## Table of Contents

How to sign a document ........................................................................................................................................ 2

1. Accept and sign the document: .................................................................................................................... 2
2. Reject to sign............................................................................................................................................... 6
How to sign a document

After the preparer fill in all the required information in the online charity registration form, they will be prompted to enter 2 distinct signatories information i.e. First Name, Last Name, Title, Email, and Re-enter Email.

Filled in document, will be sent to the 2 email addresses provided in the signatures section of the registration form.

1. Accept and sign the document:
   a. Navigate to the email address and locate the email from DocuSign, with a subject line: CHAR410 Application to Sign (if it is an amendment then CHAR410-A Application to Sign, and if it is re-registration then CHAR410-R Application to Sign)
b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser)

![Image of DocuSign website]

- **Please Review & Act On These Documents**
- **CONTINUE**
- **OTHER ACTIONS**

**Please review the documents below.**

**Certificate of Incorporation, including amendments or other organizing document**
This supplement is for your information.

**Bylaws or other organizing document**
This supplement is for your information.

- Click View button to view the documents (close the document after you view by clicking x button)
- After the documents are viewed and all the information in the form is validated, click on **FINISH** button (at the end of the page or at the top right corner of the page)
Charities Registration – Sign a document
User Guide

g. You will be navigated to the location to sign the document

h. Click on button to sign the document

i. DocuSign will auto generate a signature based on your first and last names. You can either click on ADOPT AND SIGN button or Draw your own signature.
Charities Registration – Sign a document
User Guide

j. Click FINISH button to finish signing the document

A copy of this document has been saved to your DocuSign account. Please log in to view it.

Email
priya.veeramasu@ag.ny.gov

LOG IN  NO THANKS

k. You can either create an account with DocuSign or click NO THANKS (after both the signatures are done, signed copy will be sent to your email address even if you don’t create an account with DocuSign)
2. Reject to sign

As a signatory, you have the capability to reject the document if the information in the form is incorrect. To reject, follow below steps.

a. Navigate to the email address and locate the email from DocuSign, with a subject line: CHAR410 Application to Sign (if it is an amendment then CHAR410-A Application to Sign, and if it is re-registration then CHAR410-R Application to Sign)
b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser)

c. Accept the terms and conditions (click on the check box) and click **CONTINUE** button

d. Click on **OTHER ACTIONS** dropdown on the top right side of the page and select “Decline to Sign” option
e. A caution message appears, read the message and click **CONTINUE**

```
Caution

If you choose to continue, this document will be void and inaccessible to other signers.
To request changes to this document, please select **FINISH LATER** and contact the sender directly with your request.
```

[CONTINUE] [FINISH LATER] [CANCEL]

f. Include the reason for declining the document in the text box and click **DECLINE TO SIGN** button.

```
Decline to Sign

Please provide a reason for declining:


```

500 characters remaining

[DECLINE TO SIGN] [CANCEL]

g. Confirmation message appear on the screen (an email will be sent to both the signatories with the subject line: Declined: CHAR410 Application to Sign