As an authorized signer of the Financial Data Compliance Form, learn how to electronically review, update, and sign a document.

When an envelope requires your review, completion, and signature, an email notification arrives from Financial Data Validation via DocuSign with the subject: 11111 – NCCI TEST ACCOUNT – Signature Required

1. Open the email notification and review the Private Message section for details specific to you.
2. Click Review Document to access the Compliance Form.

**eSIGN THE COMPLIANCE FORM**

3. View the Electronic Records and Signature disclosure, click the check box, and select Continue to open the agreement.

4. Click Start to initiate the auto-navigation feature. This will prompt you to fill in available fields for your completion or signature.

5. Review and update any field that is empty or that has been pre-populated for your convenience.

6. Click the Sign icon to place your electronic signature in the appropriate place. You will be provided the opportunity to select a signature style or upload a scanned version of your personal signature using a JPEG or GIF file by utilizing the “Print & Sign” function under the Other Actions menu. Note: If you already have a DocuSign account, then your saved signing credentials will automatically be used.

7. After all information has been reviewed and your signature applied where required, click FINISH

After all parties have signed, an email is sent to all reviewers/signers with a Completed copy of the Compliance Form. Note: Until the “Finish” option is selected, reminders will be sent every two days to the signer to complete the signature.

**Need help?** Under the Other Actions drop-down menu, look for DocuSign Help & Support. Or contact your assigned validator.