



## DocuSign for Contract Signing

HANO will now use the electronic signing system, DocuSign for Contract Signing for the Housing Choice Voucher Program. Instead of coming into HANO's office to sign the HAP Contract and other paperwork with HANO and your new tenant, HANO will e-mail the documents to both you and the tenant via DocuSign for signature. The signing process is simple, as outlined in the Quick Reference Guide below.

In order to complete this process, please provide to HANO your e-mail address and the e-mail address of your prospective tenant. This will be required at the time that a Leasing Packet/Request for Tenancy Approval is submitted to HANO for your unit. You will also need to provide HANO with a completed copy of the lease after your unit passes inspection and the rental amount for your unit is approved. HANO must receive a copy of the lease for review before sending the HAP Contract via DocuSign.

More information on how DocuSign works is available at [www.docusign.com](http://www.docusign.com).

### QUICK REFERENCE GUIDE: SIGNING



#### 1. REVIEW THE DOCUSIGN EMAIL

Open the email and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.

#### 2. AGREE TO SIGN ELECTRONICALLY

Review the consumer disclosure and select the checkbox I agree to use Electronic Records and Signatures. Click **CONTINUE**.

#### 3. START THE SIGNING PROCESS

- Click the **START** tag on the left to begin the signing process. You are taken to the first field requiring action.
- Click the **SIGN** tag. You are asked to Adopt Your Signature.

#### 4. VERIFY YOUR NAME

Verify that your name and initials are correct. If not, change them as needed.

#### 5. ADOPT A SIGNATURE

Do one of the following:

- Accept the default signature and initial style.
- Click **SELECT STYLE**, and select a signature option.
- Click **DRAW**. Draw your signature using a mouse, or your finger or a stylus.

#### 6. SAVE YOUR SIGNATURE

Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

#### 7. CONFIRM SIGNING

When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.

Note: A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.