

How to Review and Sign a DocuSign Envelope

Follow these instructions to review and sign your DocuSign documents from the Office of Developmental Disabilities Services (ODDS).

Current documents available with DocuSign

Individual Support Plan, Individual Support Plan Change Form, Notification of Rights, Freedom of Choice

Instructions

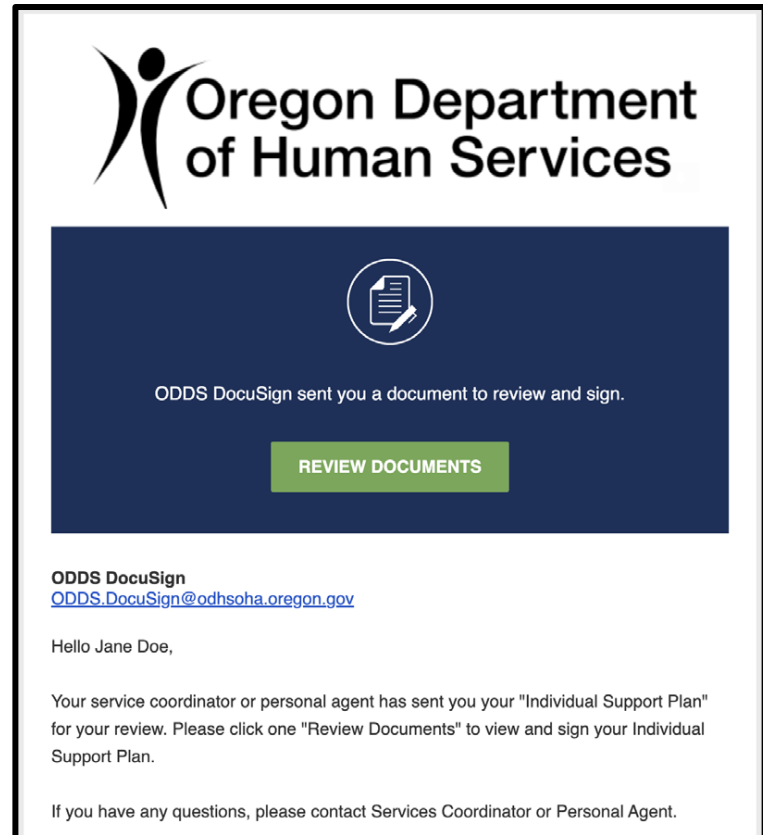
1. When your documents are ready to be reviewed and signed, you will receive an email from the ODDS DocuSign account.
 - a. The sender will show as:

ODDS DocuSign via DocuSign

- b. The email subject line will show which form is ready for review and include the Services Coordinator/Personal Agent's name:

Please Sign: Your "Individual Support Plan" from John Doe

2. In the email body, you will see the ODDS DocuSign email address and a summary of which document you will be signing.
 - a. To review and sign the documents, click on the green “**Review Documents**” button.
 - b. Another page will open where you will be able to review and sign.



3. In the new window, scroll down to review the documents and then click on the  button to sign.
4. After you have signed, click on the  button to complete the process.
5. The signing process is now complete! You will receive an email confirmation after everyone has signed. The email will include a copy of the completed and signed documents.