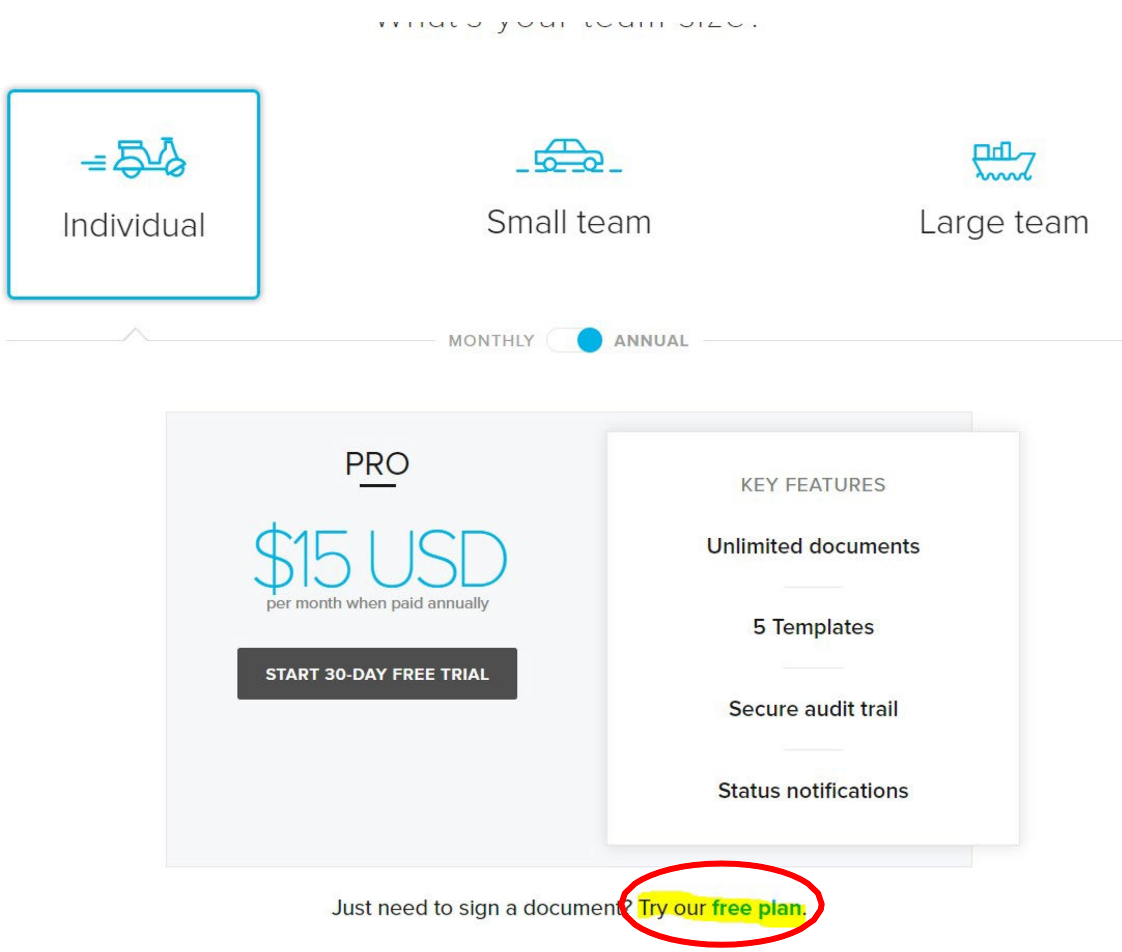
Using Dropbox Sign Effectively in the HUT Program

Making your *free* DropboxSign (HelloSign) Account

To make your Drobox HelloSign account, enter your email on the "Sign Up" page. After you have done so, choose "Individual". Once this has been selected, go to the bottom of the page and click "Try our free plan" (highlighted below).



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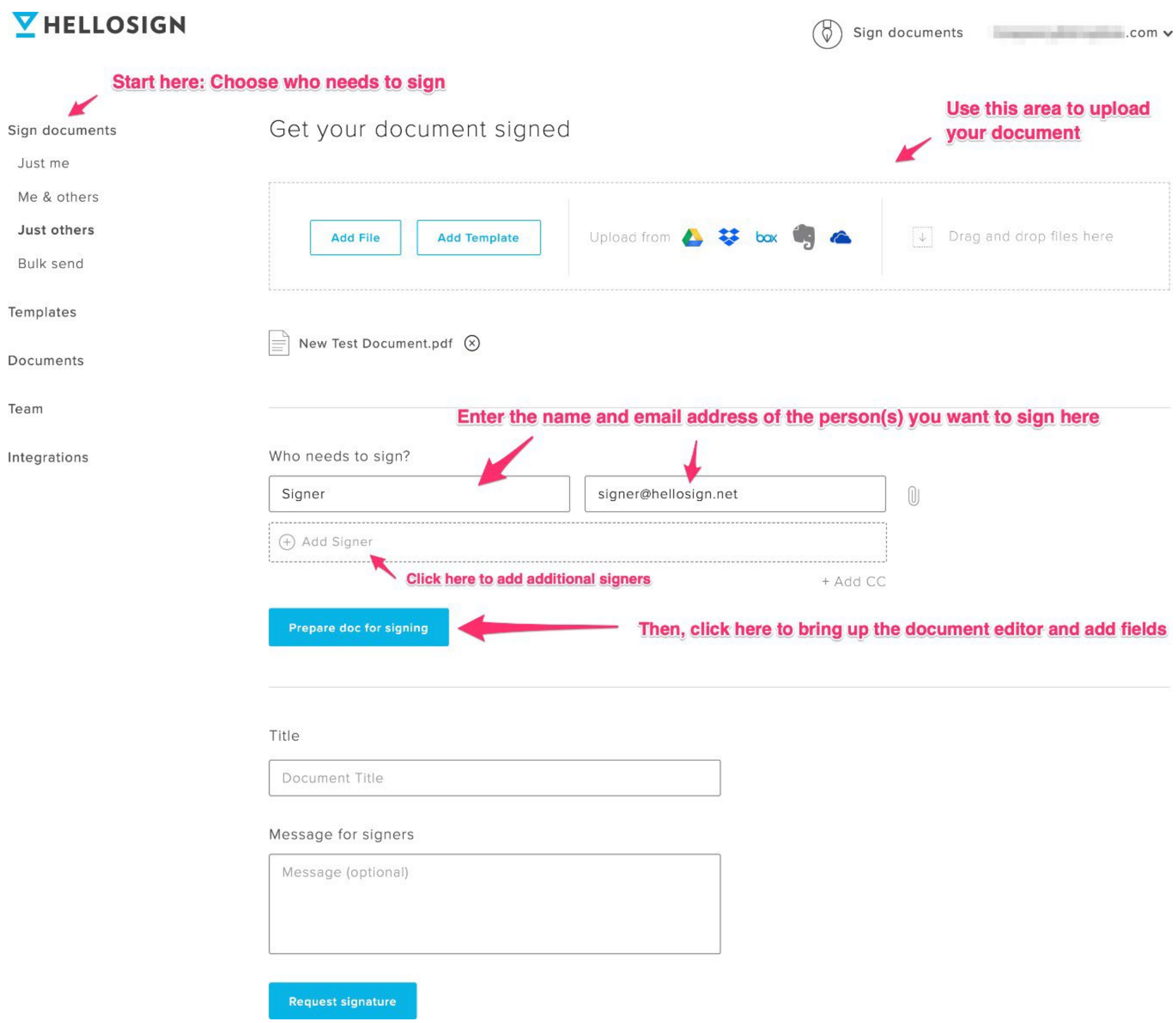
How to request one or more signatures



1. Click the Sign Documents tab in the left column below our logo and choose "Just Others" or "Me+Others."
2. Next, upload the document. You can do this directly from your hard drive, through one of the integrated cloud services such as Google Drive or simply drag and drop the document into the space indicated.
3. Then, enter the name and email address of the person(s) you wish to have sign. If more than one, use the "Add Signer" link to add more signers. *You can add up to 20 signers per document. Then click the "Prepare docs for signing" button.*
4. In the left-hand side menu all signer fields will populate, click the "Signature" field button then click in the location you'd like the signature placed on the document. You can reposition it if you need to by clicking on the field you just placed and dragging it to the exact placement you need.

(continued on next page- Assigning order of signatures)

Updated 1/12/2023

5. If there is more than one signer, make sure that the correct name is selected in the drop down menu in the righthand side editor menu.

Do Not Skip This Important Step:

How to set/change the order of who signs

When you're setting up a document for someone to sign, whether from the "Sign Documents" tab or "Create Template" tab:

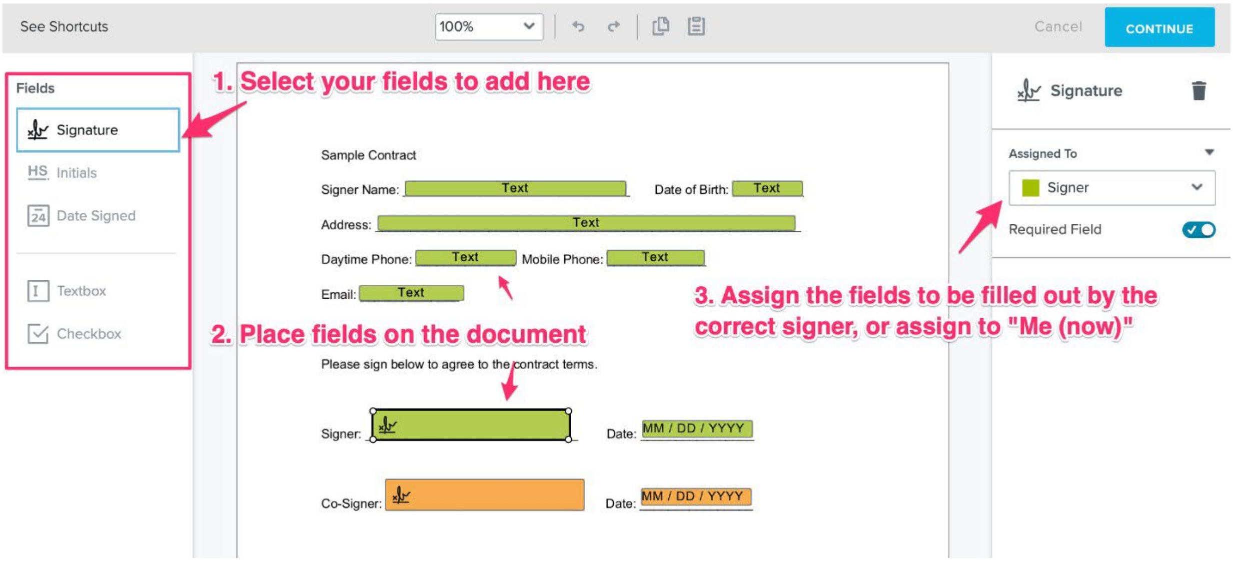
1. Click the "+Signer" button to add signers to the document.
2. When you add signers, the "Assign signer order" option will appear with a tick box next to it. **Once you tick the "Assign signer order" box**, you'll notice that up/down arrows appear to the left of the signer role.
3. You can use those arrows to rearrange the order of signers.

When Signer 1 has signed the document, Signer 2 will be prompted via e-mail that it's his or her turn to sign, and so on.

The correct order for collecting signatures for the Registration Form is as follows: 1) Student, 2) Thesis Chair, 3) HUT Liaison.

6.
7. If you need text fields, check boxes, or dates filled out, select the correct button, then click wherever you want to place the field and assign it to the correct signer.
8. Once you are done, click "Continue" on the upper right corner of the page.

(continued on next page)



9. Lastly you're able to add a message to appear in the body of the signature request email your signer will receive. Next, to send the document, click the blue "Request Signature" button at the bottom of the page.

10. Click here or here to access video tutorials.

Submitting Signed Documents to the Office of Honors Research

1) Once your form(s) are completed and signed, it is important to submit them to the Office of Honors Research along with the audit trail of signatures, which is automatically generated on the last page of the signed document.
2) Submissions should be emailed to HonorsResearch@ucf.edu.

Sources

1) https://faq.hellosign.com/hc/en-us/articles/205830938
2) https://faq.hellosign.com/hc/en-us/articles/206571337-How-to-set-change-the-order-of-who- signs
3) https://faq.hellosign.com/hc/en-us/articles/115004202168-How-to-Request-a-Signature