



DocuSign signing guide

How to sign digitally
with DocuSign

 Marsh McLennan

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Identity Verification

Verify your Identity by uploading a photo of your ID

Start



Begin the eSignature process

Click on «Review Document» in the email, then select «Start» to begin

 Patente di guida

 Documento di identità nazionale

 Passaporto



Upload a photo of your ID

Choose the Document type; then, take two photos using your mobile or upload it with «Upload File»

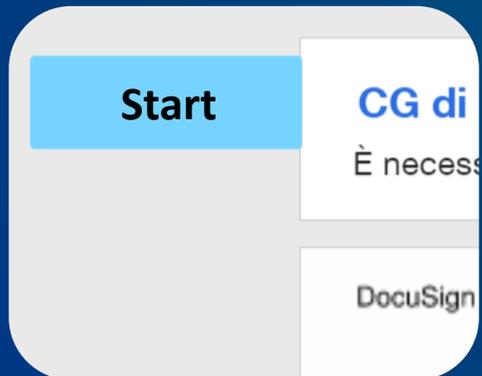


Your ID has been validated



Wait for the ID validation

The system takes some time to check if your photos are clear, without cuts or glares



Follow the hints to proceed

Docusign will assist you in every Step: simply select «**Start**» and accept the **C.G.S.** to begin



Sign the document

The Signer should select every field «**Sign**» in the document



Completed!

Once every field is signed, check the box to agree to the Terms and Conditions and confirm!



✔ **The perfect photo**

It is necessary to upload a Front and Back clear photo, taken on a desk for example



✘ **No cut parts**

All the informations on the document must be visible, without cuts



✘ **No glares**

The photo must not be too dark or with glares, all the infos must be clear

What kind of ID documents are valid?

It is not possible to upload paper Identity Cards. Any other document will be validated

What should the Reviewer do in the Signing process?

He has to approve the document by selecting «Approve»; only then, it will be sent to the Signer

Do I have many attempts to upload my ID document?

The signer has 2 attempts to upload his ID. In case of trouble, our Team will contact you

Is there a Time Limit to sign the document?

It is necessary to sign the document within 30 days from the reception date



Team eSignature

Get support by writing to:
Italy.marshdigital@marsh.com

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