

Sending a Document for Signing from Box

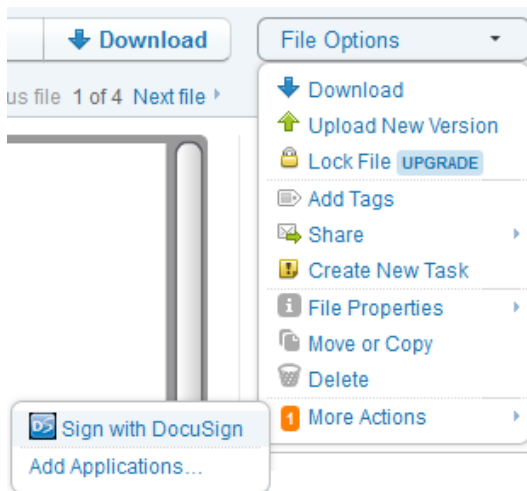
This guide provides information about how to send a document in Box® for signing with DocuSign®. A Box account is required to use this integration. To get a Box account, go to www.box.net.

1. Find the document you want to send

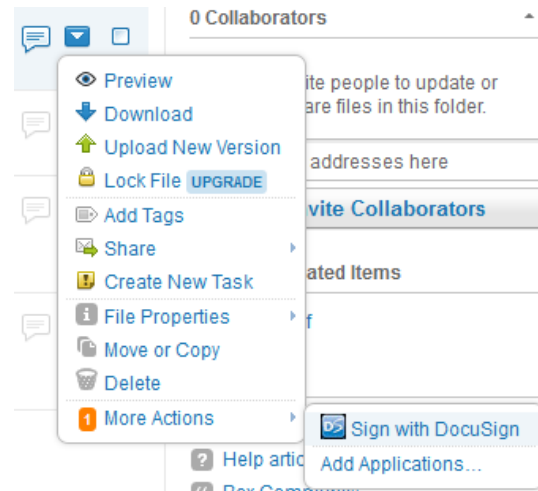
Sign in to your Box account, find and select document you want to send for signing through DocuSign.

2. Select the Sign with DocuSign option

If the document is open: Click **File Options > More Actions > Sign with DocuSign**.

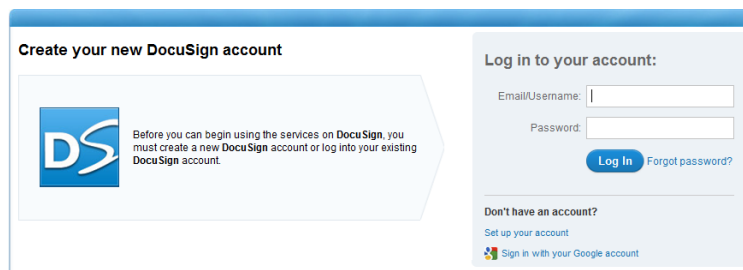


If the document is not open: Click **More Actions > Sign with DocuSign**.



3. Log into your DocuSign Account

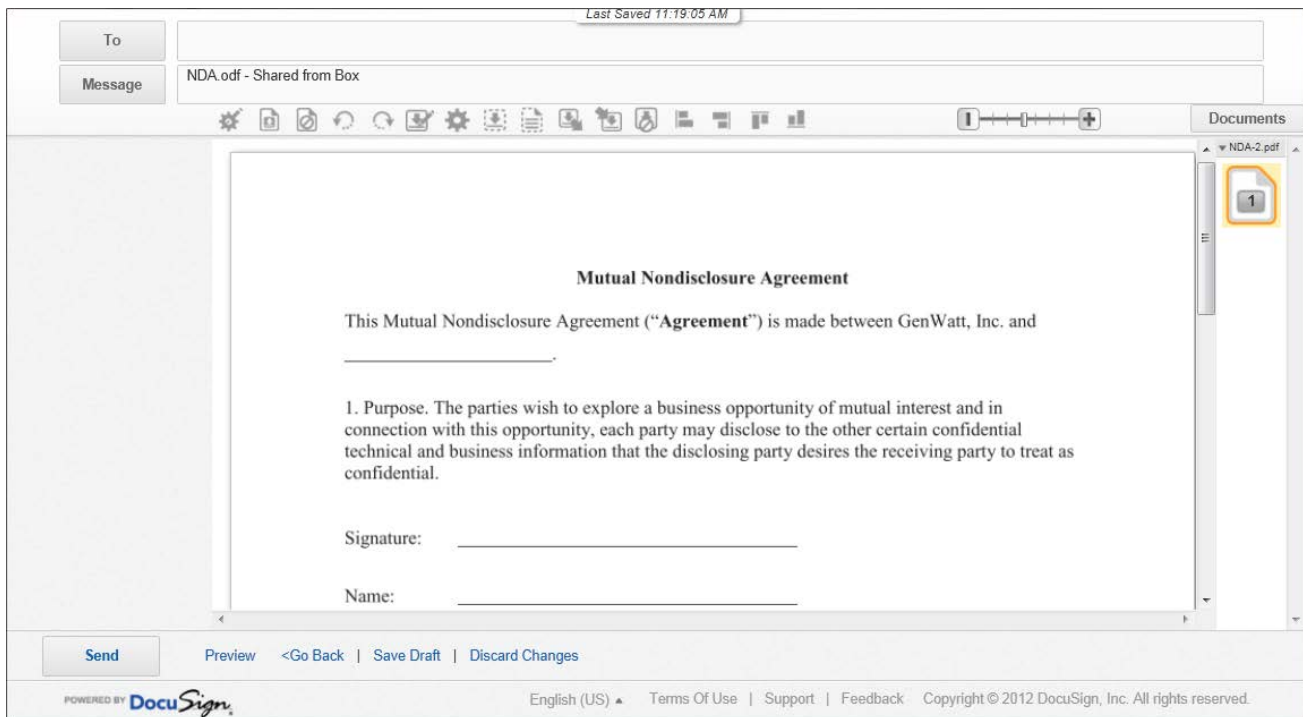
A new browser window opens. The DocuSign **Log in to your account** dialog box appears. Type the **Email/Username** and **Password** associated with your DocuSign account and click **Login**.



Note: If you have logged into your DocuSign account recently, you are taken directly to your envelope. If you don't have a DocuSign account, click **Set up your account** to sign up for a DocuSign plan.

4. Complete your Envelope

In the new browser window, complete your envelope.



The screenshot shows a web-based document signing interface. At the top, there's a 'To' field and a 'Message' field containing 'NDA.odf - Shared from Box'. Below these is a toolbar with various icons for editing and navigation. The main document area displays the title 'Mutual Nondisclosure Agreement' and the text: 'This Mutual Nondisclosure Agreement ("Agreement") is made between GenWatt, Inc. and _____'. Below this is a numbered list item: '1. Purpose. The parties wish to explore a business opportunity of mutual interest and in connection with this opportunity, each party may disclose to the other certain confidential technical and business information that the disclosing party desires the receiving party to treat as confidential.' At the bottom of the document area are 'Signature:' and 'Name:' fields with horizontal lines for input. The interface includes a 'Send' button, a 'Preview' button, and links for '<Go Back', 'Save Draft', and 'Discard Changes'. The footer contains the DocuSign logo and copyright information: 'English (US) | Terms Of Use | Support | Feedback | Copyright © 2012 DocuSign, Inc. All rights reserved.'

Note: Refer to the *Quick Start – Sending a Document or DocuSign Service User Guide* on the DocuSign website for a more details about completing your envelope.

- Click the **To** button, the Recipients and Routing dialog box is displayed. Type the email address and name of the person you want to send your document to and click **Add Signer**. Add any other signers or carbon copy recipients and click **Done**.
- Drag and drop DocuSign Tags from the palette on the left onto your document.
- Click **Preview** to preview how your recipient will see the tags or click **Send** to send the document for signing.

The browser window closes when the envelope is sent.

5. Done!

You have successfully sent a Box document for signing with DocuSign. A message showing you successfully sent the document appears in your Box account. Click the X to close the message.

You successfully sent your document to be signed with DocuSign. ✕

When the document signing is finished, a copy of the completed document is saved to your Box account.

For More Information or Assistance

For more information or assistance, visit the [DocuSign Community](#), the [DocuSign Support page](#), or contact DocuSign Support.