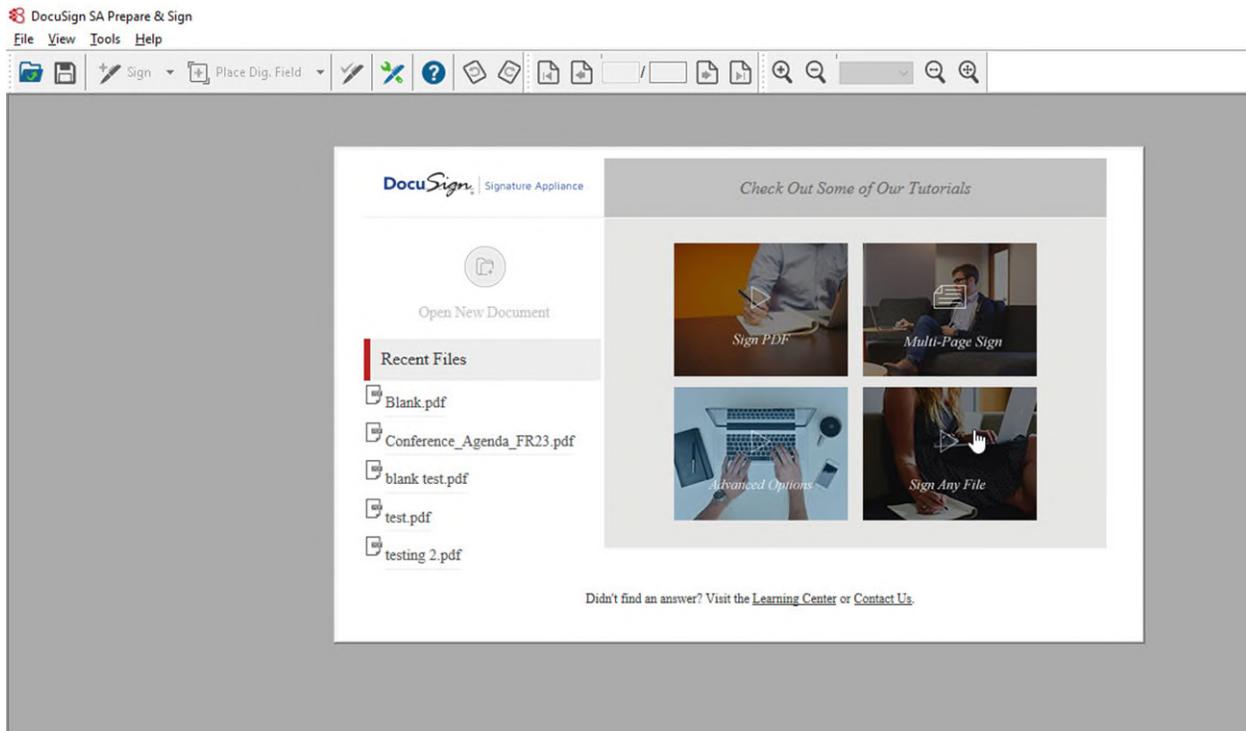7. Select **Sign** and the signature is applied.

   Note: Options menu

Alternatively, you can open Prepare & Sign directly from the DocuSign SA Control Panel.

This will open the Prepare & Sign home screen, where you can view recently signed files and use **File>Open** to navigate to the document that you would like to sign.
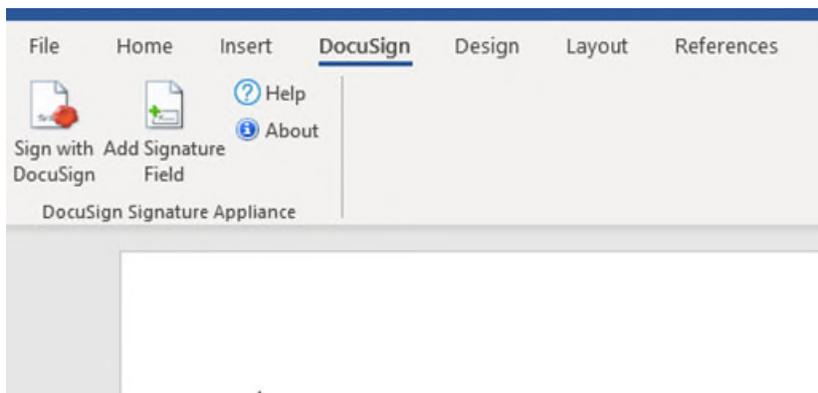

Signing Word/Excel documents

1. Open a document for signing.

   Note: In the Menu section there is a tab for DocuSign, and a tab for Add-Ins. The Add-Ins tab is used to add support for legacy (XP/2003) word/excel files (i.e. .doc, .xls). **Use the DocuSign tab to sign 2007+ word and excel documents.**

2. Select the **DocuSign** menu tab.

   Add Signature Field selection creates an empty signature block for future/present signing. This will be inserted at the present cursor position.

   Sign with DocuSign selection will add a signature field at the present cursor position and initiate signing operations.

Note: The document must be saved as a .docx/.xlsx or XP/legacy office document before applying a signature. You will receive a prompt directing you to do so if this has not already been done.

When placing a signature on a Microsoft Word or Excel file, the document is automatically saved (overwriting the existing document) and marked as final. You should see a message at the top of the document notifying you of this, with an 'Edit Anyway' option. Selecting the 'Edit Anyway' option will remove the signature. The empty signature box can be left in the document or removed while continuing to edit the document.

NOTE: The process of adding a signature automatically overwrites the existing file with the signed document. If you do not wish to retain a signature that was removed, be sure to save your changes before exiting the document.