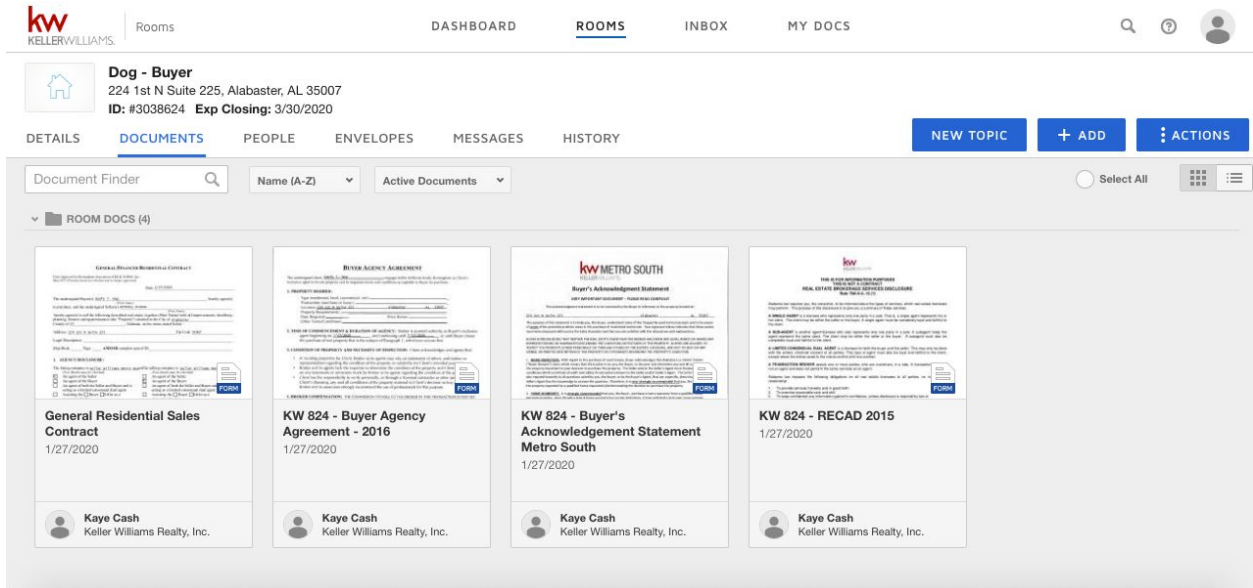
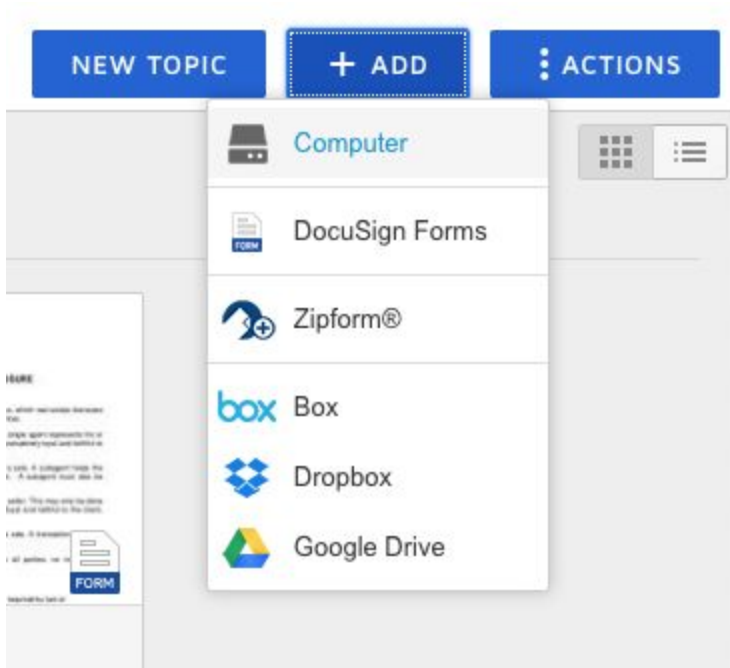


Let's split Documents in DocuSign

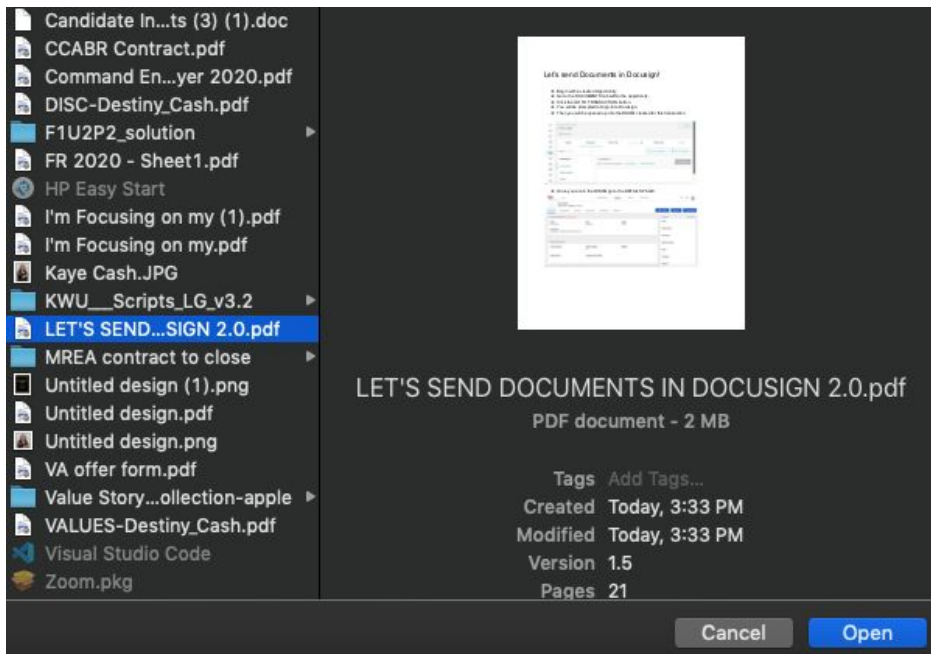
→ Start in DocuSign in the DOCUMENTS tab



- Click the ADD button at the top right of the page
- Select the COMPUTER option

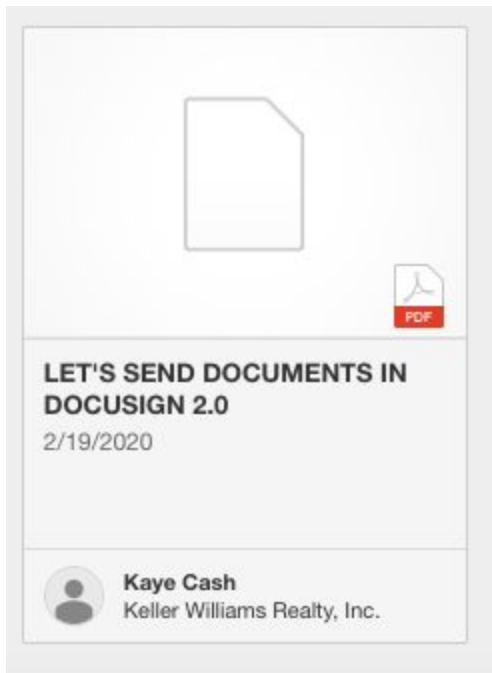


→ Browse your computer for the Document you are wanting to split



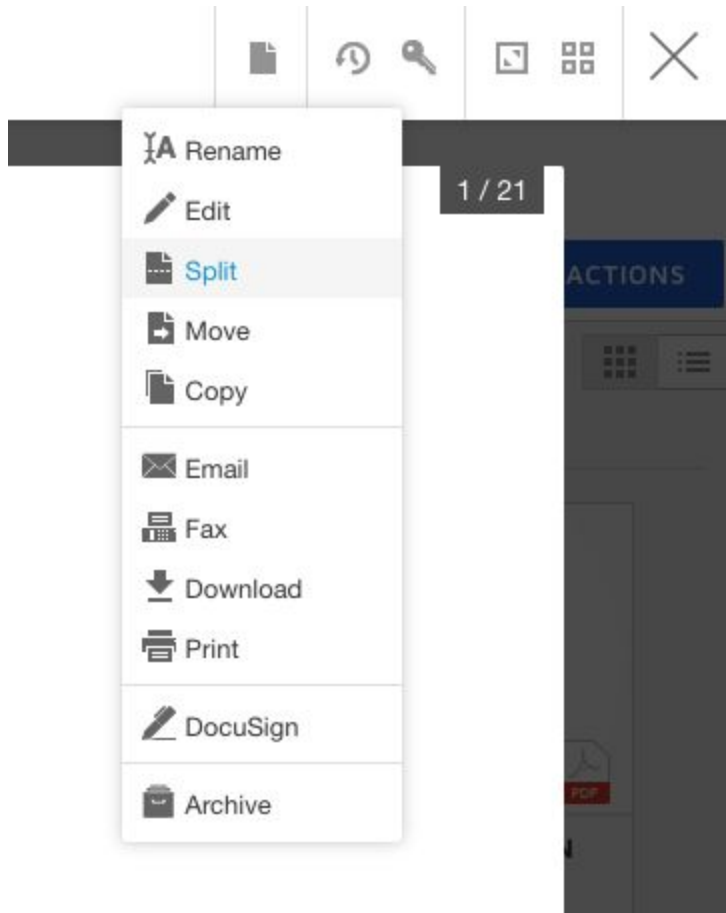
→ Choose the Document and click OPEN

→ The Document will be added to your Room as a PDF document

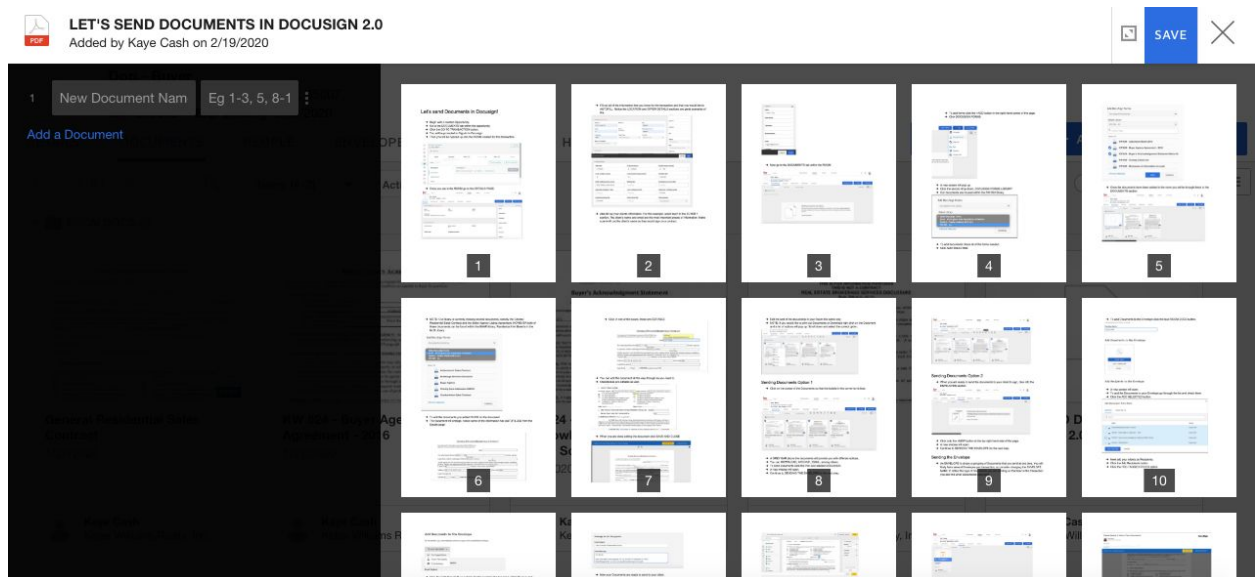


→ Click into the Document

→ Click the DOCUMENT ACTIONS button at the top left of the screen (it looks like a piece of paper with a corner folded over)

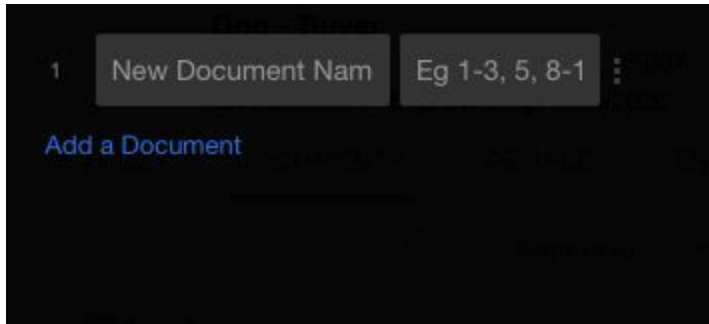


- Select the SPLIT option
- A new window will open



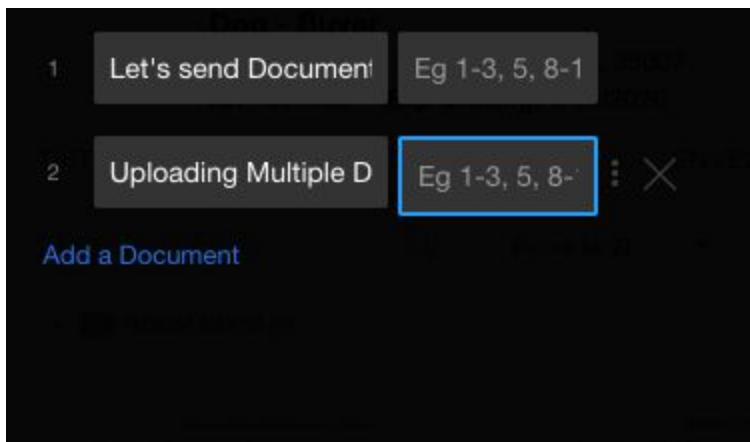
- On the right of the screen are all of the pages of the document NOTE: When you scroll over a Page it will zoom into the Page so that you will be able isolate specific Pages

→ Look to the left of the screen

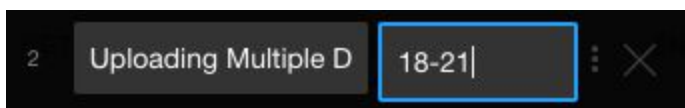


→ There are two boxes by default. The box to the left is for the New Document Name and the box to the right is for a Page number or a Range of Page Numbers

→ Click the blue ADD A DOCUMENT prompt below the boxes to add additional documents

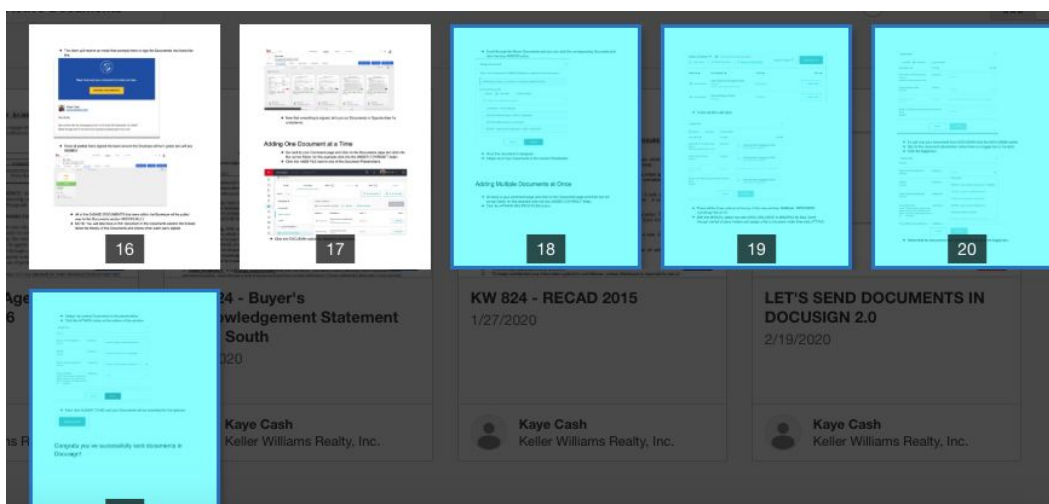


→ Name the Documents appropriately. For this example the Names are “Let’s send Documents in DocuSign” and “Uploading Multiple Documents in DocuSign”



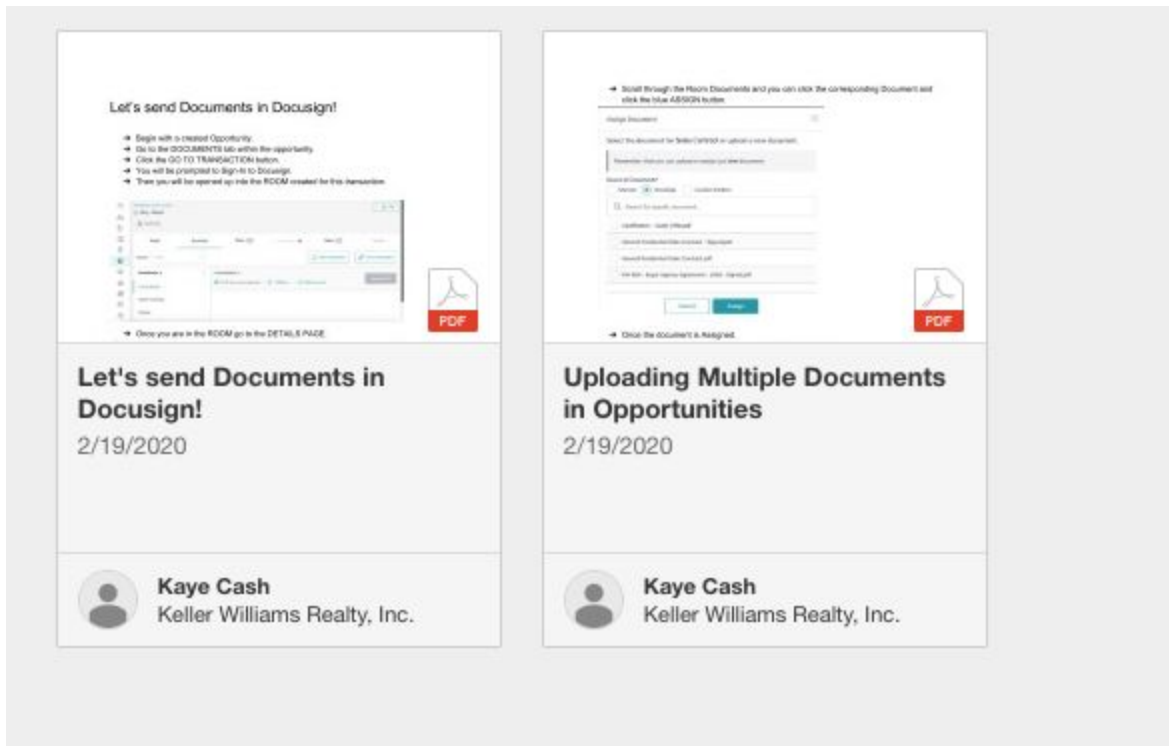
→ Enter the Page Number or Range applicable to the Document

→ NOTE: When you enter a Page Number or Range those Pages will be highlighted in the screen to the right





- When you have the Documents split appropriately click the SAVE button at the top of the screen
- This will close the screen and the New Documents will be uploaded into your Room



- NOTE: These can be pulled over to your OPPORTUNITIES for compliance, see the guide for Uploading Multiple Documents in Opportunities for instruction

Congrats you've split a Document in DocuSign!



