

DocuSign: How to add an access code for a research subject

NOTE: You only need to do this step when consenting a research subject.

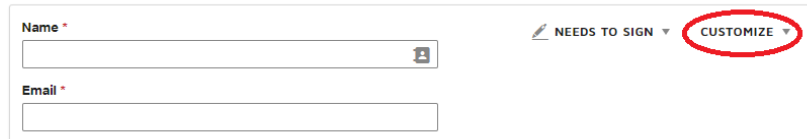
1. Click **Customize**.

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list](#). Send copies of this envelope to many people at once. ⓘ

Set signing order



Name *

Email *

NEEDS TO SIGN CUSTOMIZE

2. Click **Add access code**.

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

[Import a bulk list](#). Send copies of this envelope to many people at once. ⓘ

Set signing order



Name *

Email *

NEEDS TO SIGN CUSTOMIZE

Add access code
Enter a code that only you and this recipient know.

Add private message
Include a personal note with this recipient.

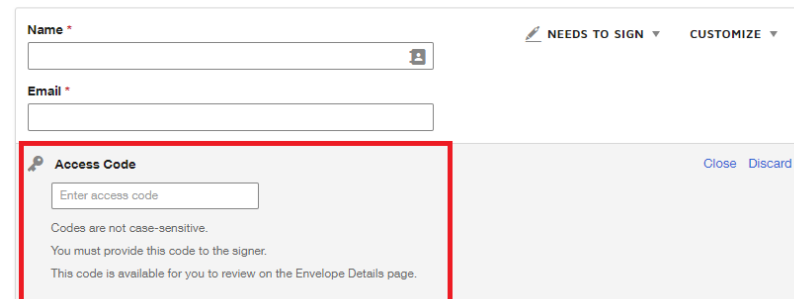
3. Enter your access code. You will need to create your own random code. Provide the access code to the research subject.

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Set signing order



Name *

Email *

NEEDS TO SIGN CUSTOMIZE

Access Code

Enter access code

Codes are not case-sensitive.
You must provide this code to the signer.
This code is available for you to review on the Envelope Details page.

Close Discard