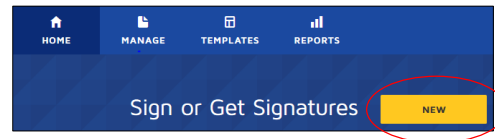


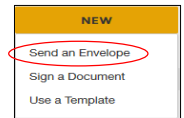
1. Always notify the prospective employee that their **offer letter** is being sent via DocuSign. Use an email, text, phone, etc.
2. A security **access code** is not necessary. However, if a department prefers to use an access code, then that code should be shared via a telephone call.

A. Start the Offer Letter DocuSign process

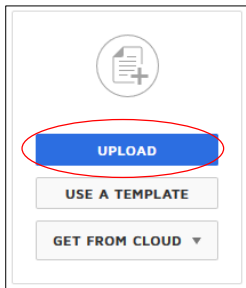


1 Click "New" from "Home" or "Manage"

2 Click "Send an Envelope"

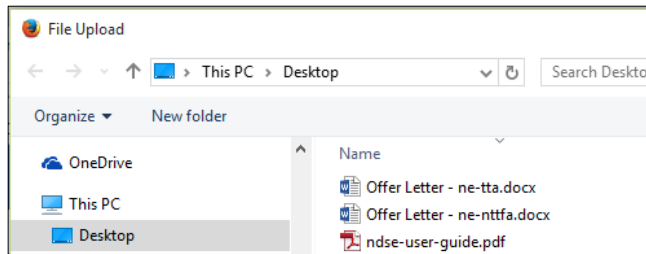


B. Upload the Offer Letter

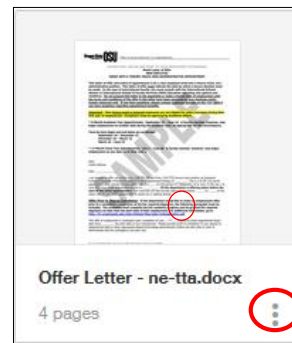


3 Click "UPLOAD"

4 Select Offer Letter (People Admin .pdf) to send for signatures

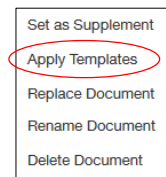


C. Apply the Offer Letter template

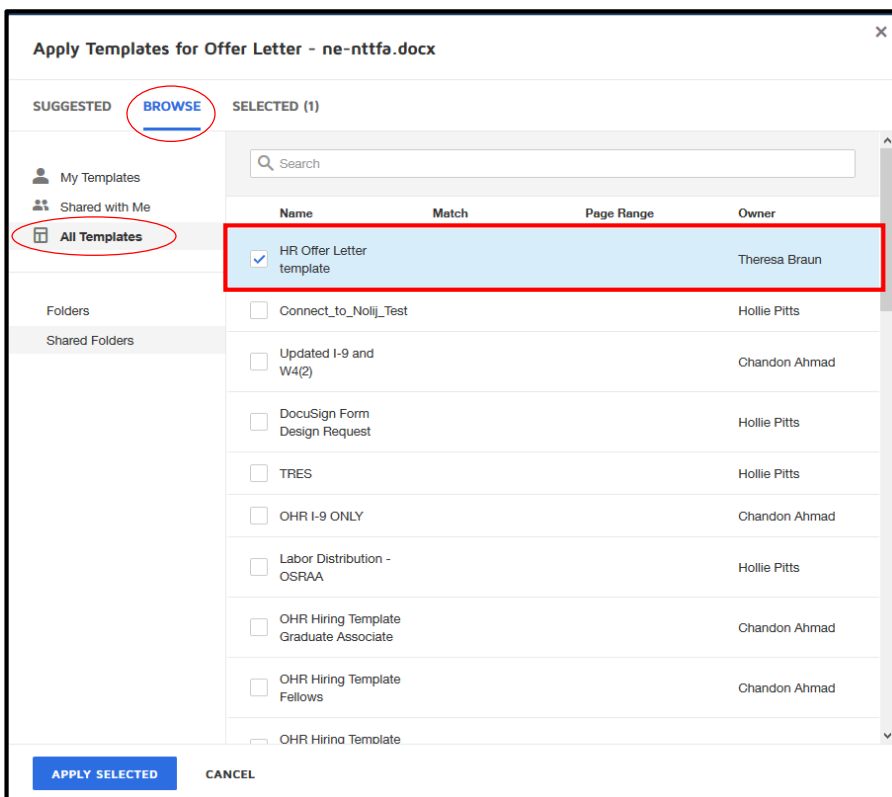


5 Click the ellipse :

6 Click "Apply Templates"



D. Add Selected Offer Letter template



7 Click "BROWSE"

8 Click "All Templates" (on left)

9 Find & check "HR Offer Letter"

10 Click "APPLY SELECTED"

11 Message displays



E. Complete Recipients Information

12 Enter “Name” & “Email” address for each Recipient

13 Add / remove Recipients if needed

F. Complete Recipient Messages

14 Add/modify Recipient messages, if desired

15 Click “Next”

G. Send Offer Letter

16 Review letter to make sure Signatures and Date Signed are in the appropriate places

17 Click “Send” to send the DocuSign HR Offer Letter for signatures