

Digital Signing with DocuSign

What is digital signing with DocuSign?

DocuSign is an online platform which allows MyState to securely and safely send our documents for digital signing.

Electronic signatures carry the same weight and legal effect as traditional paper documents and handwritten signatures.

After signing it is recommended you download and save a copy of your documents for future reference as they are automatically deleted for security purposes approximately 2 weeks after signing.

Note: Various State legislation requires some documents to still be physically printed and signed. These will come separately as an email with attachments – to print, sign & return by post.

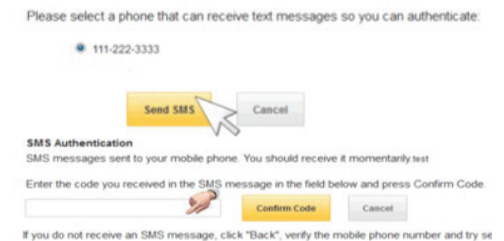
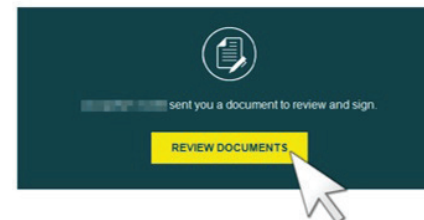
DocuSign Step by Step Summary?

1. You will receive a DocuSign email, with a link to your documents.
2. You will need to click 'Send SMS' to get a code to your mobile phone to open the document pack (This ensures your documents are secure).
3. Simply follow the signing tags to electronically sign documents. You can choose a signature or draw your own. Both are legally valid.
4. After all customers sign, all parties will be able to download a copy of the signed documents to save.
5. For more information call the phone number listed in the DocuSign email or contact your lender.
6. Any documents which need a physical signature will be emailed separately for you to print, sign and return.

Please read all instructions in your pack and send any paper copies back to the address outlined in your pack.

You will receive an email from DocuSign by MyState or MSA. You will be asked to send an SMS to your mobile phone so you can be authenticated, then you are ready to sign.

JOINT APPLICATIONS: Customer 1 will receive the email first, once they finish signing and click Finish or Complete, it will trigger an email to Customer 2. Customer 2 will then receive a separate email to continue signing. Both customers need their own mobile phone to receive the SMS code to open their email.



Navigate your way through your documents using the tags or scrolling. You can choose a signature or draw your own – either are acceptable.

