Checking the Status of Signatures After You Complete Your Section of a Form in DocuSign

- Access the email generated by DocuSign after you accessed the form

- Once you are in DocuSign, click on “Other Actions” in the lower right corner

- Click on “View Certificate”

**On the Certificate:**

- F-1 Student has received the document, viewed it, and signed it
- Document was sent to Work Supervisor; Has not been viewed or signed yet

Next signer’s name and email address