

## Sending a Document for Signing from Box

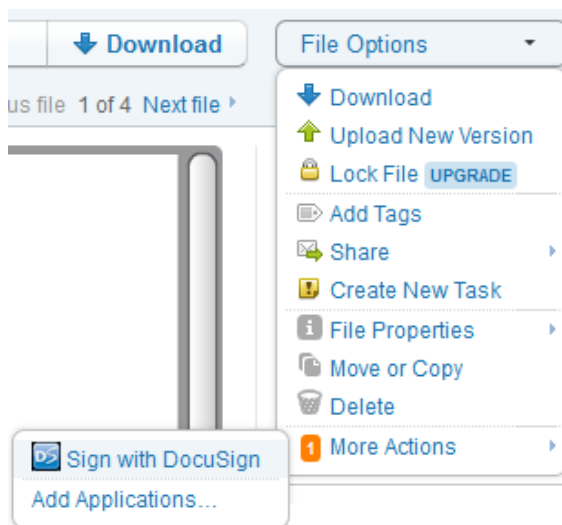
This guide provides information about how to send a document in Box<sup>®</sup> for signing with DocuSign<sup>®</sup>. A Box account is required to use this integration. To get a Box account, go to [www.box.net](http://www.box.net).

### 1. Find the document you want to send

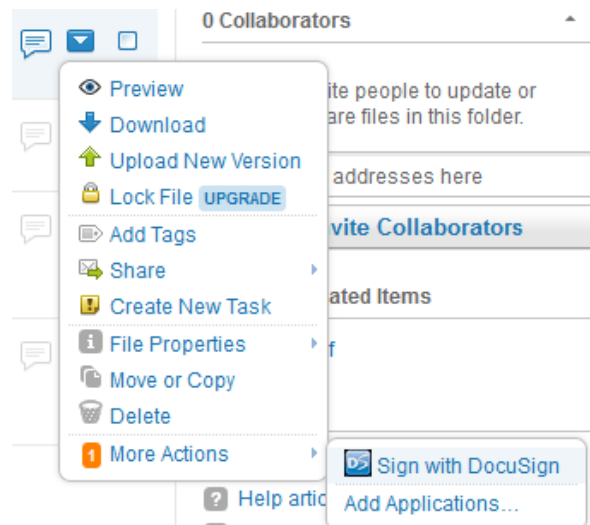
Sign in to your Box account, find and select document you want to send for signing through DocuSign.

### 2. Select the Sign with DocuSign option

If the document is open: Click **File Options** > **More Actions** > **Sign with DocuSign**.

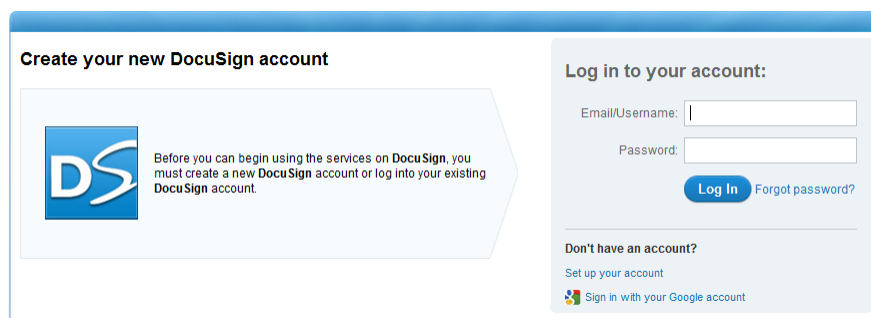


If the document is not open: Click **More Actions** > **Sign with DocuSign**.



### 3. Log into your DocuSign Account

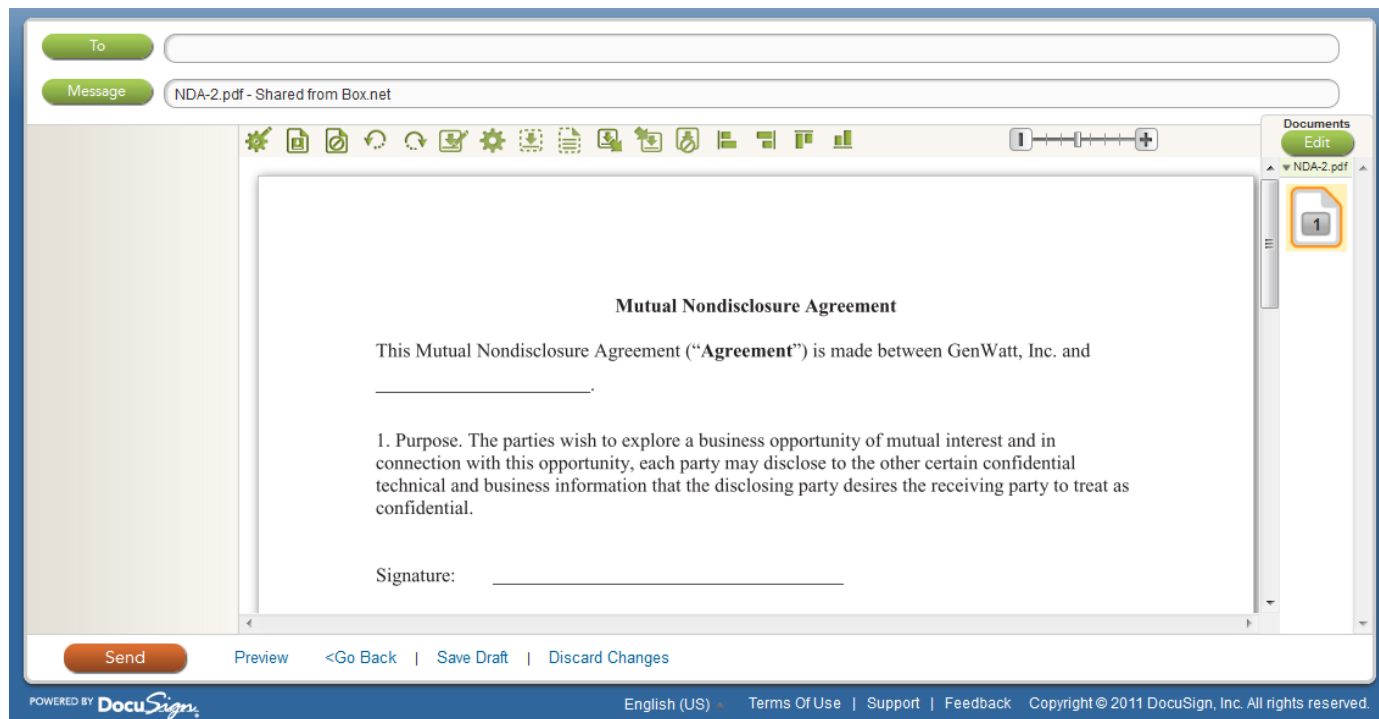
A new browser window opens. The DocuSign **Log in to your account** dialog box appears. Type the **Email/Username** and **Password** associated with your DocuSign account and click **Login**.



**Note:** If you have logged into your DocuSign account recently, you are taken directly to your envelope. If you don't have a DocuSign account, click **Set up your account** to sign up for a DocuSign plan.

## 4. Complete your Envelope

In the new browser window, complete your envelope.



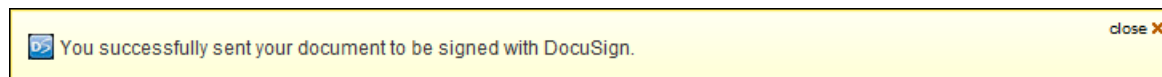
**Note:** Refer to the *Quick Start – Sending a Document* or *DocuSign Service User Guide* on the DocuSign website for a more details about completing your envelope.

- Click the **To** button, the Recipients and Routing dialog box is displayed. Type the email address and name of the person you want to send your document to and click **Add Signer**. Add any other signers or carbon copy recipients and click **Done**.
- Drag and drop DocuSign Tags from the palette on the left onto your document.
- Click **Preview** to preview how your recipient will see the tags or click **Send** to send the document for signing. The browser window closes when the envelope is sent.

## 5. Done!

You have successfully sent a Box document for signing with DocuSign.

A message showing you successfully sent the document appears in your Box account. Click **Close** to close the message.



When the document signing is finished, a copy of the completed document is saved to your Box account.

Refer to the *DocuSign Service User Guide* on the DocuSign website for more information about sending envelopes.