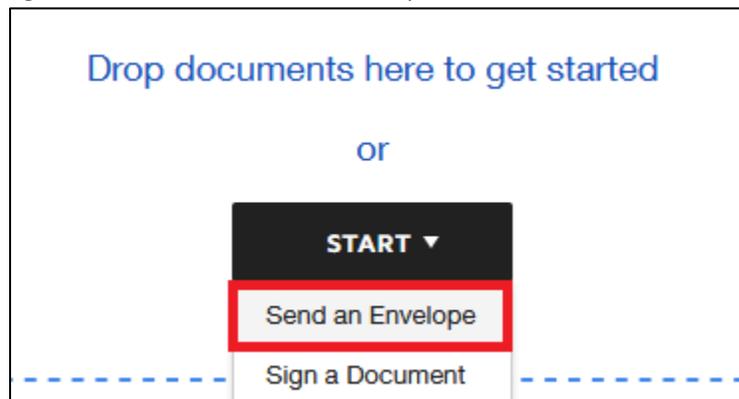


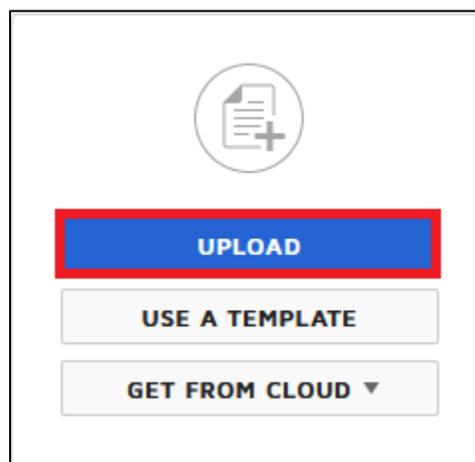
DocuSign Routing Instructions for Variety Release Documents

NOTE: Even if you are comfortable with DocuSign, please see the highlighted section in item 3 for important instructions.

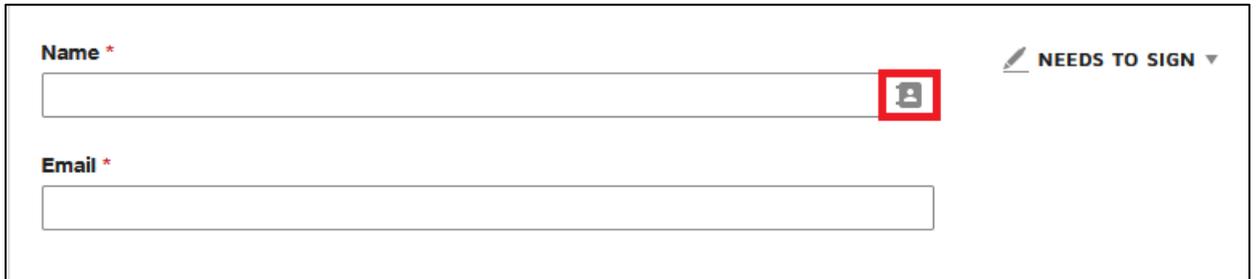
1. Complete the fillable PDF that contains the Disclosure Form and the Significant Contributor Analysis and the Plant Variety Release Proposal. (Both documents can be found on the [MyCAS website](#) under For Researchers.) You will not need to convert the Word document or to combine the files before submitting.
2. In DocuSign, select Start > Send an Envelope.



Use the Upload button to attach each file to the envelope. Once you have uploaded one, simply select Upload to add the other. While uploading Word docs, DocuSign automatically converts them to PDF.



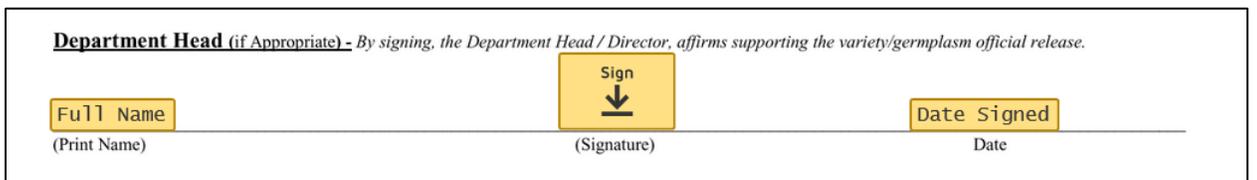
3. Add the signatories as recipients. By default, the order you add them will be the order that they receive them. The best way to add recipients is to search for them in the address book, which you can find to the right of the Name field. If you intend to send a copy to another party, you can do so by adding them as a recipient and changing Needs To Sign (on the right) to Receives a Copy. This option will appear as a dropdown menu.



The screenshot shows a form with two input fields: "Name *" and "Email *". To the right of the "Name *" field is a small icon of a person inside a square box, which is highlighted with a red border. To the right of the "Email *" field is a dropdown menu labeled "NEEDS TO SIGN" with a downward arrow.

Please note that the proper recipient for the OAES Director is the CAS Deans Approval signing group, which you can find by searching in the address book. When a signing group is added, it will populate the Email field and not the Name field. Do not alter this in any way or the recipient will not be able to access the file.

4. Click Next. Drag and Drop to add Name, Signature and Date Signed fields for each proposal recipient onto the final signature page. Each field will expand to the right when filled out by the recipient, so be sure to arrange them accordingly. The Date field will be at least twice the size when viewed by the recipient.



The screenshot shows a signature page with the following text: "Department Head (if Appropriate) - By signing, the Department Head / Director, affirms supporting the variety/germplasm official release." Below this text are three fields: "Full Name" (with "(Print Name)" below it), a "Sign" button with a downward arrow, and "Date Signed" (with "Date" below it).

If you are routing to the Chair of a specific Crop Advisory Committee, there is a field on the final signature page to specify that committee. That can be entered prior to uploading the file to DocuSign, or you can use the Text field to enter it while routing through DocuSign.

5. Once you have added all the necessary fields, just click Send. You will automatically receive a copy of the signed form.