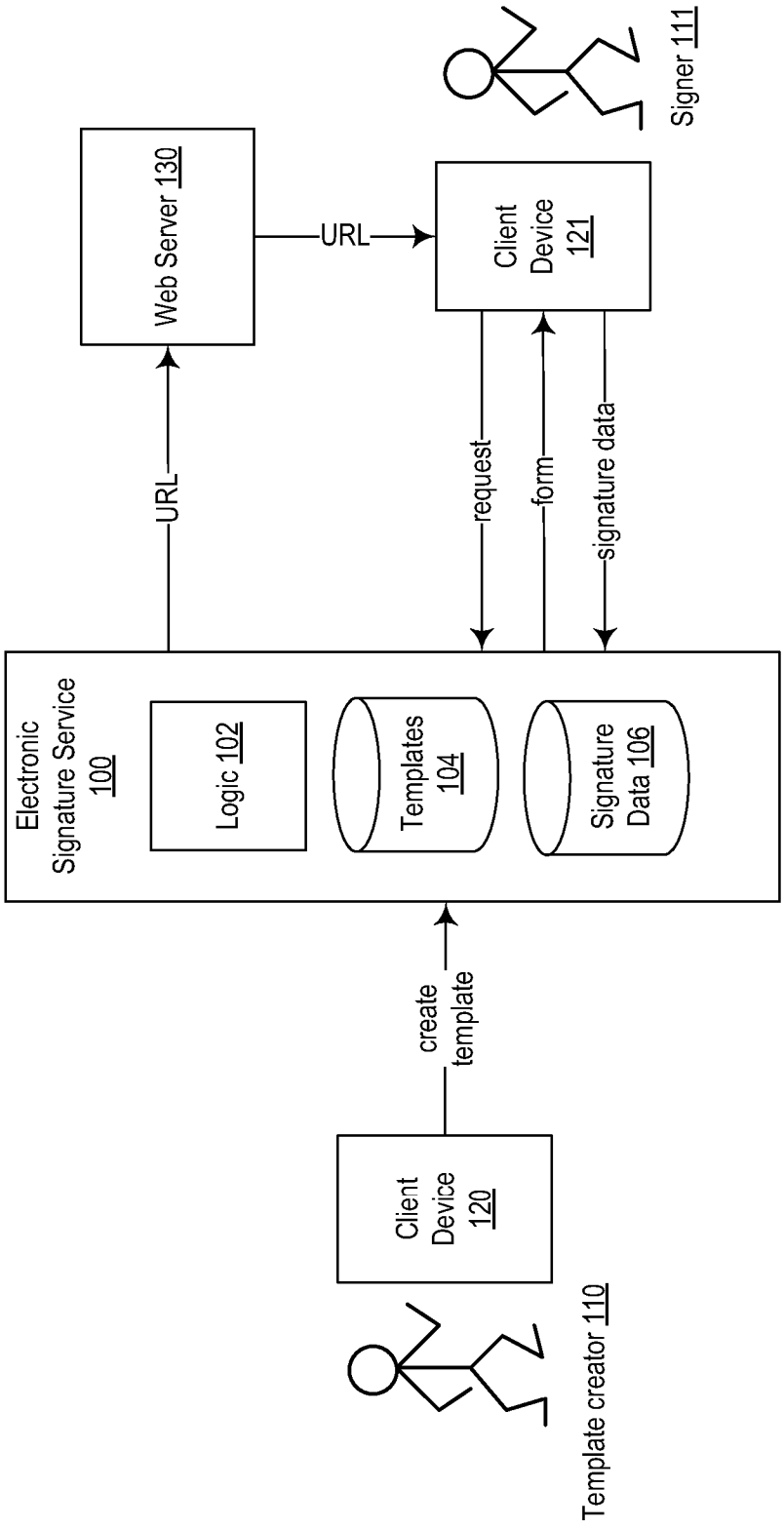
Fig. 1


Electronic Signature Service 100
Logic 102
Templates 104
Signature Data 106
Web Server 130
Client Device 120
Client Device 121
Template creator 110
Signer 111
create template
URL
URL
request
form
signature data

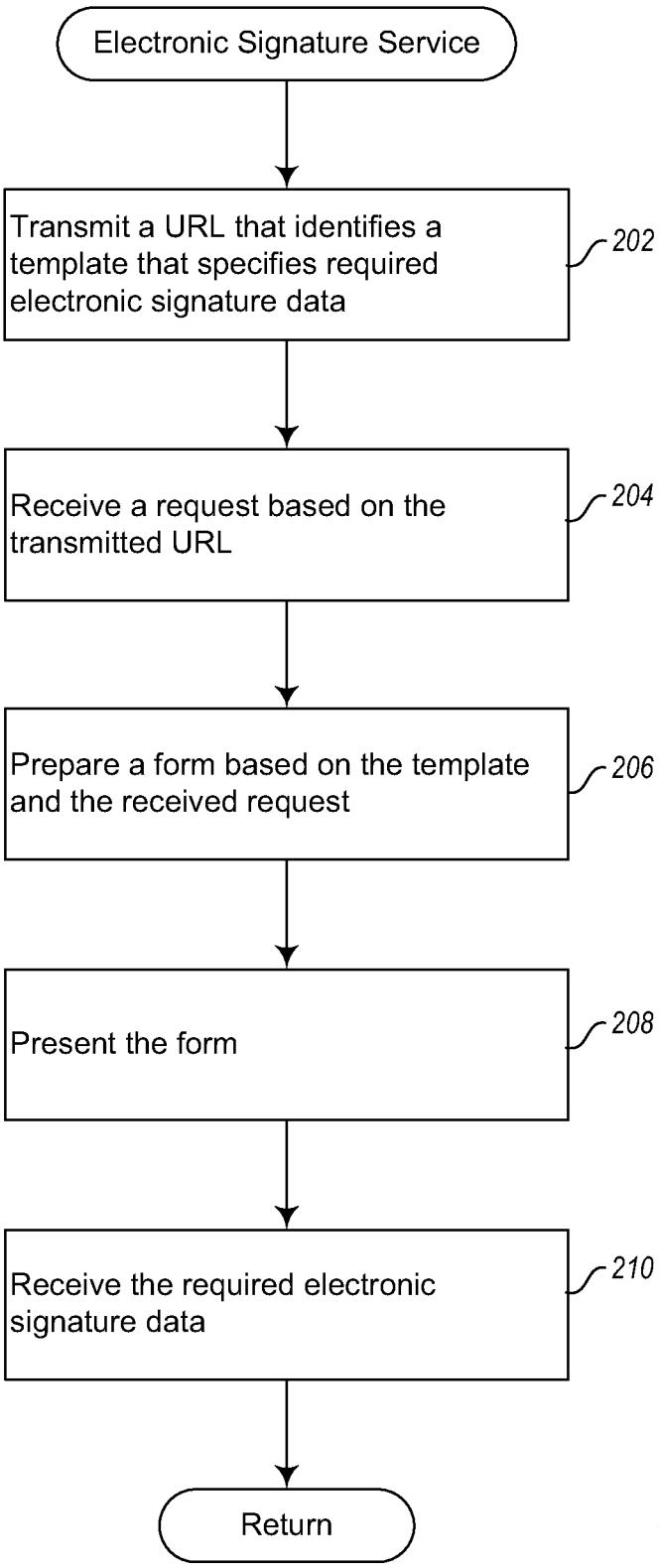

Electronic Signature Service
Transmit a URL that identifies a template that specifies required electronic signature data
202
Receive a request based on the transmitted URL
204
Prepare a form based on the template and the received request
206
Present the form
208
Receive the required electronic signature data
210
Return

Fig. 2

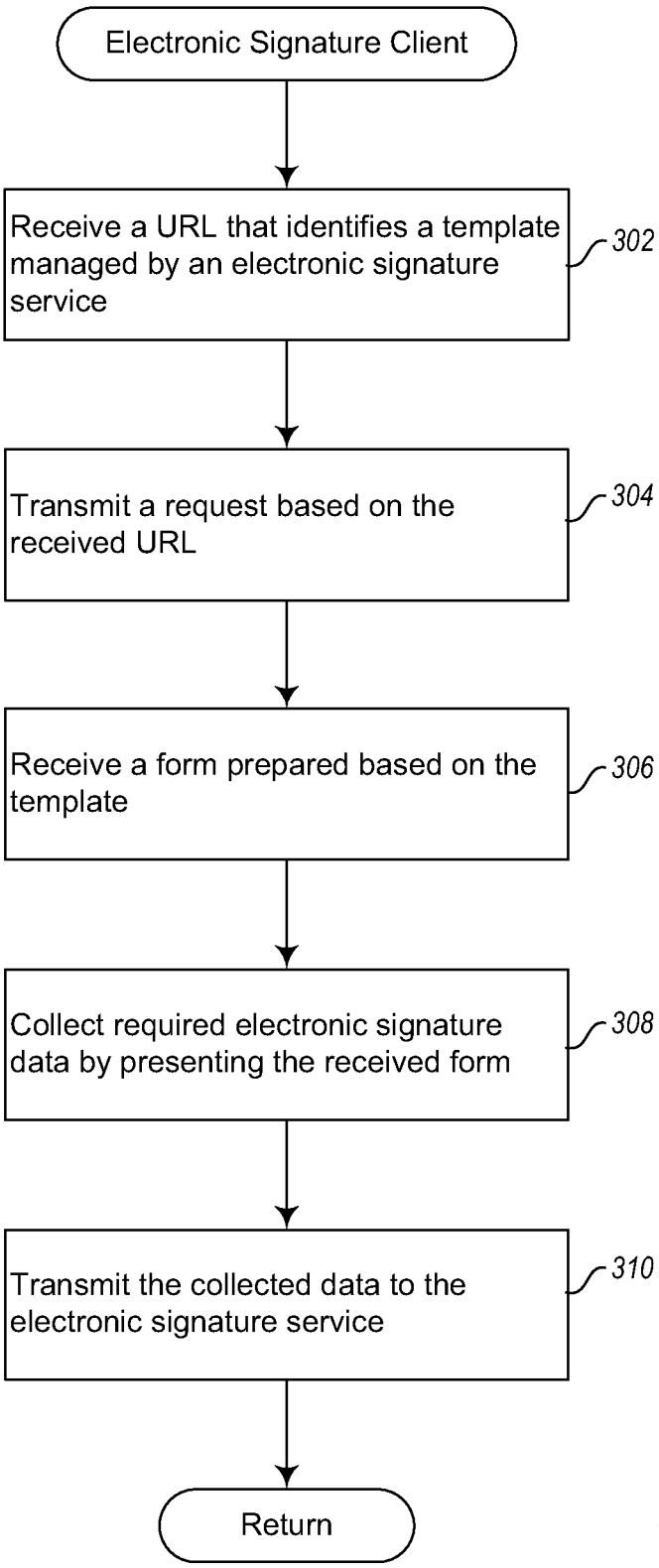

Electronic Signature Client
Receive a URL that identifies a template managed by an electronic signature service
302
Transmit a request based on the received URL
304
Receive a form prepared based on the template
306
Collect required electronic signature data by presenting the received form
308
Transmit the collected data to the electronic signature service
310
Return

Fig. 3

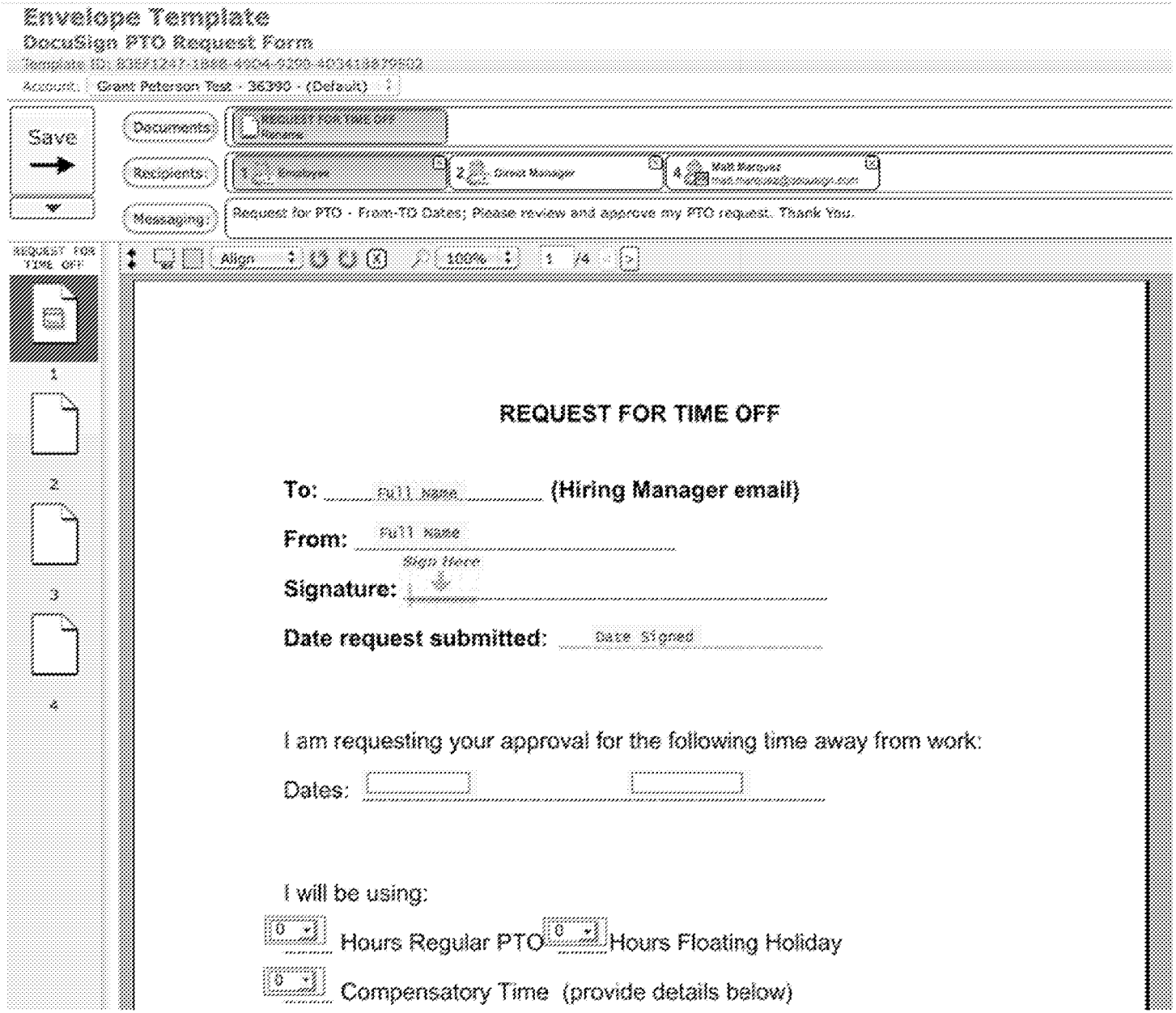

Envelope Template
DocuSign PTO Request Form
Save
Documents:
Recipients:
Messaging:
Request for PTO - From-TO Dates; Please review and approve my PTO request. Thank You.
REQUEST FOR TIME OFF
REQUEST FOR TIME OFF
To: Full Name (Hiring Manager email)
From: Full Name
Sign Here
Signature:
Date request submitted: Date Signed
I am requesting your approval for the following time away from work:
Dates:
I will be using:
Hours Regular PTO
Hours Floating Holiday
Compensatory Time (provide details below)

Fig. 4A

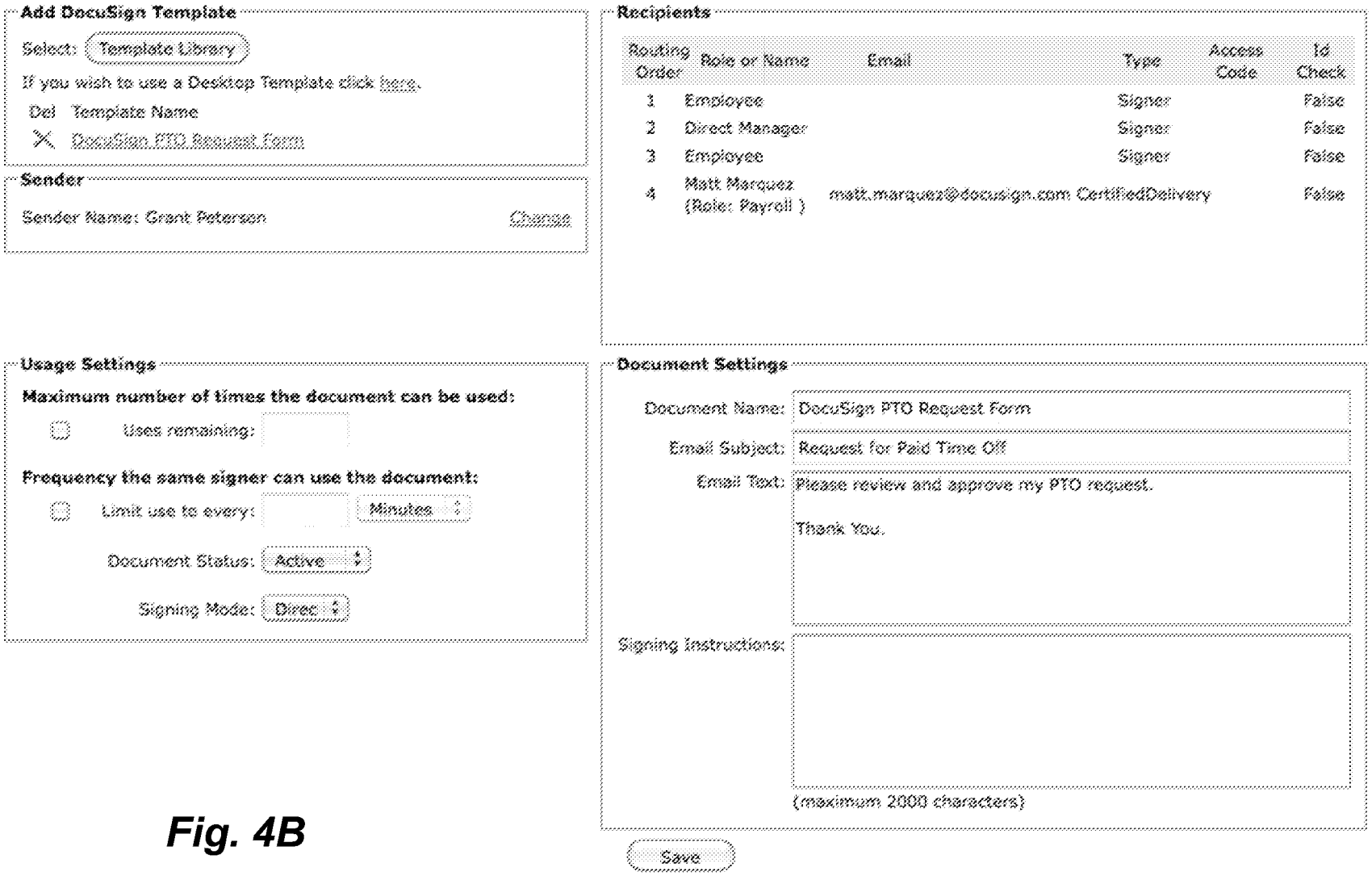

Add DocuSign Template
Select: Template Library
If you wish to use a Desktop Template click here.
Del Template Name
DocuSign PTO Request Form
Sender
Sender Name: Grant Peterson
Change
Recipients
Routing Order
Role or Name
Email
Type
Access Code
Id Check
1 Employee Signer False
2 Direct Manager Signer False
3 Employee Signer False
4 Matt Marquez (Role: Payroll) matt.marquez@docusign.com CertifiedDelivery False
Usage Settings
Maximum number of times the document can be used:
Uses remaining:
Frequency the same signer can use the document:
Limit use to every:
Minutes
Document Status: Active
Signing Mode: Direc
Document Settings
Document Name: DocuSign PTO Request Form
Email Subject: Request for Paid Time Off
Email Text: Please review and approve my PTO request.
Thank You.
Signing Instructions:
(maximum 2000 characters)
Save

Fig. 4B

Fig. 4C

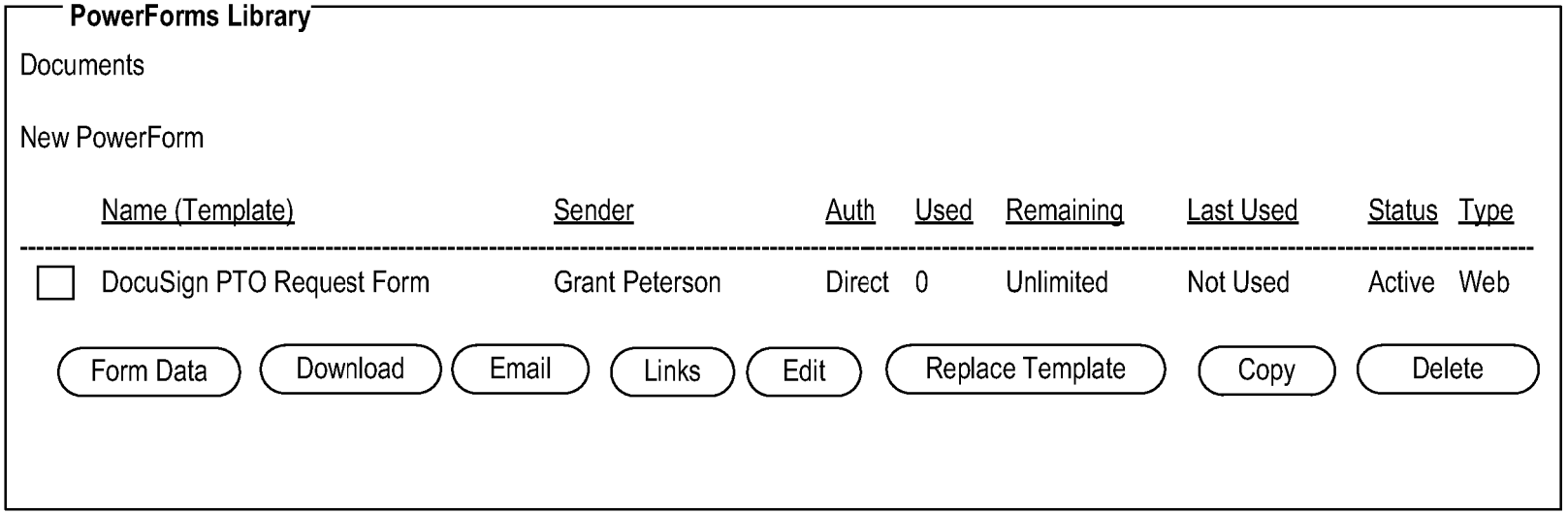
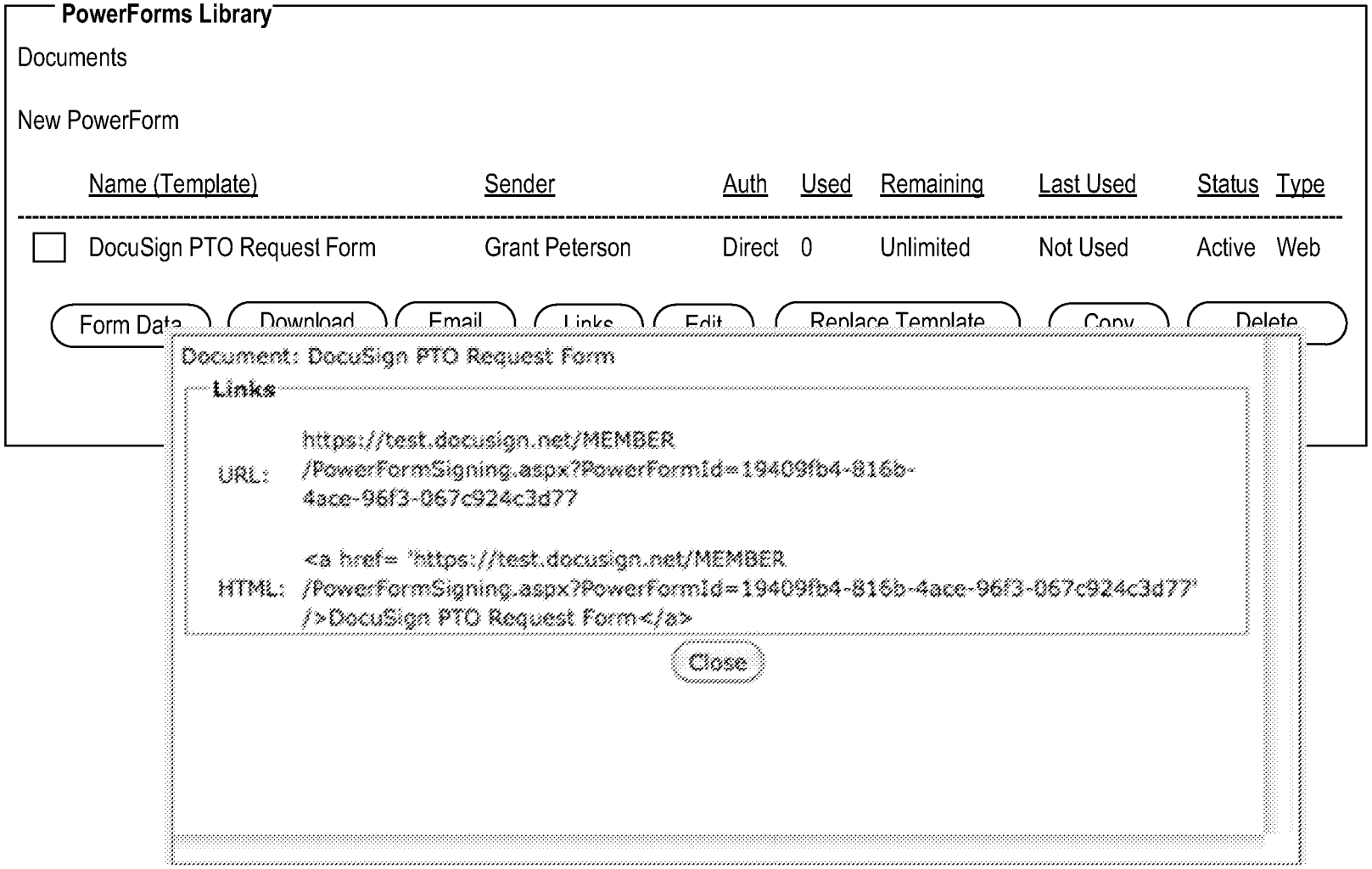

PowerForms Library
Documents
New PowerForm
Name (Template)
Sender
Auth
Used
Remaining
Last Used
Status
Type
DocuSign PTO Request Form
Grant Peterson
Direct
0
Unlimited
Not Used
Active
Web
Form Data
Download
Email
Links
Edit
Replace Template
Copy
Delete

Fig. 4D


PowerForms Library
Documents
New PowerForm
Name (Template)
Sender
Auth
Used
Remaining
Last Used
Status
Type
DocuSign PTO Request Form
Grant Peterson
Direct
0
Unlimited
Not Used
Active
Web
Form Data
Download
Email
Links
Edit
Replace Template
Copy
Delete
Document: DocuSign PTO Request Form
Links
URL:
https://test.docusign.net/MEMBER/PowerFormSigning.aspx?PowerFormId=19409fb4-816b-4ace-96f3-067c924c3d77
HTML:
DocuSign PTO Request Form
Close

DocuSign TeamSite Home > Human Resources

HR policies, forms and benefit information

Announcements

DocuSign Employee Phone Directory
by Jamie Byrnes 6/8/2010 11:07 AM

DocuSign Core Values
by Lynda Mills 5/18/2010 1:33 PM

How To Enroll in the 401(k) Plan
by Ken Moyle 1/19/2010 10:18 AM

Account Access

You may access your account and conduct transactions 24 hours a day, 7 days a week at **www.myfplan.com.** Use your SSN as your login ID, and the last 4 digits of your SSN as your password. The plan number is 671282.

You may speak...

ADDITIONAL SPECIAL ENROLLMENT RIGHTS IN THE DOCUSIGN, INC. GROUP HEALTH PLAN
by Ken Moyle 11/2/2009 2:34 PM

Under the recently enacted Children's Health Insurance Program Reauthorization Act of 2009 (the "Act"), effective April 1, 2009, there are two new special enrollment opportunities to enroll in your group health plan through DocuSign. DocuSign's group...

2009-2010 Benefits Presentation
by Ken Moyle 8/28/2009 3:11 PM

If you missed our benefits presentations during open enrollment week (Aug. 24-28), here are the slides from the meeting.

(More Announcements...)

Add new announcement

Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

Add new event

Fig. 4E

Instructions

In order to begin the signing process, please provide your name and email

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

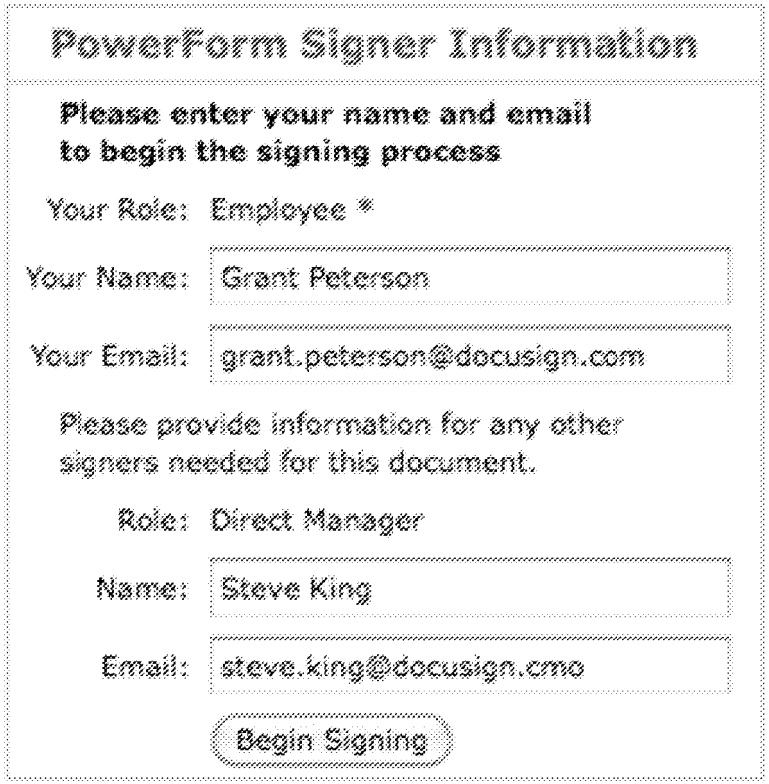


Fig. 4F

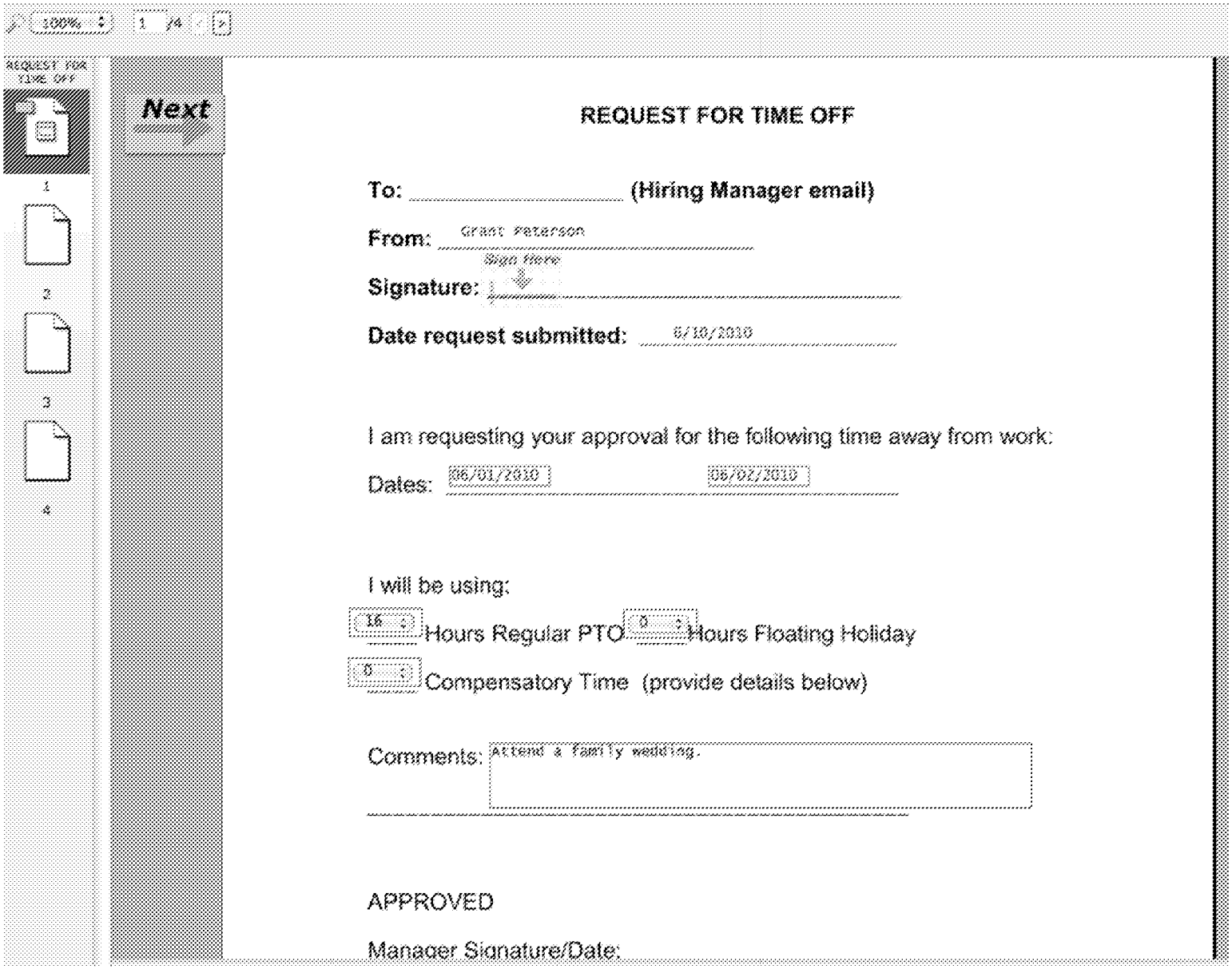

100%
1 /4
REQUEST FOR TIME OFF
1
2
3
4
Next
REQUEST FOR TIME OFF
To: (Hiring Manager email)
From: Grant Peterson
Sign Here
Signature:
Date request submitted: 6/10/2010
I am requesting your approval for the following time away from work:
Dates: 06/01/2010 06/02/2010
I will be using:
16 Hours Regular PTO 0 Hours Floating Holiday
0 Compensatory Time (provide details below)
Comments: Attend a family wedding.
APPROVED
Manager Signature/Date:

Fig. 4G

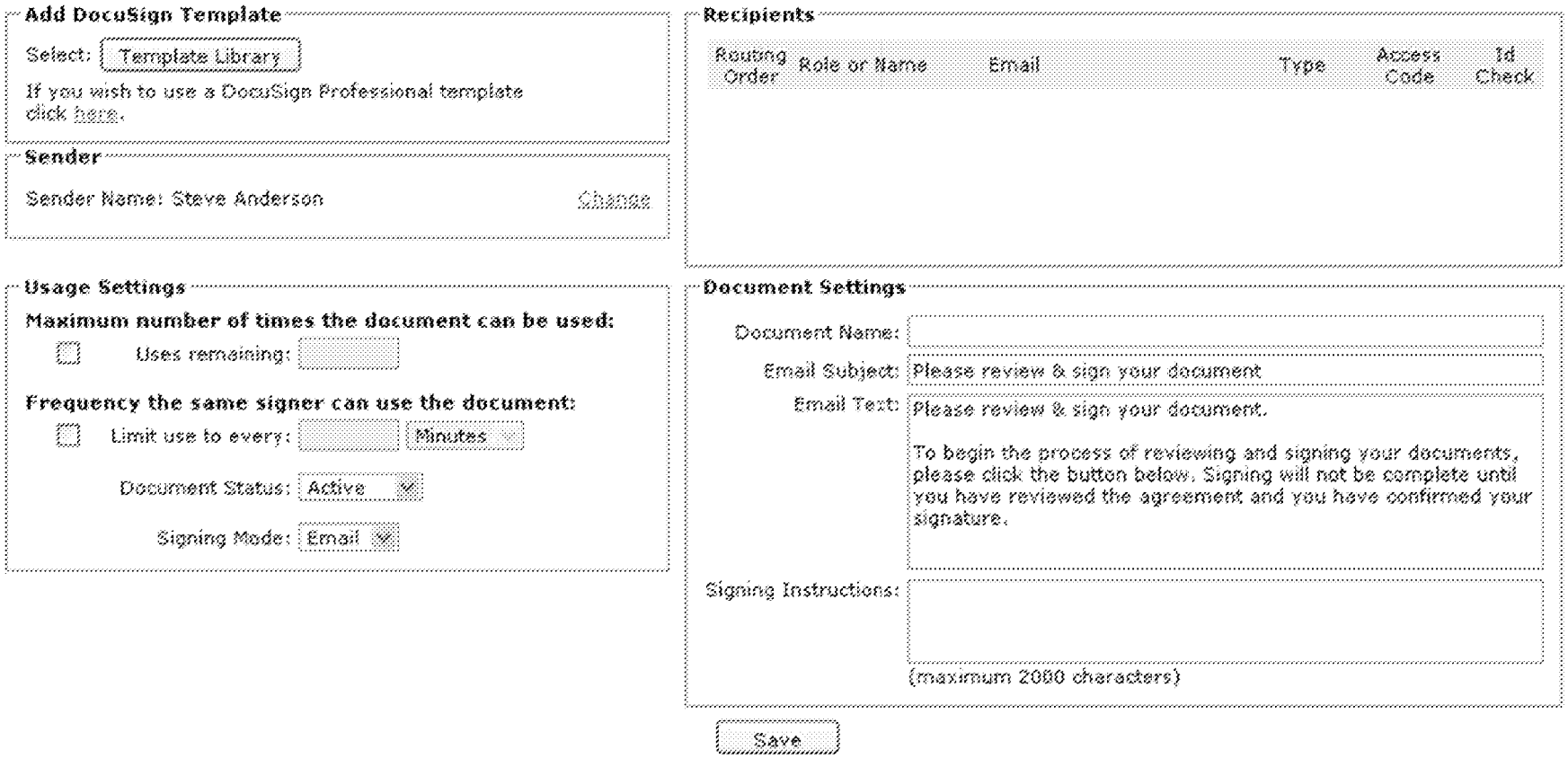

Add DocuSign Template
Select: Template Library
If you wish to use a DocuSign Professional template click here.
Sender
Sender Name: Steve Anderson
Change
Usage Settings
Maximum number of times the document can be used:
Uses remaining:
Frequency the same signer can use the document:
Limit use to every:
Minutes
Document Status:
Active
Signing Mode:
Email
Recipients
Routing Order
Role or Name
Email
Type
Access Code
Id Check
Document Settings
Document Name:
Email Subject:
Please review & sign your document
Email Text:
Please review & sign your document.
To begin the process of reviewing and signing your documents, please click the button below. Signing will not be complete until you have reviewed the agreement and you have confirmed your signature.
Signing Instructions:
(maximum 2000 characters)
Save

Fig. 4H

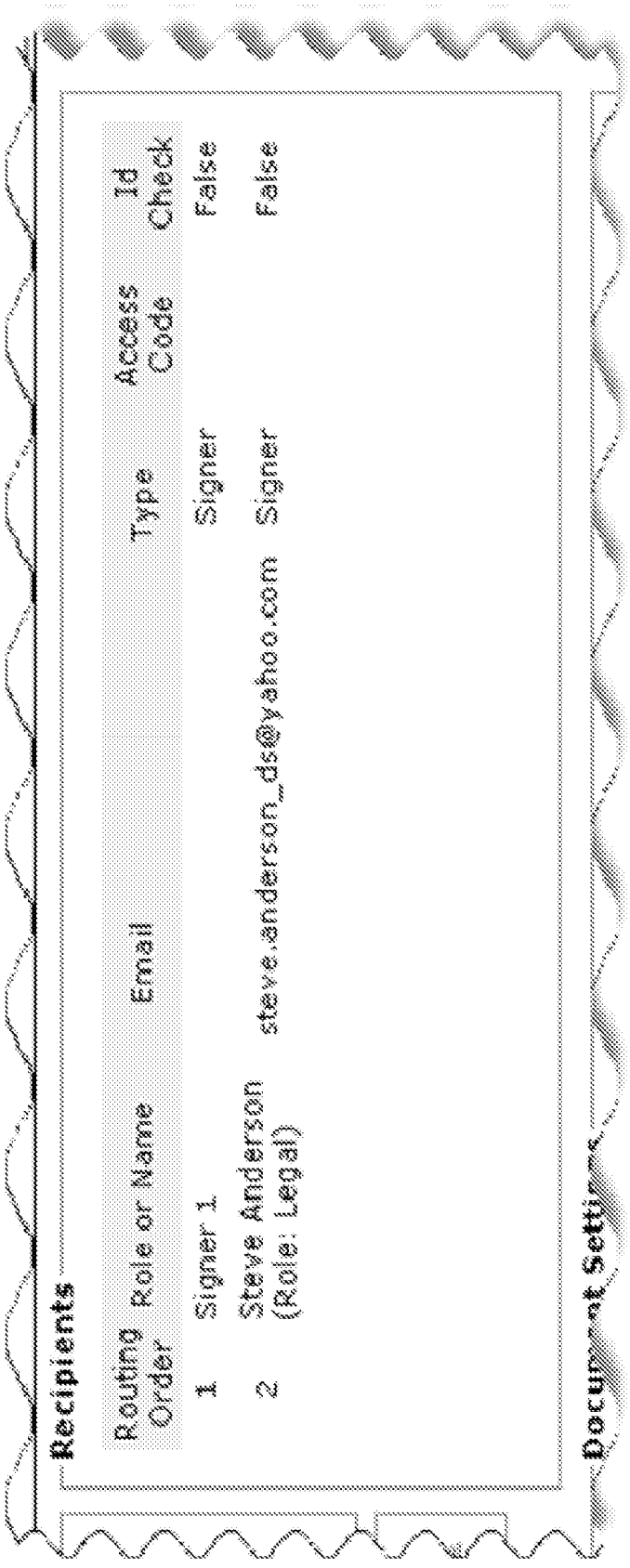

Recipients
Routing Order
Role or Name
Email
Type
Access Code
Id Check
1
Signer 1
Signer
False
2
Steve Anderson (Role: Legal)
steve.anderson_ds@yahoo.com
Signer
False
Document Settings

Fig. 4I

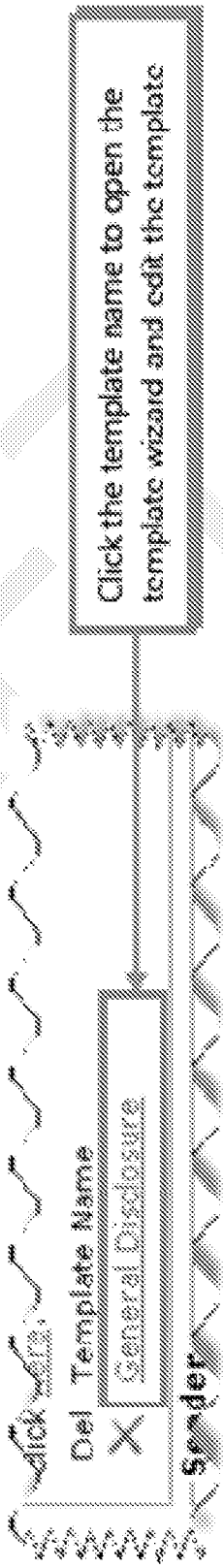

Click the template name to open the template wizard and edit the template
Del Template Name
X General Disclosure
Sender

Fig. 4J

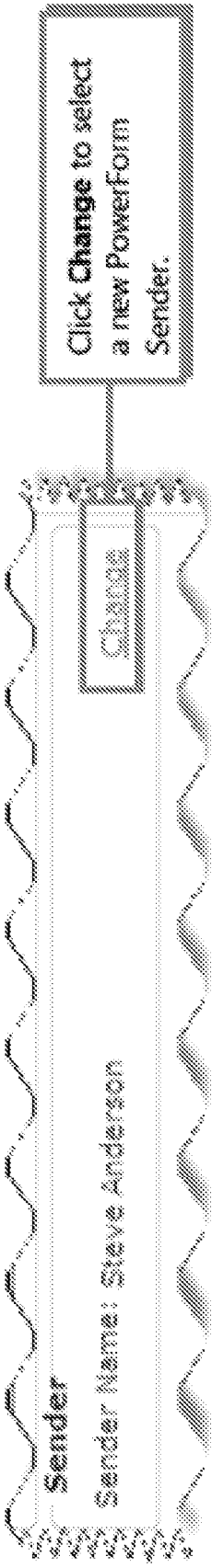

Click Change to select a new PowerForm Sender.
Change
Sender
Sender Name: Steve Anderson

Fig. 4K

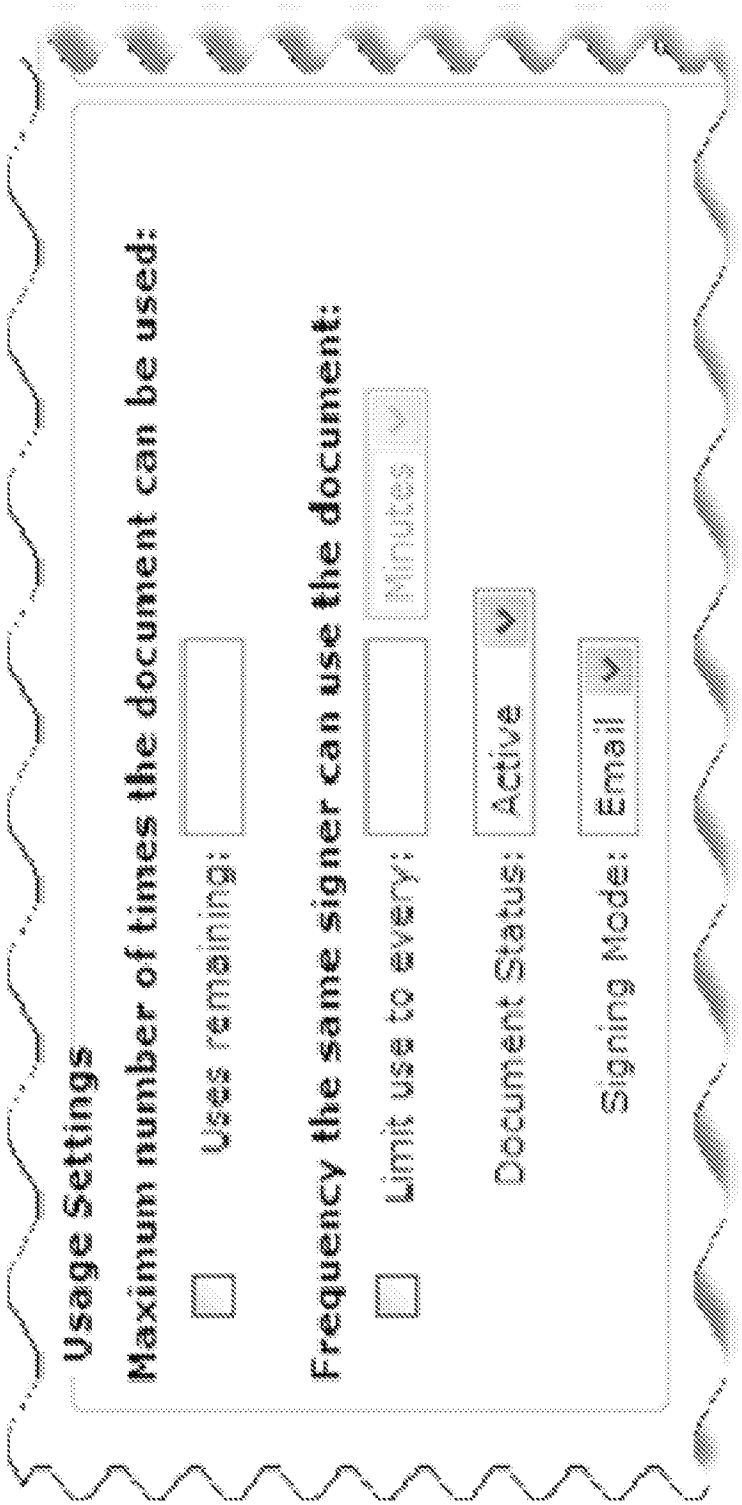

Usage Settings
Maximum number of times the document can be used:
Uses remaining:
Frequency the same signer can use the document:
Limit use to every:
Minutes
Document Status:
Active
Signing Mode:
Email

Fig. 4L

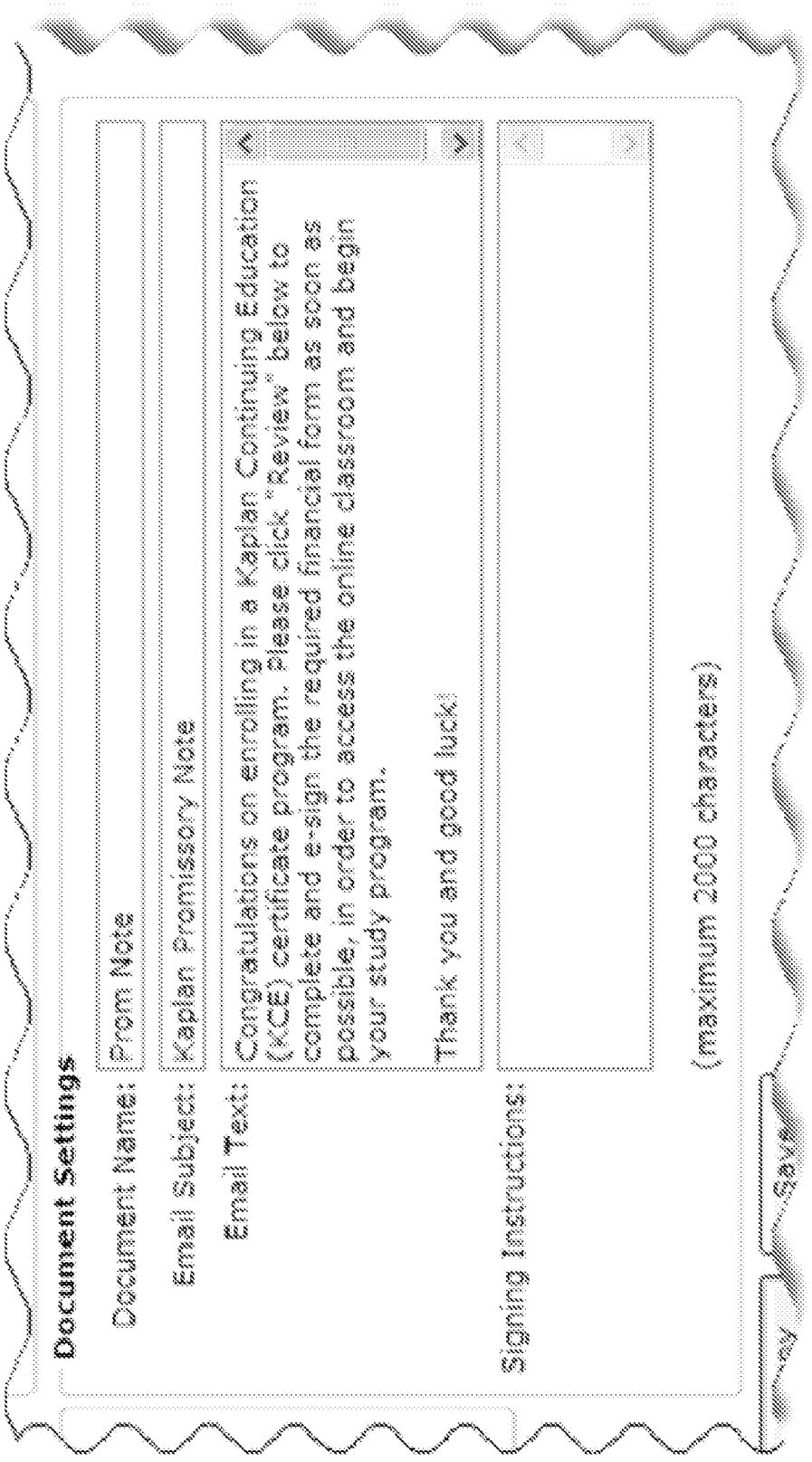

Document Settings
Document Name:
Prom Note
Email Subject:
Kaplan Promissory Note
Email Text:
Congratulations on enrolling in a Kaplan Continuing Education (KCE) certificate program. Please click "Review" below to complete and e-sign the required financial form as soon as possible, in order to access the online classroom and begin your study program.
Thank you and good luck!
Signing Instructions:
(maximum 2000 characters)
Save

Fig. 4M

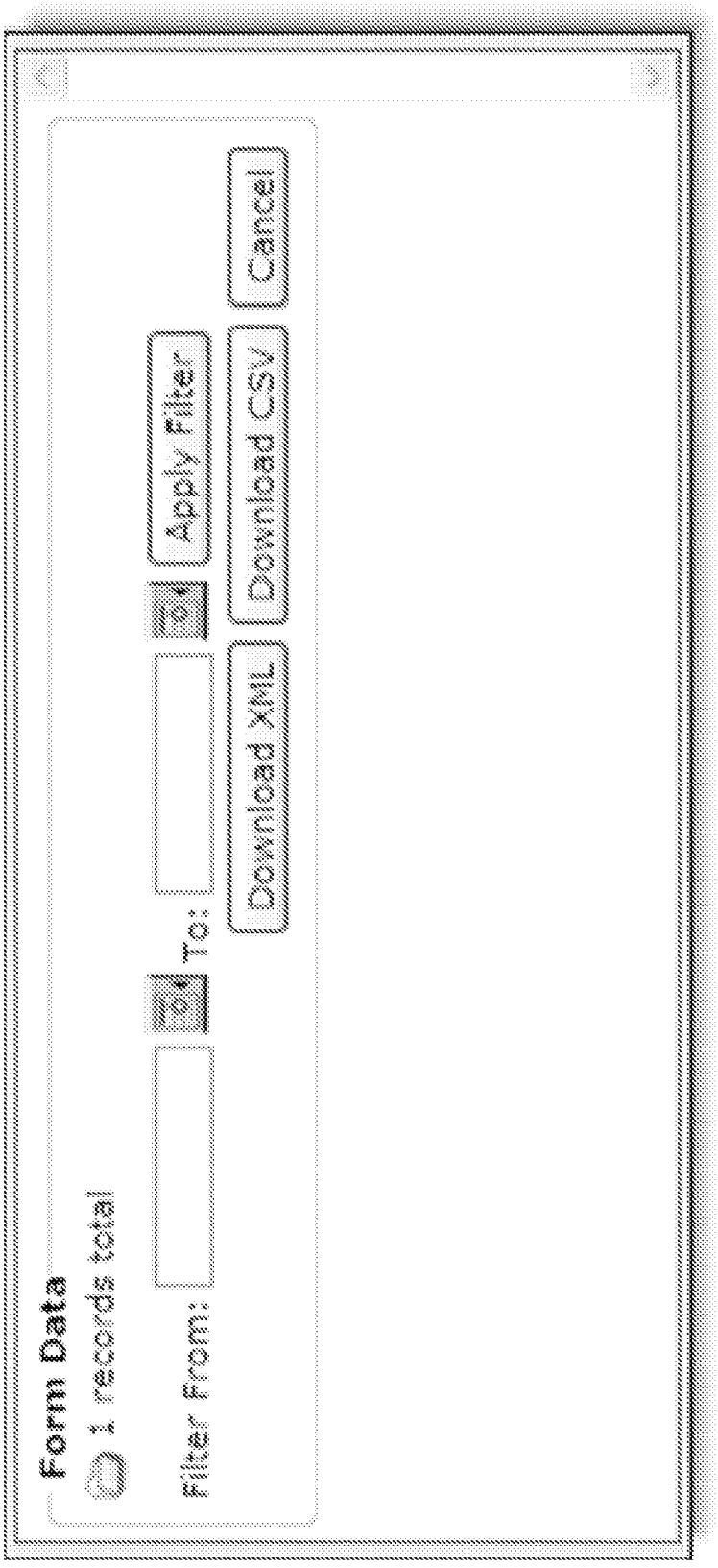

Form Data
1 records total
Filter From:
To:
Apply Filter
Download XML
Download CSV
Cancel

Fig. 4N

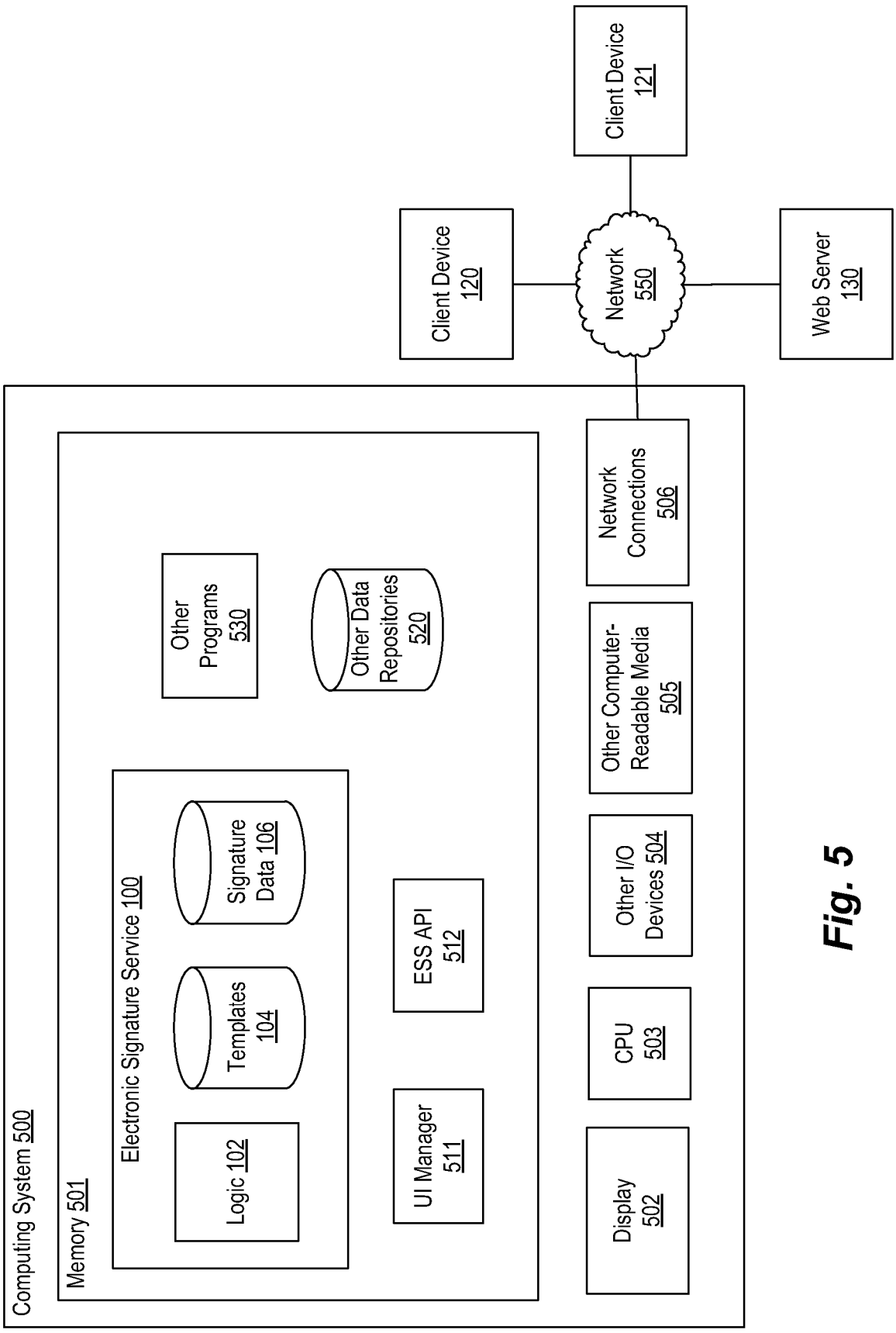

Computing System 500
Memory 501
Electronic Signature Service 100
Logic 102
Templates 104
Signature Data 106
Other Programs 530
Other Data Repositories 520
ESS API 512
UI Manager 511
Display 502
CPU 503
Other I/O Devices 504
Other Computer-Readable Media 505
Network Connections 506
Client Device 120
Network 550
Client Device 121
Web Server 130

Fig. 5