DocuSign

How to Sign a Document

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Purpose
This training material highlights how to virtually sign documents using DocuSign.

Audience
University of Memphis faculty, staff, or students who need to use DocuSign.
Sign into DocuSign

To sign into DocuSign, go to myMemphis and use your University of Memphis Universal User Identification (UUID) and password. The UUID and password required to enter the myMemphis Portal are the same as those used to login to your University e-mail and other University computer resources.

*Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.*

1. Go to: [my.memphis.edu](http://my.memphis.edu) and enter your UUID and password. Authenticate using DUO. *Note: Your Username will be the first part of your UofM email address and your Password will be the same as the log in for myMemphis.*

2. Click Login. The myMemphis Portal Home page will display.  
   *Note: The myMemphis Portal UUID and password are case sensitive. If you have trouble, or visit the self-service portal.*

3. Click on the Employee tab.
4. Click on Access DocuSign, you will be taken to the home page.

![DocuSign Home Page]

- **Electronic Signatures** - Allow a single user or multiple users to sign a form electronically.
- **Single Sign On** - Users who have requested access to DocuSign should be able to access DocuSign using Single Sign On; other users will be sent to the DocuSign’s website directly.
- **Data/Image Exchange** - Downloading form images from DocuSign to our document retention system is possible if the form is essential for document retention purposes. Dynamic Forms keeps documents seven years before purging.
- **User Portal** - Allows users to visit and view pending forms or see a history of previously signed forms.
- **Vendor Contact for Support** - support@docusign.com

5. Log into your account. This will be your UofM email address and the password associated with it. Click Continue.

![Login Page]

6. You are now in DocuSign.
Creating a Signature

Method 1 - Choose Graphical Signature
1. Under My DocuSign ID, click on Create Your Signature.

2. A) Enter your Name and Initials.
   B) Choose from the graphical built-in signatures and initials
   C) Click Create.
Method 2 - Choose Draw Signature
A) Enter your name and initials.
B) Draw your signature and initials on the lines.
   Note: It is best to do this with a stylus if possible.
C) Click Create.
Method 3 - Scan in your own Signature
1. Scan in your own signature and initial, save as a jpeg.

2. A) Enter your name and initials.
   B) Upload your signature and initials
   C) Click Create.
Creating Multiple Signatures

1. To create multiple signatures, click **Edit** beside My DocuSign ID.

![My DocuSign ID](image1)

2. At the bottom of the page, click **+ Add New**.

![Signatures](image2)

3. Repeat steps from Methods 1, 2, or 3.
Signing a DocuSign Document

1. You will receive a message in your email which will include a link to review and sign.

2. Click review document.

3. Depending on which browser you use, you may be asked permission to allow your location. Click Allow.

4. A message at the top of the screen will tell you who the requester is and what they are asking for. Click Continue.

5. Scroll through and review document.
6. If you go to Other Actions you can review information about the document.

7. Where you see the Sign flag, a signature will be required to complete the signing process. Click on the Sign flag and select the signature you would like to use. This should contain your full name and/or initials. This will place the graphic on the signature line—make sure they are correct.

8. Once you have double checked the form that there are no other required fields, click Finish.

9. This will place a copy of the signed document in the DocuSign account belonging to the requester.
10. At the top right of menu, you will have an option to download or print the document.

*Note: You must select one **before continuing** on if you want a print out or a **PDF** of the signed document.*

To Print, select **Print** from **Printer Icon** to reveal the drop-down menu.

To download a PDF, select **Download Icon** from the drop-down menu to download PDF in combined, or Separate PDFs.
11. When you have finished downloading or printing, click **Continue**.
Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link Request Help or Services.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday - Friday 8:00 am - 8:00 pm
  - Saturday 10:00 am - 2:00 pm
  - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- Explore the umTech Website
- Center for Teaching and Learning (CTL) Website
- Search our Training and Documentation