

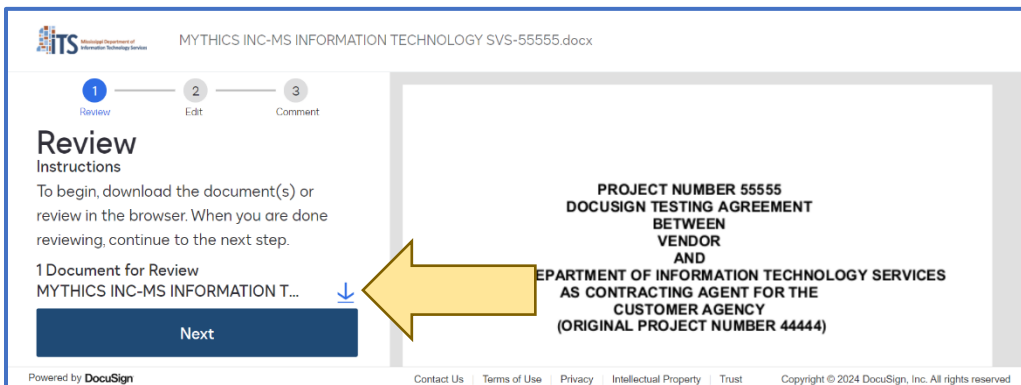


DocuSign User Review Instructions

Use these instructions to review documents sent by Mississippi Information Technology Services. You do not need to sign up for a DocuSign account to review a document.

DocuSign provides an external review to create a streamlined process of document review and correction with external parties. Using the steps below, you can leave comments and make corrections on documents sent to you for review.

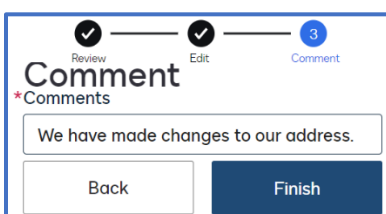
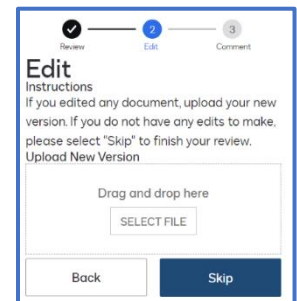
Step 1: You will receive an email from review@docusign.net telling you that a document has been sent for your review. The email will give the name of the sender and may include additional information. **Select the 'Review' button** and you will be taken to the document in your default browser.



Step 2: If you need to make edits, **select the indicated 'Download' down-arrow icon** above the 'Next' Button. Make what edits to the downloaded version of the file as are required and save your document. **Select the 'Next' Button** to proceed.

If you made no changes, **select the 'Skip' Button**.

If you made changes, save your edited document on your computer. Then, **select the 'Select File' button** and choose your edited document. **Select the 'Next' button** to proceed.



Step 3: Enter any comments needed on the final step and **Select the 'Finish' button** at the bottom of the sidebar.