DocuSign Agreement Instructions

For help on how to sign the DocuSign Agreements please follow the instructions below:

1. Click the link to the DocuSign Agreement found in your confirmation email.
2. You may need to create a free DocuSign account if prompted.
3. Complete your name and email address and the name and email address of your institution’s representative of the technology transfer or legal department. Please note: The PI does not sign on behalf of the Institution.
4. Click 'Begin Signing'

5. You will receive an email with an access code. Please enter the access code in the requested field in DocuSign and click on the validate button.
6. Please read and click on the box to agree to the electronic record and signature disclosure.

7. Click Continue

8. Enter your order reference number as shown in your confirmation email.

9. Complete the Cell Line Requested Section Please note: the following screenshot is as an example and this section may appear differently in the agreement for the cell line you ordered.
10. Verify the PI name field has been auto filled and complete the Institution Fields

   Name of Recipient Investigator: ________________________________ (please print)

   Name of Recipient Institution: ________________________________ (please print)

11. Sign the document.
   a. Confirm your name, initials, and signature

   Recipient Institution (must be an authorized official of Recipient Institution)

   By: ___________________________ (signature)  Date: ___________________________
   Name: ___________________________ Title: ___________________________

   Recipient Investigator Acknowledgement

   By: ___________________________ (signature)  Date: 6/30/2021
   Name: ___________________________

   WiCell Research Institute

   By: Robert J. Drape, Executive Director  Date: ___________________________
12. Click Finish.
   a. You will receive an email with a copy of the agreement with your signature and the agreement will be routed to the next person to complete their sections and sign.

13. Once all the signatures are complete you will receive a final of the executed agreement emailed to you.