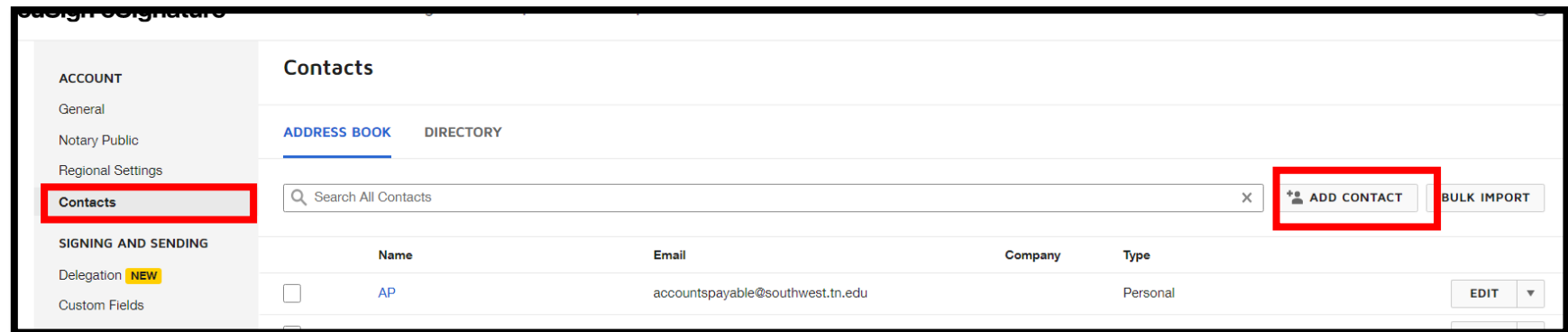


I created a new contact in my contacts list on DocuSign

- In the top Right corner click on your Initials (or picture if you have one)
- Select My Preferences
- On the Left side Select My Contacts
- Then Add Contact on the Top Right



- I added a new contact named : Tracy D. Hall by Jeanette Smith
- Using Jeannie's email : jgsmith@southwest.tn.edu
- If using Dr. Hooker you would switch Jeannie out for his information
- Then Save

- When I create my new signing order I use the new contact

Upload a Document and Add Envelope recipients

As the sender, you automatically receive a copy of the completed envelope.

Set signing order

Name *

Jeanette Smith

Email *

jgsmith@southwest.tn.edu

Jeannie's Contact
for CFO Signatures

Name *

trac

Dr. Tracy D. Hall, President : tdhall@southwest.tn.edu

Tracy D. Hall by Jeanette Smith : jgsmith@southwest.tn.edu

Jeannie's Contact
for President Signatures

When finished the signature will look like this:

Edit Contact

Full Name *

Tracy D. Hall by Jeanette Smith

Email *

jgsmith@southwest.tn.edu

Company

Phone Number

+ ADD PHONE NUMBER

Shared Contact ?

SAVE **CANCEL**

Southwest Tennessee Community College

By: Tracy D. Hall by Jeannette Smith

Signature: *Tracy D. Hall by Jeannette Smith*

Title: CFO Date: 2/1/2022

Customer PO#:
