Using DocuSign to Sign Your Participation Agreement

This guide illustrates how to use the DocuSign system to sign your AACVPR Registry contract with screenshots and example information.

**Step 1**
Make sure that the individual legally responsible for signing your contract is the individual filling out our contract through DocuSign. If you are the Registry Principal User, but you are not the individual with legal authority to sign contracts, please stop reading these instructions.

**Step 2**
To Access our DocuSign Forms please use the below links:

- **Cardiac Registry Participation Agreement**
  Click Here

- **Pulmonary Registry Participation Agreement**
  Click Here

**Step 3**
You will see this information when you click on our above DocuSign link.
Next, please fill out your full name (ex. John M. Smith) in the **Your Name** field.

Fill out an ACCURATE email address (this email address is where a final countersigned contract(s) will be sent) under the **Your Email** field.

*Once you click Begin Signing, you will not be able to return to this form. You must complete and sign it once you enter the form. It is also timed, so please have the below information ready before clicking Begin Signing:

- Program Name
- Program Address
- Principal User Name
- Program Size
- Principal User’s Name
Then click **Begin Signing**
**Step 4**

Depending on what contract you are filling out you will see the below message after entering your information. (We are using out Pulmonary Participation Agreement in this and the next examples).

In the below screenshot you will need to select the circled check mark before clicking **Continue**.

(We also highlighted the **Other Actions** tab to show other options in case you aren’t ready to sign quite yet.)

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**Step 5**

The first thing you will see will be a yellow **Start** button (this will change to say **Next** once you begin filling out information).

The information in boxed in red in the below images is what we will need you to fill out:
AMERICAN ASSOCIATION OF CARDIOVASCULAR AND PULMONARY
REHABILITATION OUTPATIENT PULMONARY REHABILITATION REGISTRY
PARTICIPATION AGREEMENT INCLUDING BUSINESS ASSOCIATE
AND DATA USE AGREEMENT

Program Name: [Redacted]
Program Address: [Redacted]
Registry Principal User: [Redacted]

THIS PARTICIPATION AGREEMENT (the “Agreement”) is made and entered into
by and between the American Association of Cardiovascular and Pulmonary Rehabilitation
(“AACVPR”), a non-profit corporation, whose main office is located at 330 N. Wabash Avenue,
Suite 2000, Chicago, IL 60611 and [INSERT CORRECT LEGAL ENTITY NAME OF PARTICIPANT] (“Participant”).

John’s Memorial Hospital
330 N. Wabash Ave., Suite 2000, Chicago, IL 60611
Jane Doe

Below is a screenshot with an example of the information we are looking for in the below fields:
After filling out the information in the Red boxes, please click the yellow **Next** button.

If you are filling out a Participation Agreement, you will be taken to the Participant Section that looks like the below image:

After filling in your participant information, you are ready to sign.

Fill in the Participant section and your title as shown below:

Once you click Sign you will see the below message:
This message explains your eSignature. DocuSign automatically populates a signature that you have the option to Adopt And Sign. Now, if you are wondering how adopting a signature that you haven’t actually written is legal, please read through DocuSign’s FAQs on Electronic Signatures.

You will also see on this menu, that you can draw your own signature. Below is an example using the “John M. Test” name.

**Adopt Your Signature**

Confirm your name, initials, and signature.

Full Name: John M. Test
Initials: JMT

**Select Style**

Draw

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN] [CANCEL]
Or if you would prefer to find a signature that looks more like your signature, please click on the **Change Style** link. Once you do that you can browse a list of different writing types that look like your signature.

After you have selected or drawn a signature, please click **ADOPT AND SIGN**.

After clicking Adopt and sign, your contract will automatically scroll to any required fields that you have not completed.

The final page to complete on your Participation Agreement is our enrollment page. You will see the below buttons highlighted in red. Please click one option for your program

*Note: pricing shown in the below screenshot is *not current subscription pricing*

Once you have completed all required fields on your contract, you will see the below message appear at the bottom of the page:

**Done! Click Finish to send the completed document.**
Click on **Finish** to complete your half of the contract process.

After clicking done, you will be able to print off your signed contract by clicking on the Show Document button. Once our Executive receives your completed contract(s) and signs, you will be emailed a copy of the final countersigned contract(s).

Thank you.

Your document has been signed. If you would like a copy for your records, click **Show Document** and print or save.

Clicking **Close** will close this window.

If you have any questions about this process or using DocuSign please contact us at registry@aacvpr.org or call our Headquarters at (312) 321-5146.