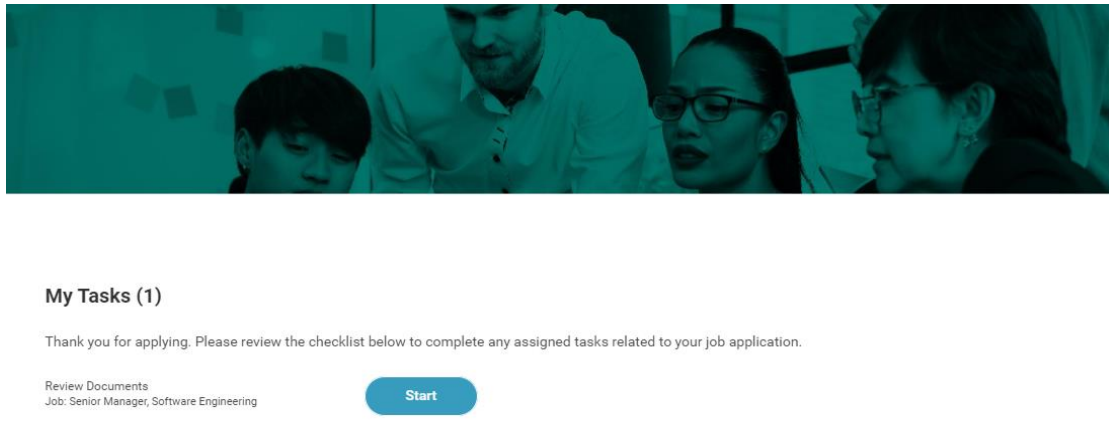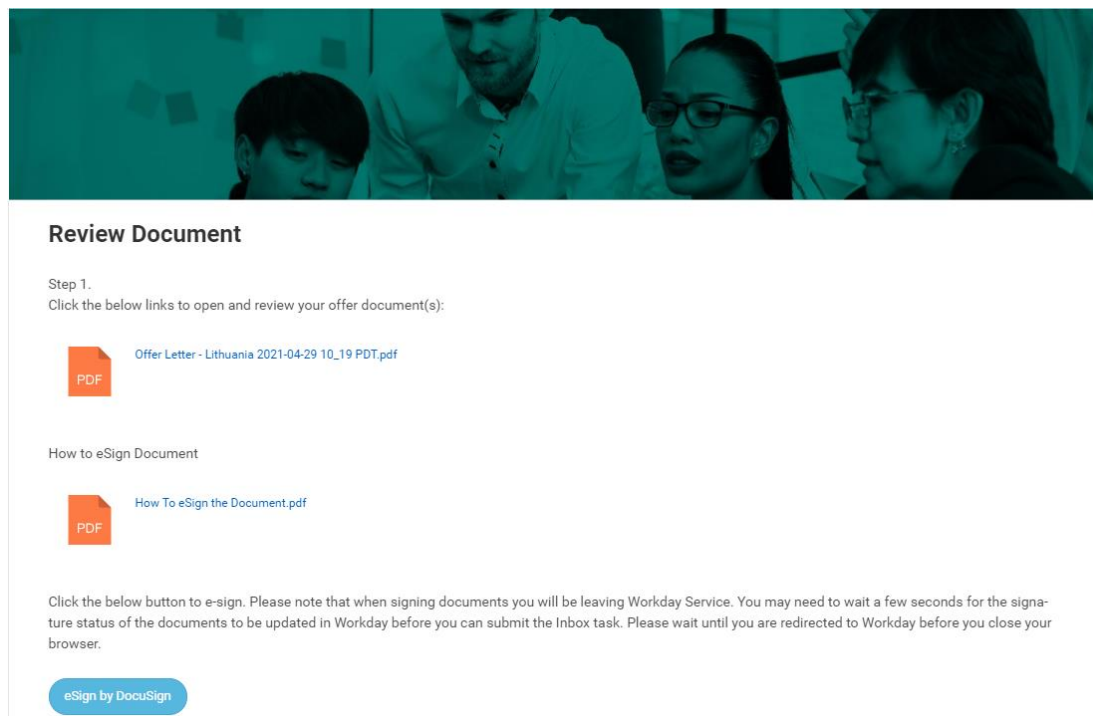# Candidate Guide for eSigning Rocket Software Documents Via DocuSign

1. When you log into your Rocket Career Homepage, please review the "my tasks" section to complete any outstanding items. In this case, "review documents" is pending. To begin click "start".

My Tasks (1)

Thank you for applying. Please review the checklist below to complete any assigned tasks related to your job application.

Review Documents
Job: Senior Manager, Software Engineering

[Start]

2. If you wish to view a PDF of the Rocket documents prior to electronically signing, please click on the document link (e.g., see example below "Offer Letter – Lithuania"). Once you have reviewed the documents and are ready to sign, you will need to click "**eSign by DocuSign**".

Review Document

Step 1.
Click the below links to open and review your offer document(s):

[PDF] Offer Letter - Lithuania 2021-04-29 10_19 PDT.pdf

How to eSign Document

[PDF] How To eSign the Document.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.

[eSign by DocuSign]

3. Next, the document you have chosen to sign will appear on the screen. To sign the document, you will need to click "**continue**". Under the "**other actions**" drop down you will find finish later and decline to sign options.
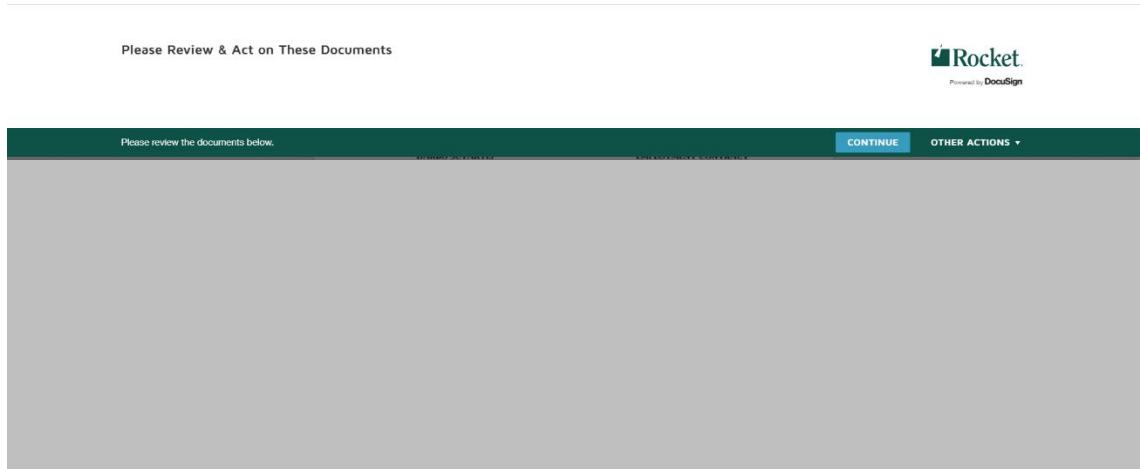
4. By clicking on the "**start**" tab it will take you to the "**sign**" sections. When you have finished reviewing the document and are ready to sign, please click "**sign**".

5. Once all sections have been completed select "**finish**' to send the completed document back to Rocket Software.
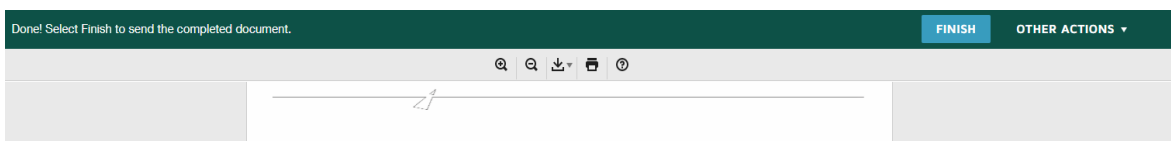
6. Upon clicking **"finish"** you can add a comment prior to sending back. Once complete click "**ok**".

7. Finally, you will get a notification to say that the task is complete.