



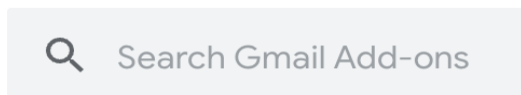
SOP Name:	<u>Docusign</u>
Department:	<u>Billing Team</u>
Facility Name:	
Author:	Solounge Bowen
Approved By:	Jasmine Sekhon
Approved Date:	Jun 23, 2022

Purpose: To update an attached document in DocHub from your G-mail account

Procedures:

Set Up Docusign to your G-mail Account

1. Click the “ + ” sign on the add- ons menu toolbar and search for the Docusign Add-on and click Install

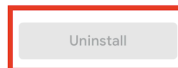


DocuSign eSignature...

Send email attachments, upload documents, and sign agreements with the DocuSign eSignature Gmail, Drive & Docs Unified App

By: [DocuSign](#)

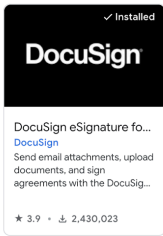
Listing updated: March 14, 2022



Works with:   

★★★★☆ 1,157 ⓘ ⬇ 2,430,023

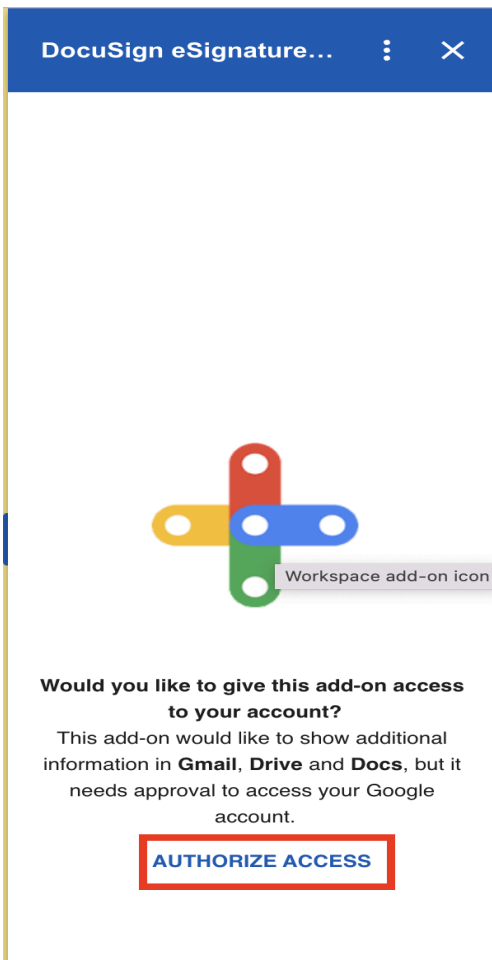
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2. Once installed click on the Docusign icon within the add-on menu



3. Select “ **Authorize Access** ” and select the profile you’d like to connect



4. Allow access and Login to your Docusign account

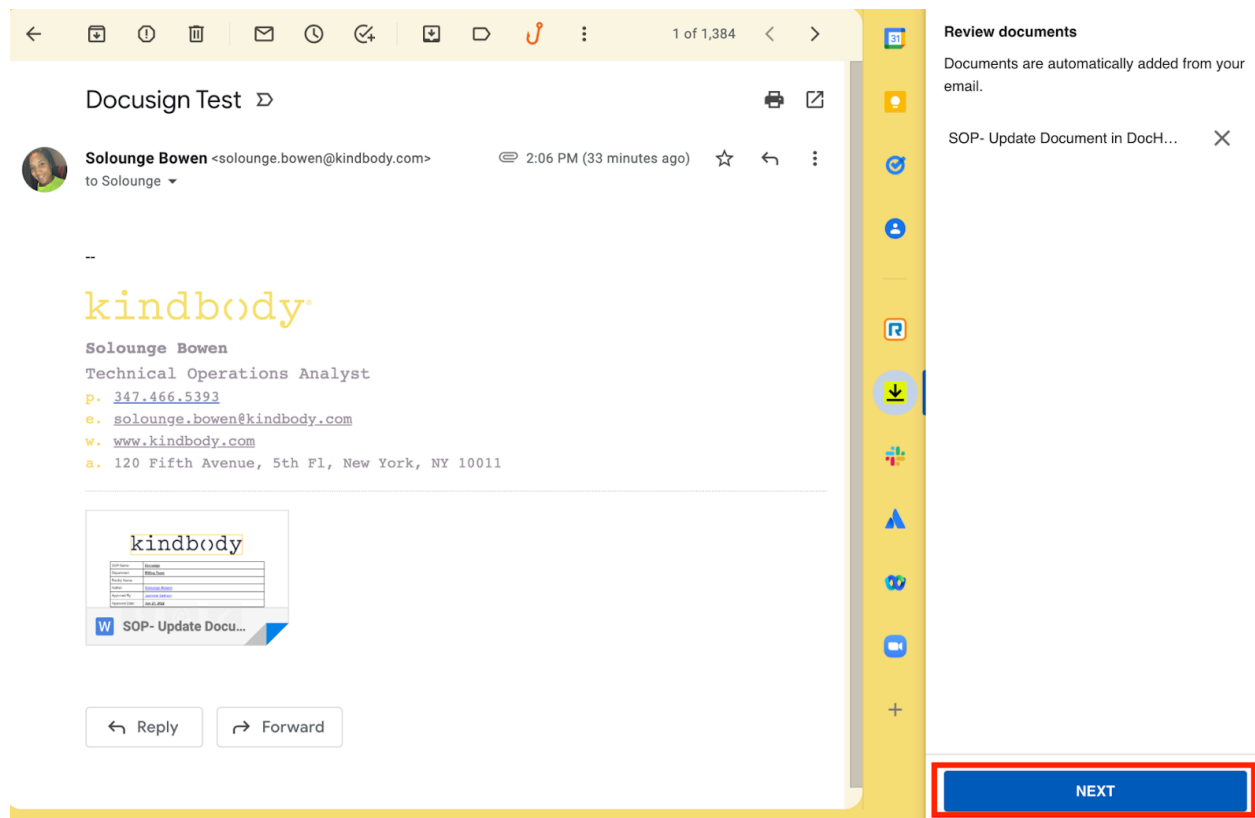


Open Document with Docusign

- Click on the Docusign icon on the add-on menu and its window will appear



- Proceed with opening up the desired email with a document attached
- The add-on should detect the attachment and allow you to click “**Next**” and add any other recipients.



- Select “**Sign**” to redirect you to another page
 - If this is your first time setting up Docusign, a pop-up blocker window may appear. It is recommended to allow this pop-up.

Add recipients

We've added the DocuSign account owner automatically.



Me
clinical@kindbody.com



ADD RECIPIENT

BACK

SIGN

Pop-ups blocked:

- <https://www.google...BjDpHNfTzLZx0LsXIXo5>

☒ Always allow pop-ups and redirects from
<https://mail.google.com>

☐ Continue blocking

Manage

Done

- Click “ **Continue** ” Apply your signature to your desired document

Please Review & Act on These Documents



Kindbody Clinical Team
Kindbody

kindbody

Powered by DocuSign

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾



FIELDS

Signature
 Initial
 Stamp
 Date Signed

Name
 First Name
 Last Name
 Email Address
 Company
 Title

Text
☒ Checkbox

kindbody

SOP Name:	<u>DocuSign</u>
Department:	<u>Billing Team</u>
Facility Name:	<u>W. Patel</u>
Author:	<u>Soloung Bowen</u>
Approved By:	<u>Jasmine Sekhon</u>
Approved Date:	<u>Jun 23, 2022</u>

Purpose: To update an attached document in DocHub from your G-mail account

Procedures:

Set Up DocuSign to your G-mail Account

- Click the three dots on the add-ons menu toolbar and select "Get Add-ons"
- Search for the DocuSign Add-on and click Install
- Once installed click on the icon within the add-on menu
- Select "Authorize Access" and select the profile you'd like to connect
- Allow access and Login to your DocuSign account

Open Document with DocuSign