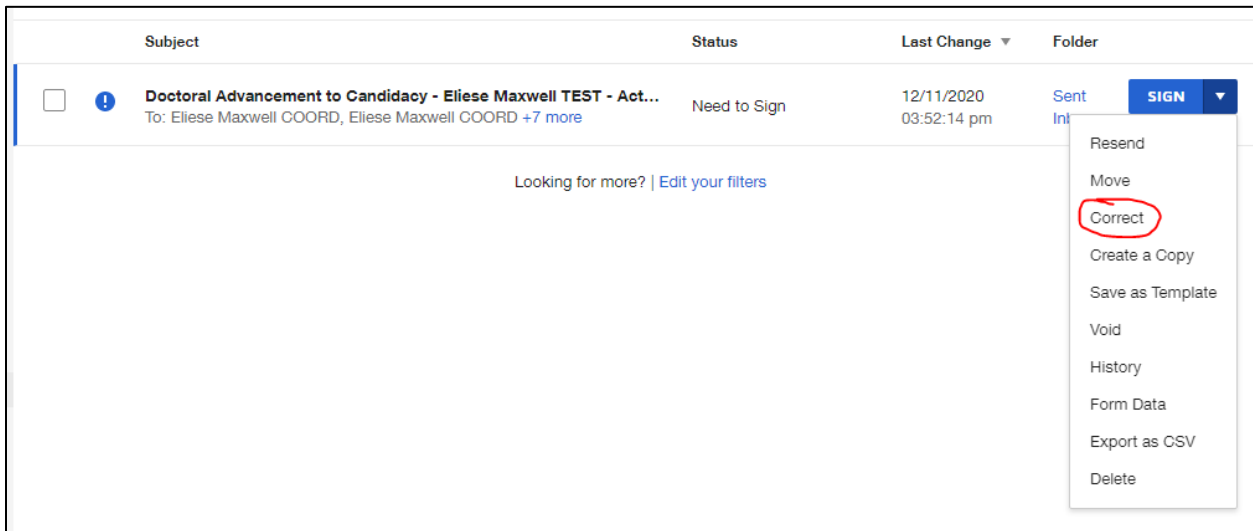


Adding a signer to a form in DocuSign (that has already been sent for signatures).

1. Go to the form in DocuSign and hit the "Correct" button.



2. Scroll all the way down to the bottom of the page and hit "Add Recipient" and it will populate a new box for you to enter the new signer's name and email. You will also need to edit the number to the left of their name. This is the signing order. Change the number to the appropriate step in the routing. This may often be the current step.

You can check which step the form is at by viewing the form and seeing where the "Current" signer is. **Note that a signer cannot be added to a step that has already been completed (all signers have a green checkmark in that step).** In this case, we can only add the signer to Step 4 or after.

The screenshot shows the 'ADD RECIPIENT' form with fields for Name and Email. A red '4' is written next to the '10' in the yellow box. The 'ADD RECIPIENT' button is circled in red.

3	✓ Eliese Maxwell etmaxwell@ucsd.edu	Signed on 10/27/2020 02:14:04 pm Signed in location
4	✓ Copy only etmaxwell@ucsd.edu	CC Copy Received CURRENT
4	Eliese Maxwell etmaxwell@ucsd.edu	Needs to Sign Viewed on 11/6/2020 09:41:23 am
5	Eliese Maxwell TEST etmaxwell@ucsd.edu	Needs to Sign

The form is currently at Step 4 in the routing. The new signer will have their signing order as "4".

- Hit "Next" once you have entered the name and email. You will be brought to a page that looks just like the form. It will have colorful boxes that indicate where other signers will sign.

GRADUATE PROGRAM

Name: Eliese (Name on diploma will appear exactly as it is listed on UCSD Academic Records) PID#: 12354563

Is student eligible for CPhil degree? Yes
 No

If yes, CPhil diploma will be mailed to the permanent address on record in Tritonlink

Department/ Group/School: Grad Division

Major Code: GD


Degree Aim: Ph.D.
 D.M.A.

TO THE DEAN OF THE GRADUATE DIVISION:
The members of the Doctoral Committee report that the candidate has completed all pre-dissertation requirements in the major and has taken the qualifying exam on: 10/27/2020
Date


Approved of Qualifications	Committee Names	Signatures of Committee Members	
<u>Yes</u>	<u>Eliese Maxwell</u>	<u>Eliese Maxwell</u>	Chair/Co-Chair
_____	_____	_____	Member
_____	_____	_____	Member
_____	_____	_____	Member
_____	_____	_____	Member
_____	_____	_____	Member
_____	_____	_____	Member

The Committee recommends advancement to candidacy for the Doctoral degree in:

Test (Give exact title of degree.)

Approved:  _____ 08/11/2021
Chair of Department/Group/School Date

ASSESSED FEE The candidacy fee will be charged to the student's TritonLink account.

STUDENT I request advancement to candidacy. I estimate I will defend my dissertation by: Text Quarter/Year Signature:  _____ Date Signed Date

One way to add the new signer's boxes is copying and pasting the boxes from another signer. Otherwise you can add the boxes manually with the fields to the left. We will be adding "Text", "Name", and "Signature".

You will then need to change the color of the box to match the color of the new signer. Click on the box, then look at the right-hand side for the Recipient section. Click on the name to see a dropdown of all current and future signers.

University of California San Diego
La Jolla, CA 92093-0003

ADVANCEMENT TO CANDIDACY FOR THE DOCTORAL DEGREE

GRADUATE PROGRAM

Name: Eliese PID#: 12354563
(When an diploma will appear in UCSD Academic Records)

Is student eligible for CPhil degree? Yes No
If yes, CPhil diploma will be mailed to the permanent address on record in Tritonlink

Department/ Group/School: Grad Division
Major Code: GD
Degree Aim: Ph.D. D.M.A.

TO THE DEAN OF THE GRADUATE DIVISION:
The members of the Doctoral Committee report that the candidate has completed all pre-dissertation requirements in the major and has taken the qualifying exam on: 10/27/2020
Date

Approved of Qualifications	Committee Names	Signatures of Committee Members
Yes	<u>Eliese Maxwell</u>	<u>Eliese Maxwell</u> , Chair/Co-Chair
<input type="text"/>	<input type="text" value="Full Name"/>	<input type="text" value="Sign"/> Member
		Member

Graduate Division
University of California San Diego
La Jolla, CA 92093-0003

REPORT OF THE QUALIFYING EXAMINATION AND ADVANCEMENT TO CANDIDACY FOR THE DOCTORAL DEGREE

GRADUATE PROGRAM

Name: Eliese PID#: 12354563
(When an diploma will appear in UCSD Academic Records)

Is student eligible for CPhil degree? Yes No
If yes, CPhil diploma will be mailed to the permanent address on record in Tritonlink

Department/ Group/School: Grad Division
Major Code: GD
Degree Aim: Ph.D. D.M.A.

TO THE DEAN OF THE GRADUATE DIVISION:
The members of the Doctoral Committee report that the candidate has completed all pre-dissertation requirements in the major and has taken the qualifying exam on: 10/27/2020
Date

Approved of Qualifications	Committee Names	Signatures of Committee Members
Yes	<u>Eliese Maxwell</u>	<u>Eliese Maxwell</u> , Chair/Co-Chair
<input type="text"/>	<input type="text" value="Full Name"/>	<input type="text" value="Sign"/> Member
		Member

Recipient

- Eliese Maxwell
- Eliese Maxwell
- New signer
- Eliese Maxwell TES T
- James Antony
- Registrar - Academic Records

Tooltip

Location

4. Once the signer's boxes have been added and the colors changed, hit the yellow "Correct" button. This will update the form and the routing list. An email will be sent if any signers were added to the current step.