

Step by Step Instruction for DocuSign (students)

Responsibility for implementing and training procedure:

General Manager / Team Leader

You will be receiving a document from h&h Accredited Training to complete and sign here are the 'Step by step instructions'

Step 1. Open the email sent to you

Step 2. Tick the below box and then click 'continue'

Request for Signature



Kathleen Lovett
H&H Accredited Training Inc



Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Step 3. Read your document

Step 4. Click on 'Start'

Step 5. Complete the required fields

Step 6. Click 'finish' to submit your document

Step 7. You can choose to log into a DocuSign account or request for the sender to send you a copy (click 'no thanks')

For any queries – contact the staff at h&h (96820100) or granville@hnh.org.au