1. From the DocuSign homepage, click “Send an Envelope” in the dropdown.

2. On the next page, click the Upload button and upload your completed Annual Review.

3. Once uploaded, checkmark the box “Set Signing Order”

4. Add recipient slots by clicking the “Add Recipient” button and enter your, your faculty advisor’s, and all committee members’ names and email addresses, then add the Box Folder email address (see email from Student Affairs for the email address) as a CC by clicking the “Needs to Sign” dropdown (see image).
Once entered, the signing order and recipients should look like this:

Add Recipients to the Envelope

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

IMPORT A BULK LIST. Send copies of the envelope to many people at once.

Set signing order

1. Student
   Email: Student’s email address

2. Faculty Advisor
   Email: Faculty Advisor’s email address

3. Committee Member #1
   Email: Committee Member #1’s email address

4. Committee Member #2
   Email: Committee Member #2’s email address

5. Box Folder
   Email: 2021-22-bpj@byuywq1459@u.box.com

* ADD RECIPIENT  ADD CONDITIONAL RECIPIENT
5. Under the section “Message to All Recipients”, modify the Email Subject to include your last name and first name.

Click “Next” on the top bar in the upper right corner.

6. On the following page, click on the fields in the left toolbar to drag and drop them onto the Signatures section of your annual review, changing the assigned signer by clicking the Recipient dropdown.
   - Student: Signature, Name, Text
   - Faculty Advisor, all committee members: Signature, Name

You can adjust the size of the signature field by dragging out one of the corners):
Once all fields are placed, it should look like this:

11. **Signatures** (Required from all committee members)

   By signing this form, the faculty advisory and members of this PhD committee acknowledge that they met with the student and are aware of his/her academic progress. Electronic signatures via DocuSign or email are acceptable.

<table>
<thead>
<tr>
<th>Print Names</th>
<th>Signatures (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td></td>
</tr>
<tr>
<td>Committee Member #1</td>
<td></td>
</tr>
<tr>
<td>Committee Member #2</td>
<td></td>
</tr>
</tbody>
</table>

   Add rows as needed.

   **Meeting Date:**

7. Click “Send” on the top bar in the upper right corner.
8. Sign your annual review form and you’re all set!