Using DocuSign to Sign an Amendment

When you are ready to have your program fill out and sign one of AACVPR’s contract, you will be doing the entire signing process through DocuSign. This guide will illustrate how to use the system 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 link(s):

- **Cardiac Amendment**
  - Click Here
- **Pulmonary Amendment**
  - Click Here

**Step 3**
You will see this information when you click on our DocuSign form.

*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 our Cardiac Amendment in this and the following 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.)
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 circled in red in the below image is what we will need filled out:
After filling out the information in the Red boxes, please click the yellow Next button.

*You can keep clicking the Next button to be directed to sections that need to be completed.
You will come to the enrollment page. If you are not sure how large the Annual Enrollment of your program is (for instance if you are a legal advisor filling out this contract) please use your best judgment on pricing. However, you must select at least one button as an option.

Please check the appropriate category below:
- Payment Received between January 1 – April 30: 18-month subscription fee valid through June 30 of following year.
  - Annual enrollment of **fewer than 100 patients** - $187.5/year
  - Annual enrollment of **101-200 patients** - $225/year
  - Annual enrollment of **more than 200 patients** - $262.5/year
- Payment Received between May 1 – December 31: 12-month subscription fee valid through June 30 of following year.
  - Annual enrollment of **fewer than 100 patients** - $175/year
  - Annual enrollment of **101-200 patients** - $200/year
  - Annual enrollment of **more than 200 patients** - $225/year

*Subscriber renewal notices will be sent each spring no later than May 1.*

7. The Agreement in all other respects is affirmed.

After filling in your enrollment size, you are ready to sign your contract.

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

[INSERT NAME OF PARTICIPANT]

By:

Signature

__________________________
John M. Test

Printed Name

Title: **CEO**

Date: 1/12/2015

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**. 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 we used.

**Adopt Your Signature**

Confirm your name, initials, and signature.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>John M. Test</td>
<td>JMT</td>
</tr>
</tbody>
</table>

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.

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Confirm your name, initials, and signature.

<table>
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<tr>
<th>Full Name</th>
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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.

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 the information you’ve entered in earlier pages (program name, address, registry principal user) will automatically populated into the enrollment size page.

**Step 6**

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

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: