



VEAP + DocuSign: Instructions & What to Expect

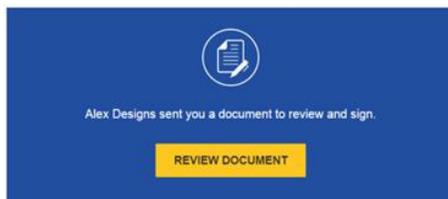
Starting early 2021, VEAP will be using DocuSign in order to simplify and expedite the required paperwork process for both VEAP and volunteers. DocuSign is a leader in handling digital transactions, and is able to safely and securely make agreements and approvals digital from almost anywhere in the world and on any device such as your computer, phone, tablet or other electronic device with access to your email.

Here's what you can expect:

- VEAP will now be using DocuSign for any volunteer documents that require a signature. This could include but is not limited to our volunteer code of conduct, background checks, and civil rights information.
- For volunteers without easy internet access, or do not own a device able to use DocuSign, VEAP will have tablets on-site at VEAP. If you need to use a VEAP tablet, please ask for Ree Ford or Courtney Flug at the volunteer check-in desk. Paper copies will also be available if necessary.

Instructions:

- For documents that require a signature, you will receive an email from DocuSign on behalf of VEAP. You can access this email from your computer, phone, tablet, or other electronic device with access to your email.
- Once received, open the email and review the attached message. Click **“Review Document”**. To begin the signing process, you must first agree to sign electronically. Review the consumer disclosure, select the checkbox **“I agree to use Electronic Records and Signatures”**, and then click **“CONTINUE”** to begin.



- Click the **START** tag on the left to begin the signing process. You will then be taken to the first tag requiring your action.
- Once you've read through the document, click the **SIGN** tag. You are then asked to adopt your signature.



Have questions or concerns?

Contact us at volunteerdept@veap.org or 952.955.8323 for assistance.



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- Check that your name and initials are correct. Once verified, click “ADOPT AND SIGN” to save your signature information and return to the document.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: Michael P. Initials: MP

Select Style Draw

Preview

DocuSigned by: Michael P. 02367A3E9D33485... DS MP Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts – just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- When you finish clicking all signature tags in the document, confirm signing by clicking “FINISH”. A message will appear stating that you have completed your document. We will receive an email with the signed document attached.

Other Helpful Links:

- [DocuSign Signing FAQs](#)
- [Guide: Sign a Document with DocuSign](#)
- [How do I sign a DocuSign document?](#)
- [How to Sign A Document \(Video\)](#)

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