

I created a new contact in my contacts list on DocuSign

- In the top Right corner click on your Initials (or picture if you have one)
- Select My Preferences
- On the Left side Select My Contacts
- Then Add Contact on the Top Right

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ACCOUNT	Contacts					
General Notary Public	ADDRESS BOOK DIRECTORY					
Regional Settings Contacts	Q Search All Contacts				X ADD CONTACT	BULK IMPORT
SIGNING AND SENDING	Name	Email	Company	Туре		
Delegation NEW Custom Fields	AP	accountspayable@southwest.tn.edu		Personal		EDIT v

- I added a new contact named : Tracy D. Hall by Jeanette Smith
- Using Jeannie's email : jgsmith@southwest.tn.edu
- If using Dr. Hooker you would switch Jeannie out for his information
- Then Save
- When I create my new signing order I use the new contact

Upidad a Docum	ient a	iu Auu Envelope neolpients		
As the send	der, yo	u automatically receive a copy of the completed envelope.		
Set sig	ining (order		
1		Name * Jeanette Smith	/ NEE	s to sign • customize • 👕
		igsmith@southwest.tn.edu		for CFO Signatures
2		Name * trac Dr. Tracy D. Hall, President : tdhall@southwest.tn.edu Tracy D. Hall by Jeanette Smith : jgsmith@southwest.tn.edu	/ NEEL	s to SIGN • CUSTOMIZE • Jeannie's Contact for President Signatures

When finished the signature will look like this:

Full Name *			
Tracy D. Hall	by Jeanette Smith		
Email *			
jgsmith@sou	hwest.tn.edu		
Phone Numbe	r		
+ ADD PH	NE NUMBER		
Shared C	ntact 🕐		

Southwest Tennesse	e Community College
<mark>ву</mark> : ^{Tracy} D. Hall by	/ Jeannette Smith
Signature: Jracy & Hall by	Jeannette Smith
Title: CFO	Date: 2/1/2022
Customer PO#:	