How to Sign a Data Use Agreement via DocuSign

The recipient is provided access to review a Data Use Agreement (DUA) via DocuSign. A DocuSign account is not necessary to review or sign a document.

1. The recipient receives an email from DocuSign containing the DUA. To begin the process, click the yellow REVIEW DOCUMENT button and a new window will launch.

![Review Document Button](image1.png)

2. The new window will contain the Data Use Agreement, at which point the recipient will begin the signing process by clicking on the yellow CONTINUE button.

![Please Review & Act on These Documents](image2.png)

3. Required fields will appear in red. The recipient must fill in all required information. If fields are unavailable to complete to you, it means they are assigned to a different individual in the process.
4. Once all fields have been completed, the recipient will then be able to click the yellow FINISH button on the top right side of the page.

This will complete the recipient’s process, and DocuSign will automatically send to a Vivli Admin for review. The Vivli Admin will reach out if any further information is needed or amendments need to be made.

Please note that until your request is in the DUA Validation stage, response may take up to 2 business days, although we will endeavor to process faster.

The **Institution Official** is the authorized signatory for the institution. Where Institution Official signature is required, the Vivli team will send the DUA to the institution official on the requestor’s behalf.

4. The Institution Official will open the document from their email, and will scroll to the signature page (marked by the yellow START tab on the left). To electronically sign the document, click on the SIGNATURE TAG under the Institution Name.
5. A box will pop up allowing the signer to Adopt a Signature. The Institution Official must verify the spelling of their name, and that their initials are correct. Once a signature style has been selected, click the ADOPT AND SIGN button.

![Signature Adoption](image)

The signature will appear where the SIGNATURE TAG was, and the signer will then be able to click the yellow FINISH button on the top right side of the page.

This will complete the process for the Institution Official, and DocuSign will automatically send back to the Vivli Admin for final review.