# DocuSign Signature Wet Signature Instructions

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

Wet Signature

DocuSign eSignature is primarily used to manage electronic and digital signatures in the cloud. However, if you have a document requiring a wet signature or simply prefer signing on paper, DocuSign can still be used to help accelerate the collection and management of wet signatures. Digital delivery (even through SMS) of your documents reduces any chance of your documents getting lost in transit. This allows your document to reach the recipient safely and immediately.
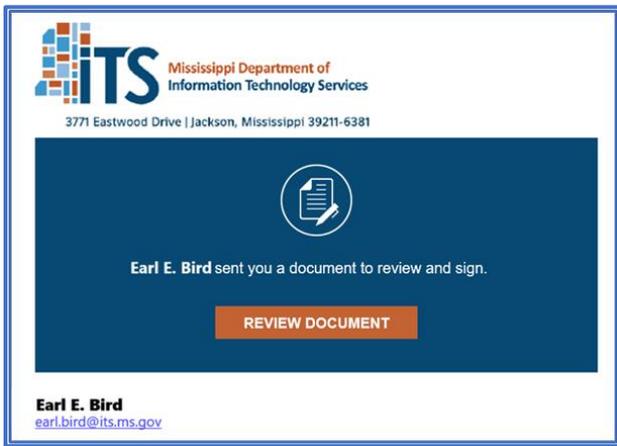
Step 1: You will receive an email from dse_NA4@docusign.net telling you that a document has been sent for your signature. The email will give the name and email address of the sender and may include additional information. **Select the orange 'Review Document' button**, and you will be taken to the document in your default browser.

Step 2: **Select the 'Other Actions' drop-down and select 'Print and Sign."** A prompt will ask if you to either have your signed document returned by uploading or by fax. Faxes sent from the U.S should be sent to (866)-702-1034. If you choose to Upload, then once your document is signed and scanned into your computer, you may upload it to DocuSign directly.