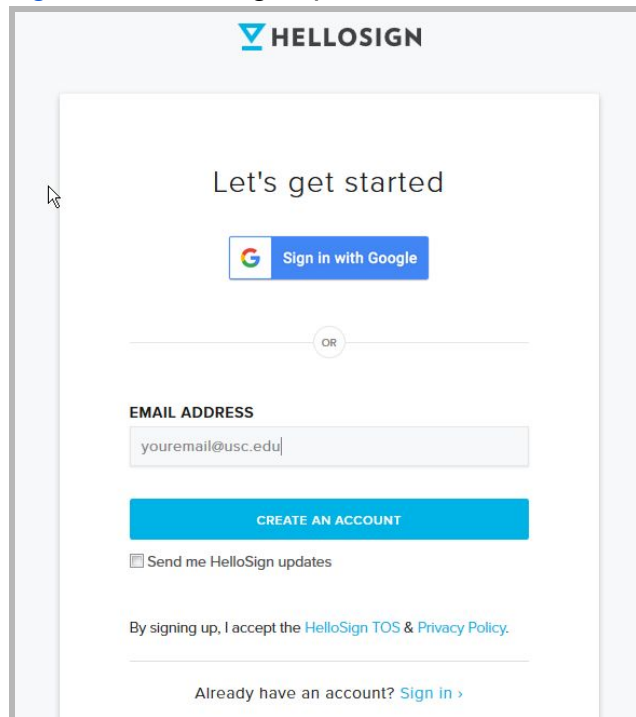


Using HelloSign to E-Sign Documents

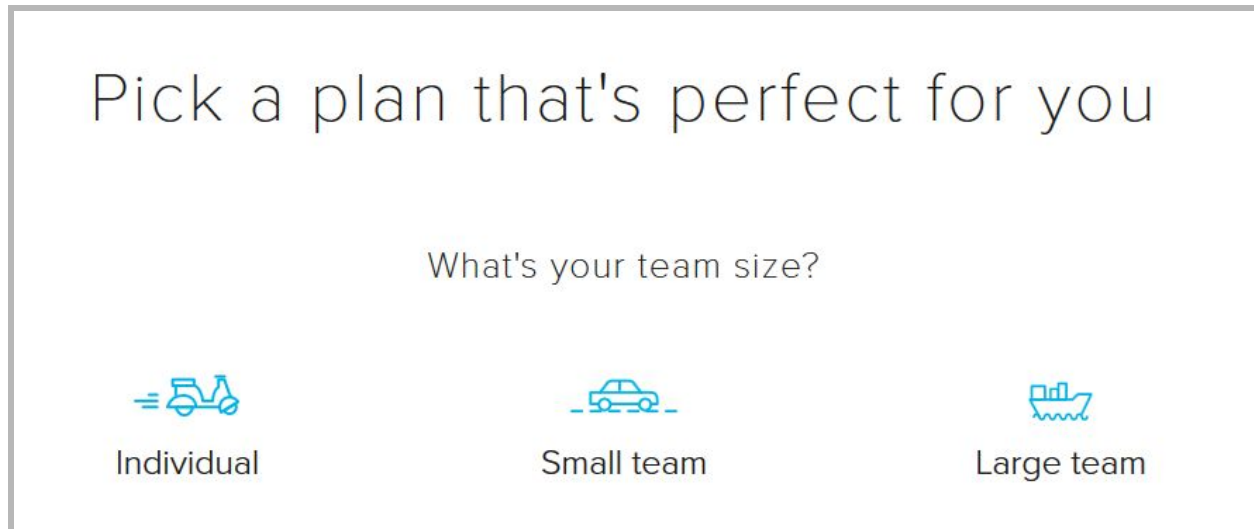
1. Create an Account.

Navigate to the [HelloSign website](#) to sign up for a free account.



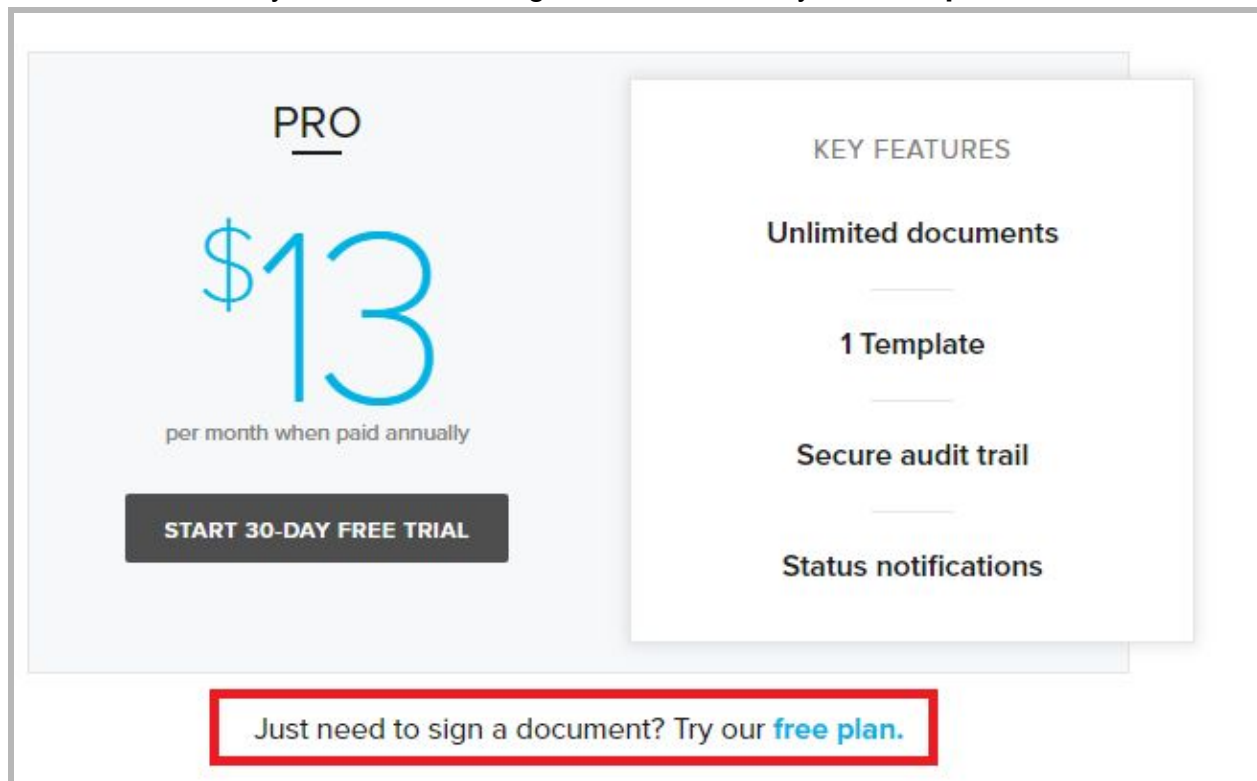
The screenshot shows the HelloSign sign-up interface. At the top, the HelloSign logo is displayed. Below it, the text "Let's get started" is centered. A "Sign in with Google" button is present, followed by an "OR" separator. An "EMAIL ADDRESS" field contains the placeholder text "youremail@usc.edu". Below the field is a blue "CREATE AN ACCOUNT" button. A checkbox labeled "Send me HelloSign updates" is unchecked. At the bottom, there is a link to "HelloSign TOS & Privacy Policy" and a "Sign in" link for existing users.

Once you've entered your email and accepted their terms of service, you will be offered several sign-up options. Select "Individual."



The screenshot shows the plan selection screen with the heading "Pick a plan that's perfect for you". Below this, the question "What's your team size?" is displayed. Three options are presented: "Individual" with a person icon, "Small team" with a car icon, and "Large team" with a factory icon.

From here, you will be offered a “pro” account for purchase. Directly below this option, find the link that says “Just need to sign a document? Try our **free plan.**”

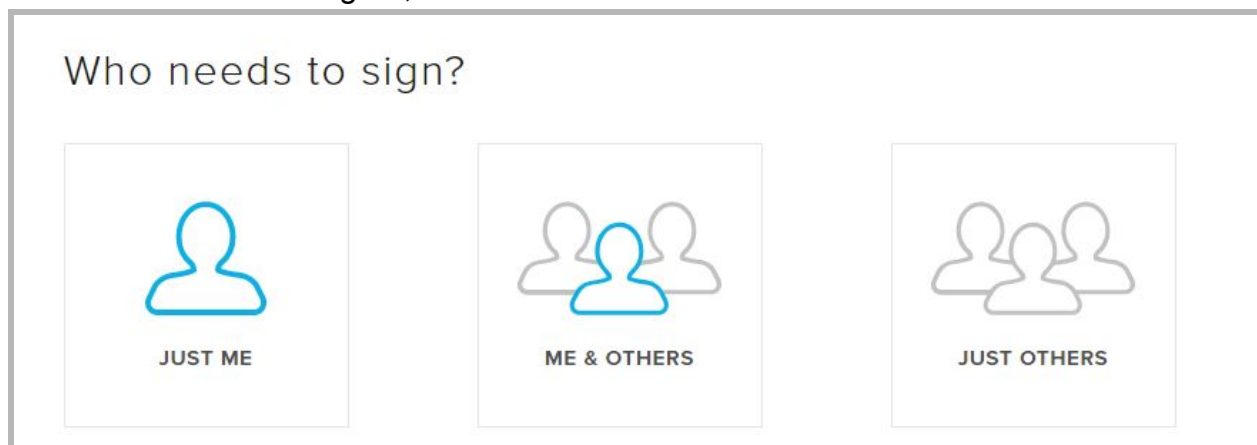


The screenshot displays the HelloSign pricing interface. On the left, the 'PRO' plan is highlighted with a price of '\$13 per month when paid annually' and a 'START 30-DAY FREE TRIAL' button. On the right, a 'KEY FEATURES' box lists: 'Unlimited documents', '1 Template', 'Secure audit trail', and 'Status notifications'. At the bottom, a red-bordered box contains the text: 'Just need to sign a document? Try our [free plan.](#)'

2. Upload a Document for Signing

Once you have logged in to HelloSign, navigate to the “Sign documents” tab in the list of options.

Under “Who needs to sign?”, select “Just others.”



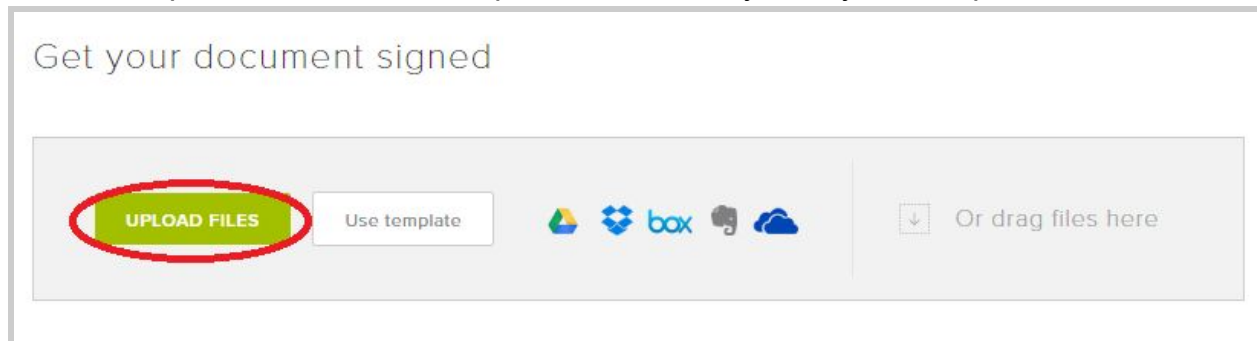
The screenshot shows the 'Who needs to sign?' selection screen. It features three options: 'JUST ME' (represented by a single person icon), 'ME & OTHERS' (represented by two person icons), and 'JUST OTHERS' (represented by three person icons). The 'JUST OTHERS' option is selected, indicated by a blue outline around its icon.



Here, you will upload the file for signing. You can do this in two ways, each detailed below.

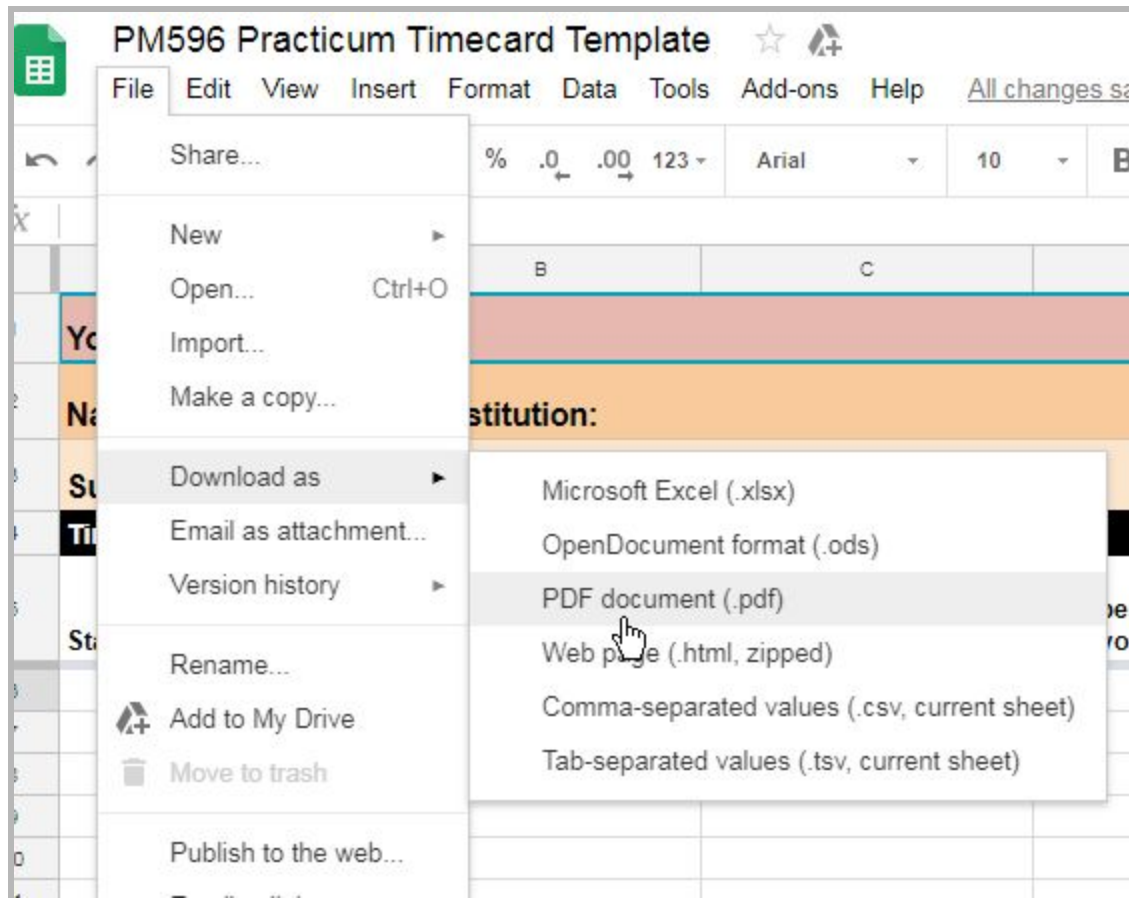
Uploading Files

Click the “Upload Files” button to upload a file directly from your computer.



If your timecard is saved as a Google Doc and you would like to upload it directly, navigate to the timecard document in Google Drive and download it to your desktop as a PDF.

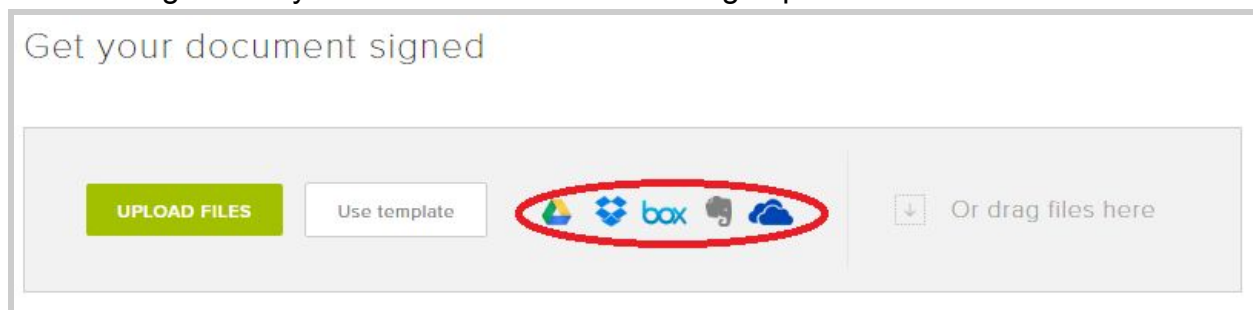
Do this by clicking “File” and selecting the “Download as” option:



Connecting to Drive, Dropbox, or Another Storage Location

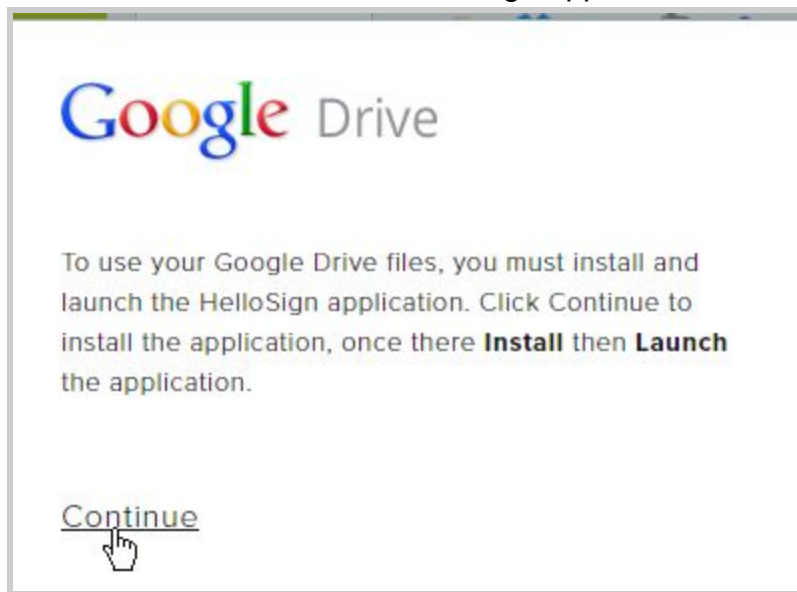
Note that you will need to use Chrome as your web browser to proceed with this option if you are using Google Drive.

Click one of the third-party storage space icons (e.g., Google Drive, Dropbox, Box) to link HelloSign directly to the document in that storage space.



Since your timecard is saved in Google Drive, click the Drive icon (the first one in the list).

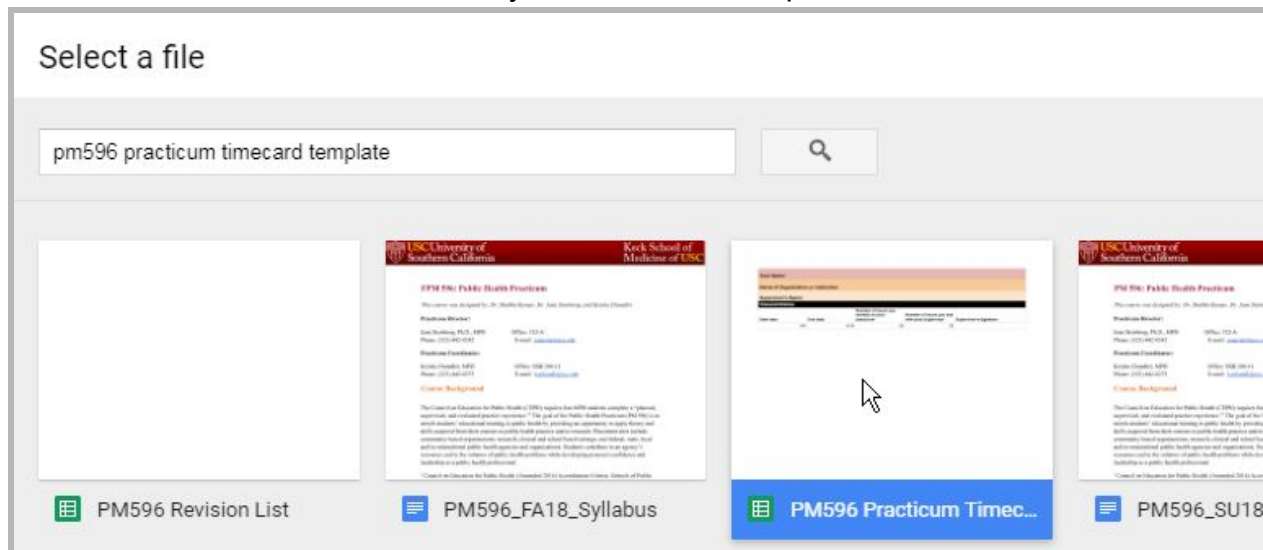
Select “Continue” when asked to install the HelloSign application:



This will take you to the Chrome web store, where you will click “Add to Chrome.” HelloSign is now linked to your Google account.

Now, when you return to the “Get your document signed” area in HelloSign and click the Google Drive icon, you will have access to your documents on Drive.

From this list, search for and select your Timecard Template:



3. Prepare the Document for Signing

Once you’ve uploaded your timecard document, scroll down to input your supervisor’s information.

Who needs to sign?

My Supervisor supervisoremail@usc.edu

+ Add Signer

+ Add CC

PREPARE DOCS FOR SIGNING

Input the necessary information, then click the “Prepare Docs for Signing” button, which opens a window displaying your document. Drag and drop the “Signature” button from the options from the menu of options onto the location where you want your signer to place his/her signature.

Signature HS Initials Textbox Checkbox Sign Date

Your Name: _____

Name of Organization or Institution: _____

Supervisor's Name: _____

Timecard Entries

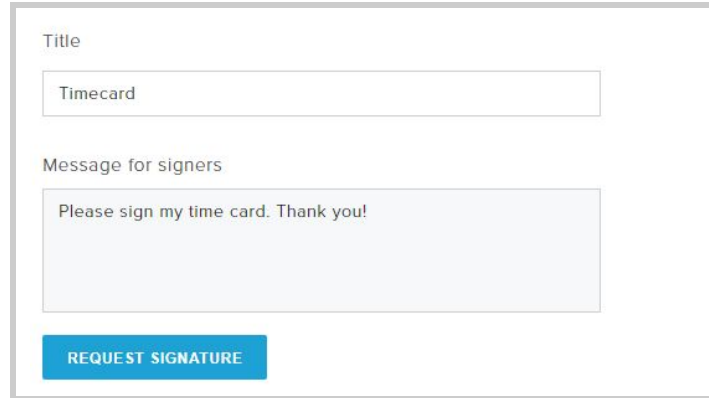
Start date	End date	Number of hours you worked on your practicum	Number of hours you met with your supervisor
9/5	9/19	20	20

Who signs here?
 supervisor
 Required

Supervisor's signature
 Signature

4. Send the Document for Signing

Now that you’ve prepared the signature line for your supervisor, you will send your timecard to them to be signed via email. Do this by adding a title and message to be sent, then click “Request Signature.”



Title

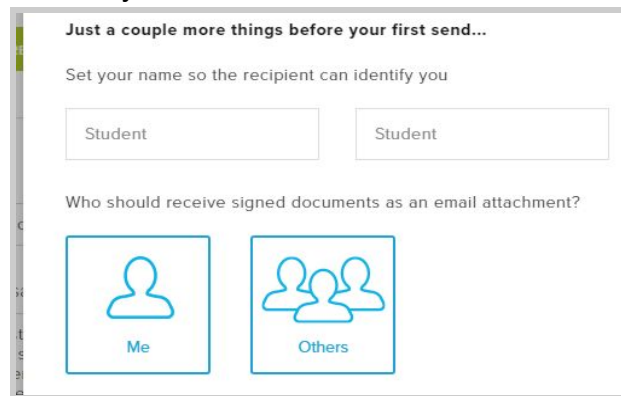
Timecard

Message for signers

Please sign my time card. Thank you!

REQUEST SIGNATURE

You have the option of sending the signed timecard document to just yourself or to others. Please select “me” only.



Just a couple more things before your first send...

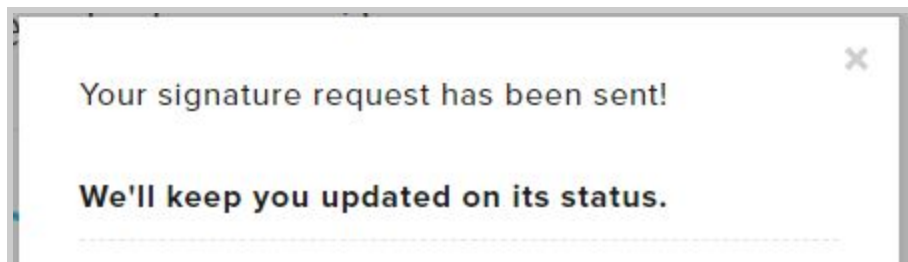
Set your name so the recipient can identify you

Student Student

Who should receive signed documents as an email attachment?

Me Others

Once you have done this, you’ll receive a notification that your signature request has been sent.



When you return to your HelloSign homepage, you can check the status of the document by navigating to the “Documents” tab in the list of options. The status will display as “Out For Signature” when it has been sent.

Status	Title	Date
● OUT FOR SIGNATURE	Practicum Timecard	11:43 AM 

You will receive email updates indicating your timecard’s progress with your supervisor, including notifications when the document has been viewed and when it has been signed.

<input type="checkbox"/>	<p>HelloSign 📧 Jun 28 ☆</p> <p>➤ Practicum Timecard has been signed by Janice</p>
<input type="checkbox"/>	<p>HelloSign Jun 28 ☆</p> <p>➤ Janice has viewed Practicum Timecard</p>

When you receive the notification that the timecard has been signed, navigate back to the “Documents” link in HelloSign. The document you sent is now listed as “Completed.”

Status	Title	Date
● COMPLETED	Practicum Timecard	Jun 28 

Click the arrow icon next to the “Date” column to access a set of options now that your timecard has been signed. From here, click “Download” to download a copy of the

signed timecard to your computer.

Sign documents

Templates

Documents

- Out for signature
- Awaiting my signature
- Completed
- Declined
- Templates
- Template links
- Draft

Team

Integrations

SEARCH [Learn about advanced search](#)

Status	Title	Date
COMPLETED	Practicum Timecard	Jun 28
COMPLETED	testing	
DRAFT EDIT	Practicum Timecard (Response)	

- Rename
- Download**
- Preview
- Share
- Fax
- Request signature
- Delete

Now your signed timecard is ready for submission in Moodle.

Your Name:

Name of Organization or Institution:

Supervisor's Name:

Timecard Entries

Start date	End date	Number of hours you worked on your practicum	Number of hours you met with your supervisor	Supervisor's signature
9/5	9/19	20	20	