



Charities Registration – Sign a document

User Guide

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How to sign a document

After the preparer fill in all the required information in the online charity registration form, they will be prompted to enter 2 **distinct** signatories information i.e. First Name, Last Name, Title, Email, and Re-enter Email.

Filled in document, will be sent to the 2 email addresses provided in the signatures section of the registration form.

1. Accept and sign the document:

- a. Navigate to the email address and locate the email from DocuSign, with a subject line: **CHAR410 Application to Sign** (if it is an amendment then CHAR410-A Application to Sign, and if it is re-registration then CHAR410-R Application to Sign)

The screenshot shows an email interface. At the top, it says 'Wed 4/18/2018 1:26 AM' and 'DocuSign Demo System <dse_demo@docusign.net>'. The subject line is 'CHAR410 Application to Sign', which is highlighted with a red box. Below the subject line, there is a 'To' field and a link to view the message in a web browser. The main content of the email is a dark blue box with the text 'NYS OAG sent you a document to review and sign.' and a yellow button with the text 'REVIEW DOCUMENTS'. Below this box, it says 'NYS OAG' and 'webapsup@ag.ny.gov'. At the bottom, it says 'Please DocuSign CHAR410Application_341.pdf, Certificate of incorporation, including amendments or other organizing document, Bylaws or other organizing document' and 'Thank You, NYS OAG'.



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- b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser)

Please Review & Act on These Documents

NYS OAG
NYS Office of the Attorney General

Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS

DocuSign Envelope ID: 3162B812-6654-4378-8873-C1F9C0E26488

DEMOSNTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

Form: CHAR410 Online

Registration Statement for Charitable Organizations
New York State Office of the Attorney General
Charities Bureau - Registration Section
28 Liberty Street
New York, NY 10005
www.charitiesnys.com

Open to Public Inspection

Filing Information
Type of Filing: Registration Amendment Re-Registration

Contact Information

1. Name of Charity Test D418	5. EIN 141364505		
2. c/o Name (if applicable)	6. Website		
3. Mailing address (Number and street) A	Room/suite	7. Primary contact k k k	
City or town, state or country and ZIP+4 A, Kansas, Kawakani, 12345		8. Title k	
4. Principal address (Number and street) kk	Room/suite	9. Phone 1234567890	Primary Contact Email k@k.com
City or town, state or country and ZIP+4 kk		10. Organization Email k@k.com	

3rd Party Preparer Information

1. Name	4. Title
2. Name of Firm	5. Phone
3. Mailing address (Number and street) City State/Province Postal Code Country	6. Email
	7. Alternate Email

Statute Review

1. Does the organization conduct activity (other than soliciting) in New York State? Yes No

2. When did the organization begin conducting activity? 4/18/2018

- c. Accept the terms and conditions (click on the check box) and click **CONTINUE** button
- d. Review the filled CHAR410 online form and scroll down to the end of the document to see Certificate of Incorporation, By Laws, or any other document attached while filling the registration form online

Certificate of incorporation, including amendments or other organizing document
This supplement is for your information. **VIEW**

Bylaws or other organizing document
This supplement is for your information. **VIEW**

- e. Click View button to view the documents (close the document after you view by clicking x button)
- f. After the documents are viewed and all the information in the form is validated, click on **FINISH** button (at the end of the page or at the top right corner of the page)



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- g. You will be navigated to the location to sign the document

Signature of President or Authorized Officer/Trustee **Required - Sign Here**

Signature of Chief Financial Officer or Treasurer **Sign**

4/18/2018



- h. Click on  button to sign the document
- i. DocuSign will auto generate a signature based on your first and last names. You can either click on ADOPT AND SIGN button or Draw your own signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW

PREVIEW [Change Style](#)

Signatory 1 ST

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

OR

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE **DRAW**

DRAW YOUR SIGNATURE [Clear](#)

Sign ST

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

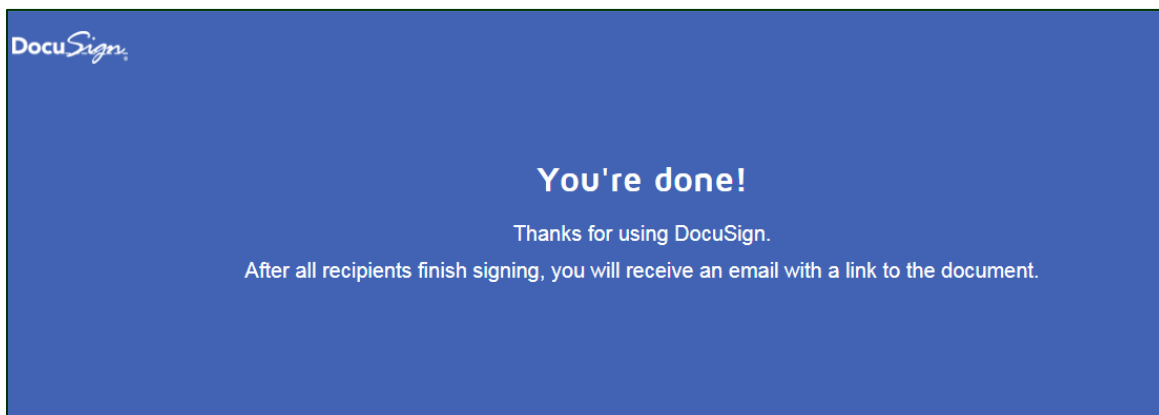


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- j. Click FINISH button to finish signing the document

- k. You can either create an account with DocuSign or click NO THANKS (after both the signatures are done, signed copy will be sent to your email address even if you don't create an account with DocuSign)





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2. Reject to sign

As a signatory, you have the capability to reject the document if the information in the form is incorrect. To reject, follow below steps.

- a. Navigate to the email address and locate the email from DocuSign, with a subject line: **CHAR410 Application to Sign** (if it is an amendment then CHAR410-A Application to Sign, and if it is re-registration then CHAR410-R Application to Sign)

Wed 4/18/2018 1:26 AM

DocuSign Demo System <dse_demo@docusign.net>

CHAR410 Application to Sign

To

i If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to...

Right-click or tap and hold here t...

NYS OAG sent you a document to review and sign.

REVIEW DOCUMENTS

NYS OAG
webapsup@ag.ny.gov

Please DocuSign CHAR410Application_341.pdf, Certificate of incorporation, including amendments or other organizing document, Bylaws or other organizing document

Thank You, NYS OAG



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- b. Click on **REVIEW DOCUMENTS** link (you will be navigated to DocuSign website in the browser)

Please Review & Act on These Documents

NYS OAG
NYS Office of the Attorney General

Powered by DocuSign

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

DocuSign Envelope ID: 31828B12-8854-4978-8973-C1F9C0B26488

DEMOSISTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE

218-0230

From: **CHAR410 Online**
For new registrations, amendments and re-registrations

Registration Statement for Charitable Organizations
New York State Office of the Attorney General
Charities Bureau - Registration Section
28 Liberty Street
New York, NY 10005
www.charitiesnys.com

Open to Public Inspection

Filing Information
Type of Filing: Registration Amendment Re-Registration

Contact Information

1. Name of Charity	5. EIN		
Test 0418	141354303		
2. c/o Name (if applicable)	6. Website		
3. Mailing address (Number and street)	Room/suite	7. Primary contact	
k		k k k	
City or town, state or country and ZIP+4			
k, Kansas, Kazakhstan, 12345			
4. Principal address (Number and street)	Room/suite	Phone	Primary Contact Email
kk		1234567890	k@k.com
City or town, state or country and ZIP+4		Organization Email	
kk		k@k.com	

3rd Party Preparer Information

1. Name	4. Title			
2. Name of Firm	5. Phone			
3. Mailing address (Number and street)	Room/suite	6. Email		
City	State/Province	Postal Code	Country	7. Alternate Email

Statute Review

1. Does the organization conduct activity (other than soliciting) in New York State?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. When did the organization begin conducting activity?	4/18/2018

- c. Accept the terms and conditions (click on the check box) and click **CONTINUE** button
- d. Click on OTHER ACTIONS dropdown on the top right side of the page and select “Decline to Sign” option

FINISH **OTHER ACTIONS ▾**

Finish Later

Print & Sign

Decline to Sign

Help & Support ↗

About DocuSign ↗

View History

View Certificate (PDF) ↗

View Electronic Record and Signature Disclosure

Session Information



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- e. A caution message appears, read the message and click **CONTINUE**

Caution

If you choose to continue, this document will be void and inaccessible to other signers.

To request changes to this document, please select **FINISH LATER** and contact the sender directly with your request.

CONTINUE FINISH LATER CANCEL

- f. Include the reason for declining the document in the text box and click **DECLINE TO SIGN** button

Decline to Sign

Please provide a reason for declining:

500 characters remaining

DECLINE TO SIGN CANCEL

- g. Confirmation message appear on the screen (an email will be sent to both the signatories with the subject line: **Declined: CHAR410 Application to Sign**)

DocuSign

You have declined to sign.

The sender has been notified that you declined to sign.
If you have any questions, contact the sender.