

DocuSign Process

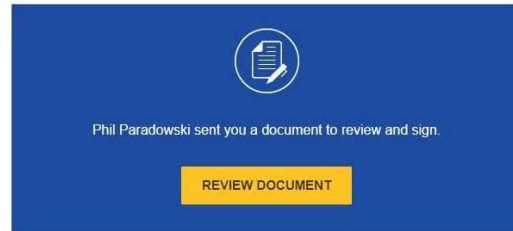
Step ONE ~ Locate Email

- **Sent From:** NACC via DocuSign
- **Subject:** Complete with DocuSign - Ethics Accountability Statement
- OPEN email & Click **REVIEW DOCUMENT**

Alternative method:

- OPEN email
- Locate 'security code' & copy it
- www.DocuSign.com → Access Documents
- Enter security code

DocuSign



Pop-Up Alert – if you get an alert “DocuSign wants to know your location” select whichever option you feel comfortable with (‘block’ or ‘allow’) – either option will NOT affect ability to sign

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DocuSign Process

Step TWO ~ Review

- DocuSign website page will open
- Blue bar -- Please review & Act on These Documents (*default message*)
- Click in the box: *I agree to use electronic records and signatures*
- Click CONTINUE



- Ethics Accountability Statement will OPEN
- Review the Statement



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DocuSign Process

Step THREE ~ Complete and Sign

- Complete the following:
 - Your full name
 - Your NACC Membership Number
 - Initial 5 statements to indicate agreement
 - Sign and Date the form

NOTE: Cannot sign or initial? Need to self-report?
STOP – do not continue. Visit the NACC website and download/complete/submit the **Accountability (Self-Report) Form**

DocuSign Envelope ID: 32CF19D5-5174-4952-AC3F-30C207476981

National Association of Catholic Chaplains
 Ethics Accountability Statement (EP31)
 Member Annual Submission

4015 N. Grand Avenue
 Suite 300
 Indianapolis, IN 46226-1000
 (317) 441-0000
 www.naccchaplain.org

NAME: _____ NACC Membership Number: _____

Membership in the National Association of Catholic Chaplains (NACC) means that you will continue to abide by the NACC Code of Ethics and you are agreeing to be subject to the rules, regulations, and enforcement of the terms of the NACC Code of Ethics. Membership in the NACC requires the annual completion of the Ethics Accountability Statement.

Please initial by each statement to indicate your agreement with the statement:

_____ I understand that, as a condition of membership in the National Association of Catholic Chaplains, I will provide (self-report) to the Association notification of any complaint of unethical and/or criminal conduct filed against me within thirty (30) days that I receive any such complaint. The self-report shall include a copy of the complaint or criminal summons along with the completed Ethics Accountability Report Form and any supplemental document outlined in the Self-Report form. Information should include the circumstances of the complaint including the date, forum, nature of the allegations and your relationship to the individuals involved and your response to the allegations. You will be required to provide the names/contact information for individuals with knowledge of the complaint and provide authorization to these people to speak with the Association about the circumstances of the complaint.

_____ I understand that failure to self-report will result in immediate suspension of membership and certification until the reporting process is complete.

_____ I understand that failure to provide accurate, full, and truthful information will be grounds for disciplinary action, including withdrawal of certification and removal of membership in the National Association of Catholic Chaplains.

National Association of Catholic Chaplains

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DocuSign Process

Step FOUR – Confirmation Email

- Email confirming process is complete, and form successfully submitted

DocuSign

Your document has been completed

VIEW COMPLETED DOCUMENT

National Association of Catholic Chaplains

SIGNATURE PROCESS

Open the email from DocuSign and click "Review Document"

Read or review the Ethics Accountability Statement

Fill out the Form

- Name
- Membership Number
- Initials
- Sign and date

All done!

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