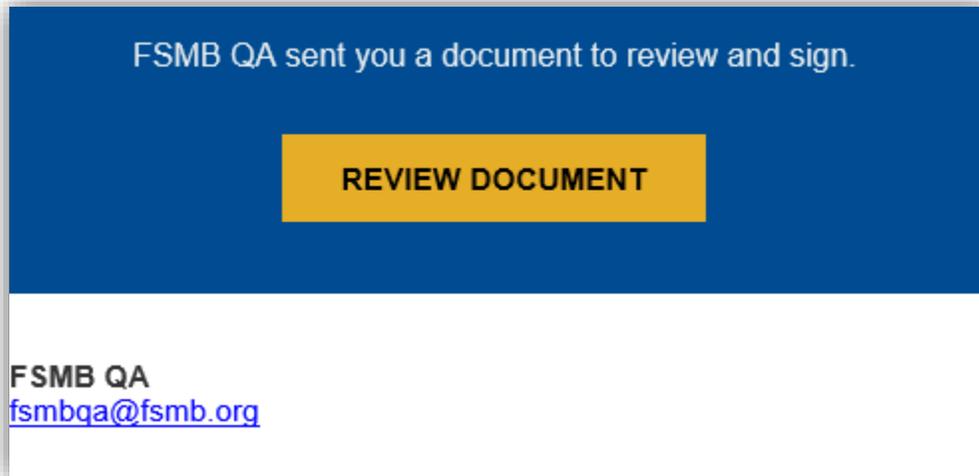


DocuSign Quick Reference Guide

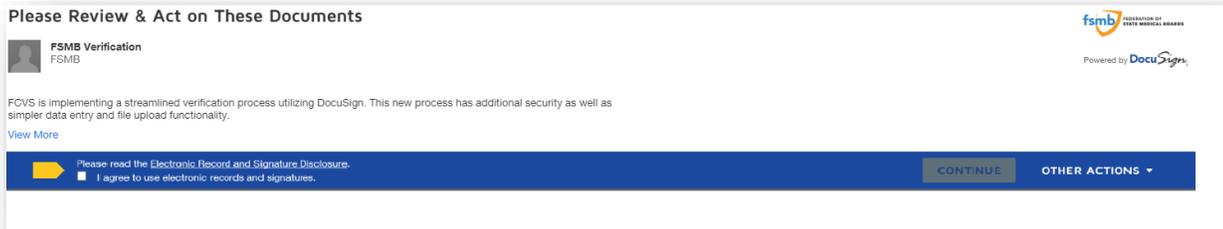
Step 1:

Open the email & click "REVIEW DOCUMENT"



Step 2:

Please read the records & disclosure document then select the box to agree & click CONTINUE

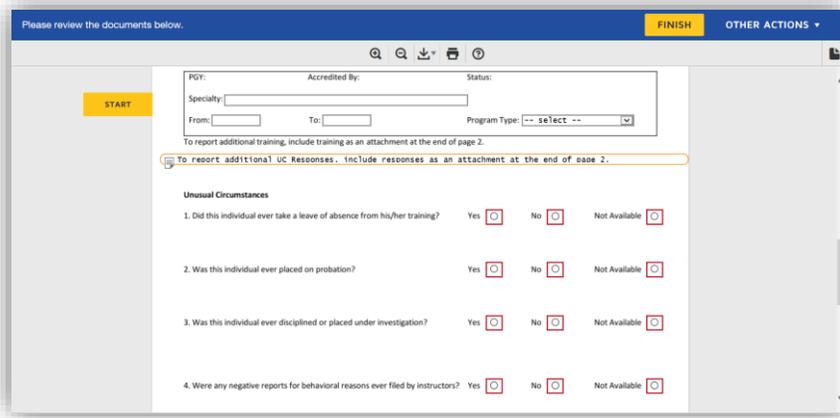


Step 3:

Information is pre-populated. Please review for accuracy.

Very Important: Only initial if you are the Program Director (PD). If you are authorized to sign for the PD, continue on for steps on how-to to reassign

Step 4: Scroll down. Review and complete Unusual Circumstance questions



Step 5:

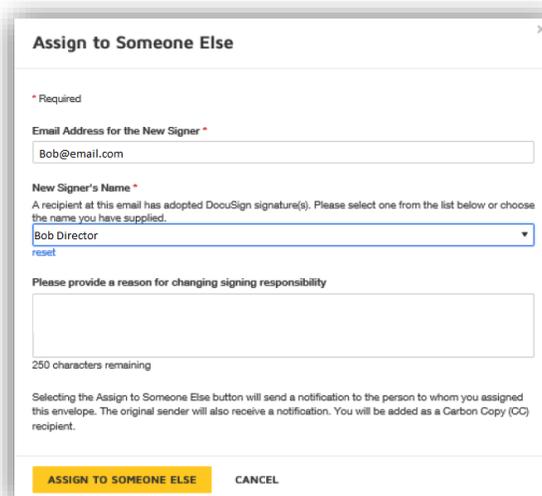
Attestation of Person completing Verification of Postgraduate Training document (Program Director): I hereby attest that the information contained herein accurately reflects the training records of the above-named physician.

ELECTRONIC SEAL VERIFIED	Name: <input type="text"/>		
	Title: <input type="text" value="Program Director"/> Required - Sign Here	Degree: <input type="text" value="-- select --"/>	
	Signature: 		
	Date of Signature: 7/16/2018	Email: fsmbqa@fsmb.org	

If you initialed above as the Program Director complete the certification/attestation section, then click FINISH

If you are the Coordinator or authorized to sign on behalf of the Program Director, select OTHER ACTIONS from top right dropdown & click "Assign to Someone Else"

Step 6: Type in YOUR email & tab to next box. Your name will automatically appear



Step 7: Select RESET from the blue hyperlink under your name

Assign to Someone Else

* Required

Email Address for the New Signer *

Bob@email.com

New Signer's Name *

A recipient at this email has adopted DocuSign signature(s). Please select one from the list below or choose the name you have supplied.

Bob Director

reset

Please provide a reason for changing signing responsibility

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

Step 8: After you click RESET, the box will be blank. Type in the name of the Program Director.

Insert a message (optional).

Select "Assign to Someone Else"

Assign to Someone Else

* Required

Email Address for the New Signer *

Bob@email.com

New Signer's Name *

A recipient at this email has adopted DocuSign signature(s). Please select one from the list below or choose the name you have supplied.

Phillipe James Testman

reset

Please provide a reason for changing signing responsibility

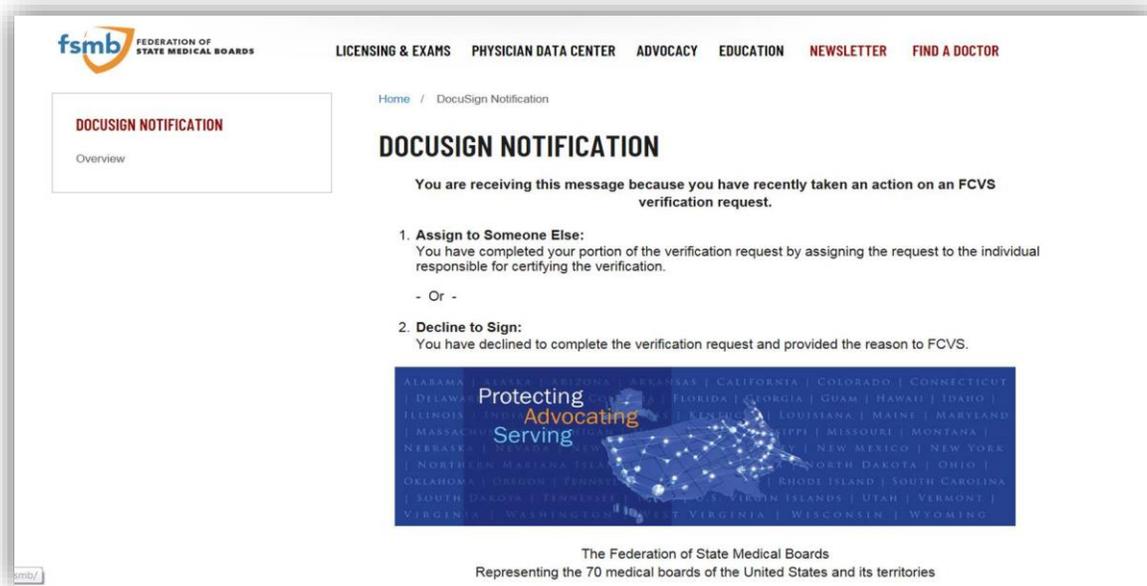
I have authorization to sign for the Program Director

250 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

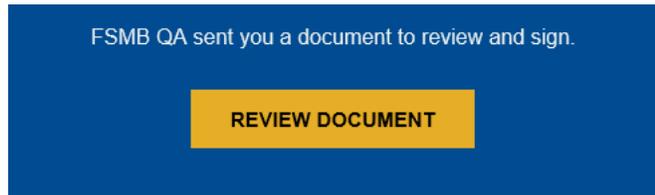
Step 9: The verification portion has been completed. You will receive a DocuSign Notification message page to confirm you have “assigned to someone else”.



Step 10: You will receive a **new email** with the “REVIEW DOCUMENTS” link to complete the signature portion.

EMAIL TO NEW ASSIGNED SIGNER

Step 1:

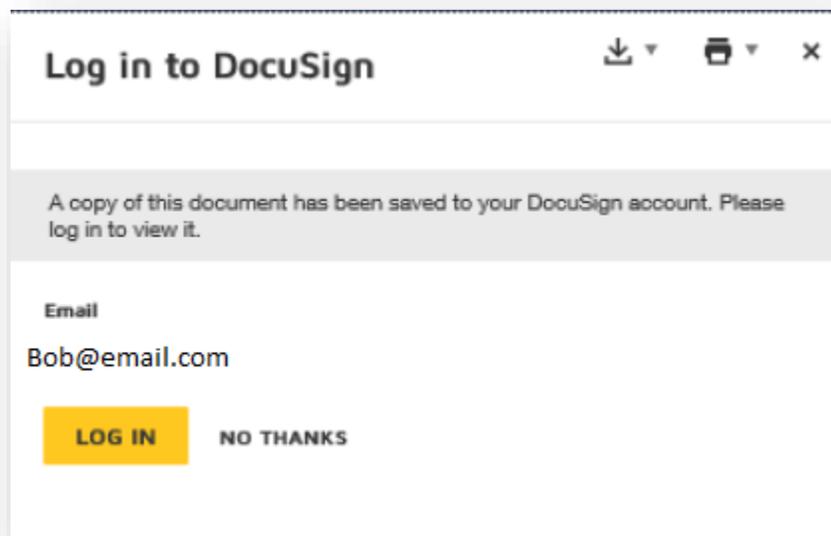


The new email will look similar to the email from Step 1. Select REVIEW DOCUMENT

FSMB QA
fsmbqa@fsmb.org

Step 2:

Select NO THANKS, as you are not required to sign in or create an account

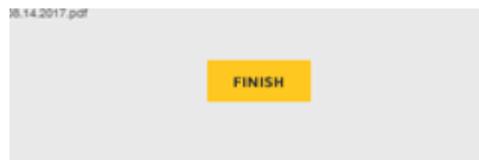


Step 3: Initial & complete the certification/attestation portion

Attestation of Person completing Verification of Postgraduate Training document (Program Director): I hereby attest that the information contained herein accurately reflects the training records of the above-named physician.

ELECTRONIC SEAL VERIFIED	Name: <input type="text"/>	
	Title: <input type="text" value="Prd Required - Sign Here"/>	Degree: <input type="text" value="-- select -"/>
	Signature: <input type="text" value="Sign"/>	
	Date of Signature: 7/16/2018	Email: fsmbqa@fsmb.org

Step 4: Select FINISH



YOU ARE DONE!

A screenshot of the fsmb website's 'DOCUSIGN SIGNED' confirmation page. The page features a navigation bar with links for 'For Physicians', 'For Credentialers', 'For Member Boards', 'For Consumers', 'About FSMB', and 'Careers', along with social media icons for Facebook, Twitter, LinkedIn, and YouTube. The main content area includes a breadcrumb trail 'Home / DocuSign Signed', a 'DOCUSIGN SIGNED' heading, and a sub-heading 'You have successfully signed your document using DocuSign'. Below this is a graphic of the United States with state names listed around it, and the fsmb logo with the tagline 'Protecting Advocating Serving'. The footer contains the text 'The Federation of State Medical Boards' and 'Representing the 70 medical boards of the United States and its territories'.

Simple and secure. Now, you can exit out of this browser.