

DocuSign

How to Sign a Document

Center for Teaching and Learning (CTL)

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Purpose

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

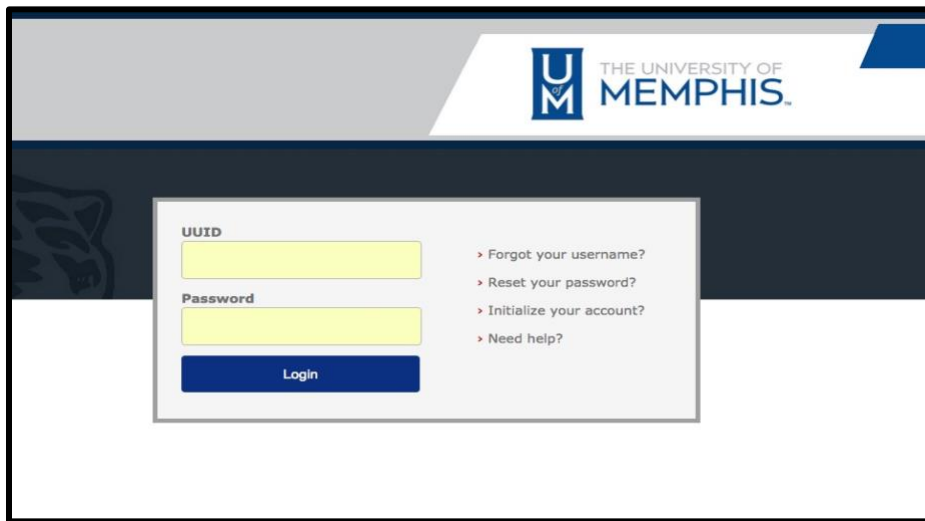
Audience

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.

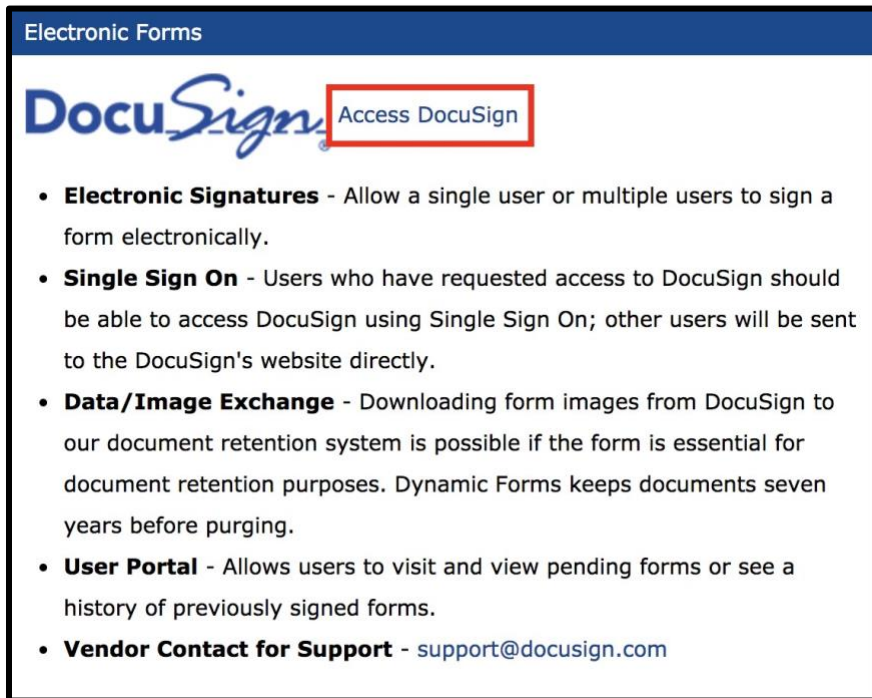


The screenshot shows the myMemphis login interface. At the top right is the University of Memphis logo. The main content area contains a login form with two input fields: 'UUID' and 'Password'. Below the 'Password' field is a blue 'Login' button. To the right of the input fields are four links: '> Forgot your username?', '> Reset your password?', '> Initialize your account?', and '> Need help?'.

1. Go to: my.memphis.edu and enter your UUID and password.
*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.

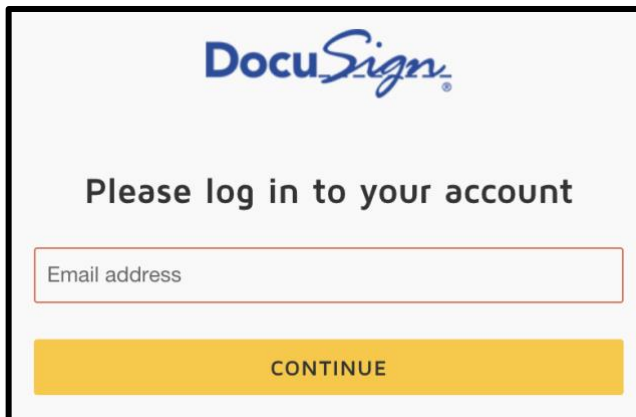


Electronic Forms

DocuSign [Access DocuSign](#)

- **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.**



DocuSign

Please log in to your account

Email address

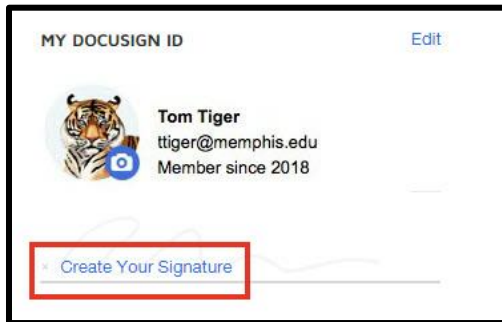
CONTINUE

6. You are now in DocuSign.

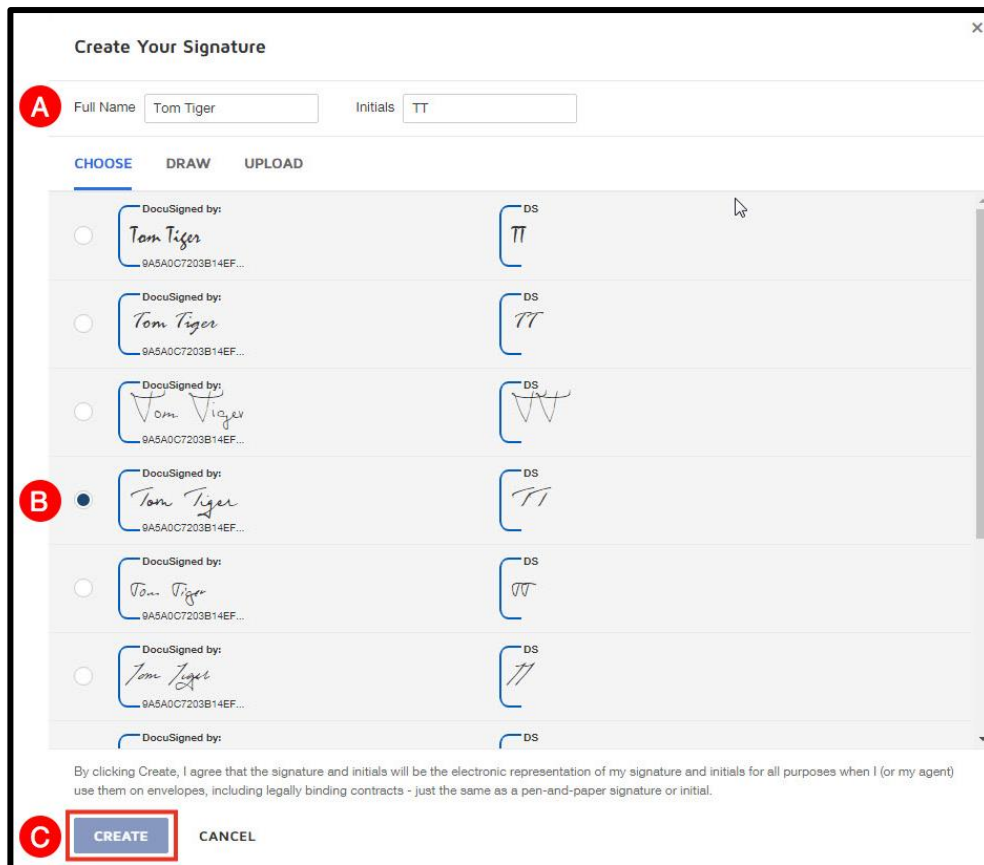
Creating a Signature

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**.



Create Your Signature

A Full Name Initials

CHOOSE **DRAW** **UPLOAD**

DocuSigned by:	DS
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="checkbox"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="checkbox"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="checkbox"/> TT
<input checked="" type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input checked="" type="checkbox"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="checkbox"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="checkbox"/> TT
<input type="radio"/> Tom Tiger 9A5A0C7203B14EF...	<input type="checkbox"/> TT

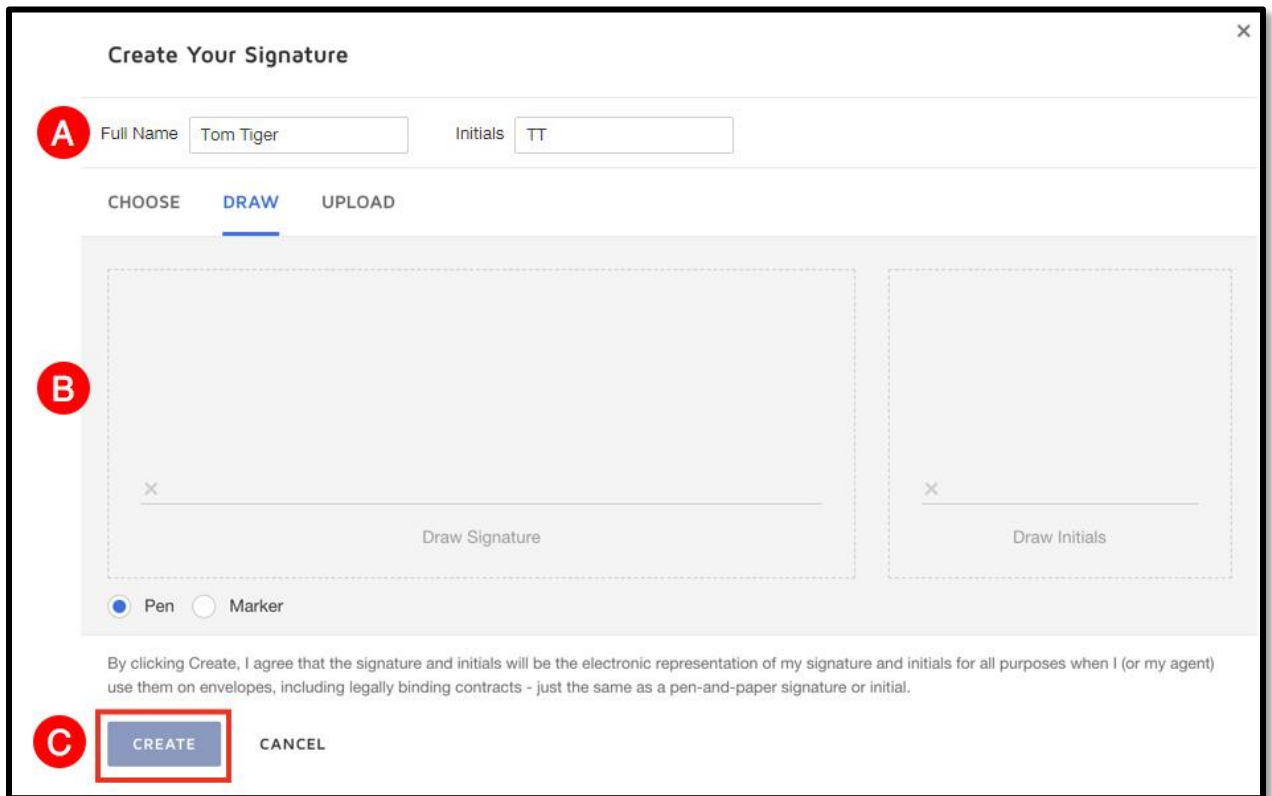
B

By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

C

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**.



Create Your Signature [X]

A Full Name Initials

CHOOSE **DRAW** UPLOAD

B

Draw Signature

Draw Initials

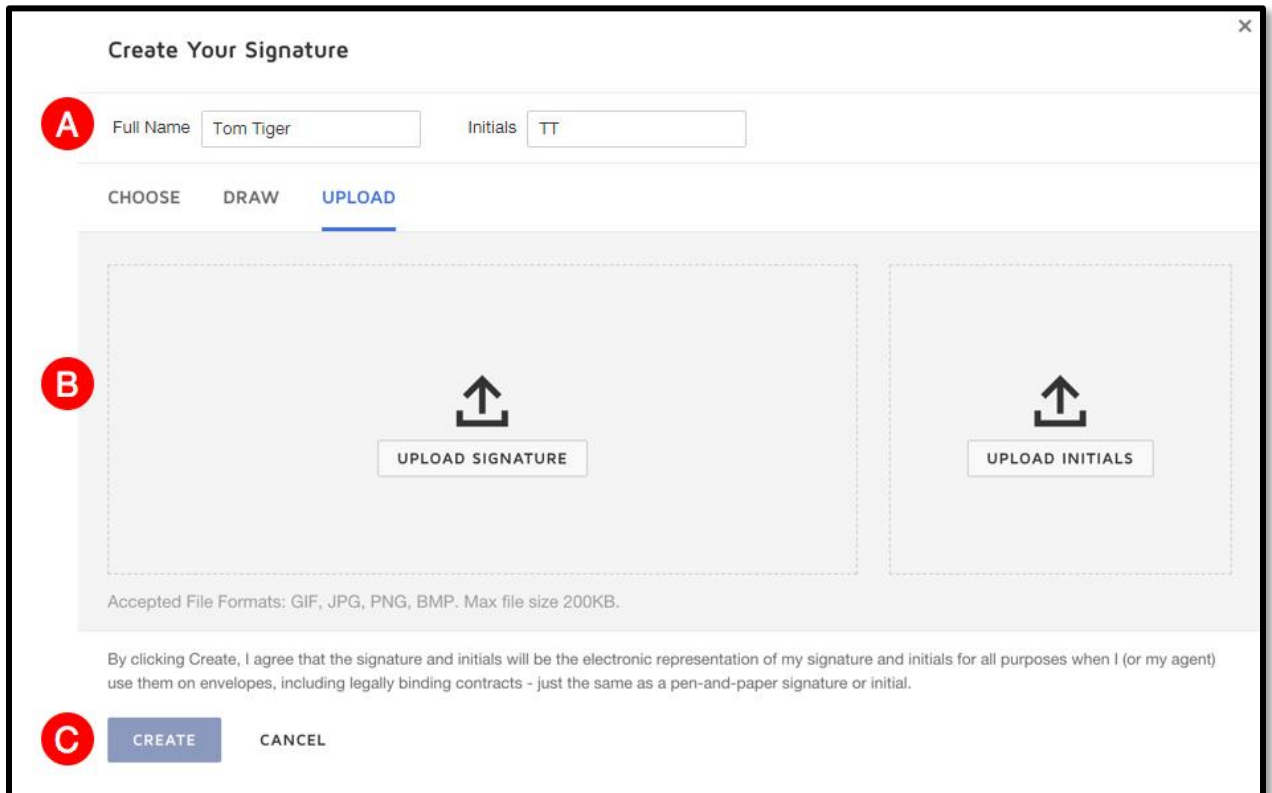
Pen Marker

By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial.

C

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.



The screenshot shows a web form titled "Create Your Signature" with a close button (X) in the top right corner. The form is divided into three sections: input fields, upload options, and a final action bar.

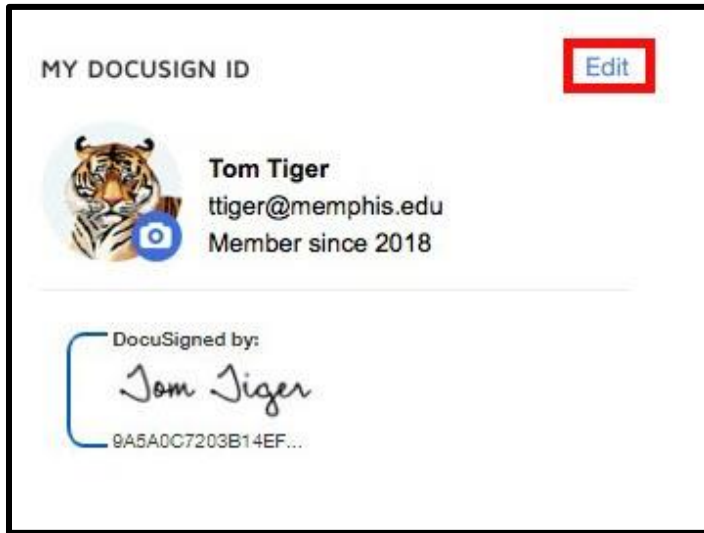
Section A: Input fields for "Full Name" (containing "Tom Tiger") and "Initials" (containing "TT").

Section B: Three tabs: "CHOOSE", "DRAW", and "UPLOAD" (which is selected and underlined). Below the tabs are two large dashed boxes for file uploads. The left box contains an upload icon and a button labeled "UPLOAD SIGNATURE". The right box contains an upload icon and a button labeled "UPLOAD INITIALS". Below these boxes, the text reads: "Accepted File Formats: GIF, JPG, PNG, BMP. Max file size 200KB."

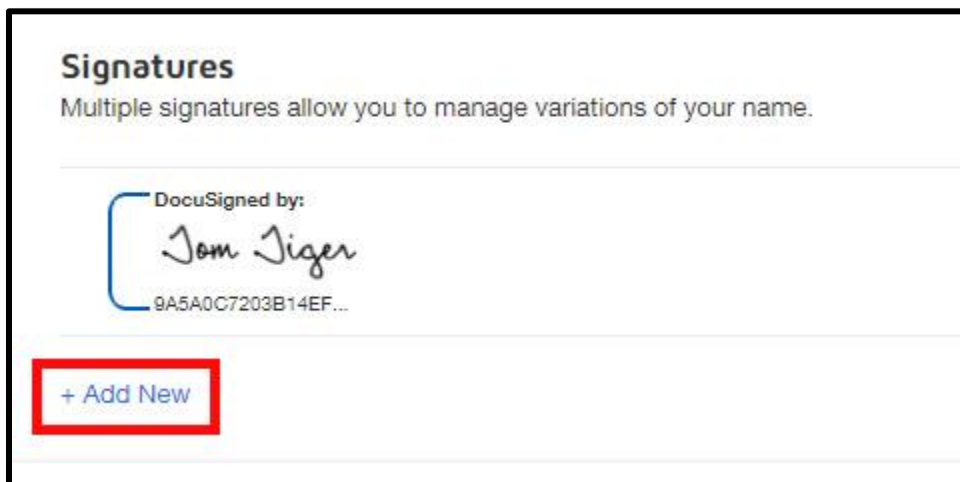
Section C: A legal disclaimer: "By clicking Create, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on envelopes, including legally binding contracts - just the same as a pen-and-paper signature or initial." Below the disclaimer are two buttons: "CREATE" and "CANCEL".

Creating Multiple Signatures

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



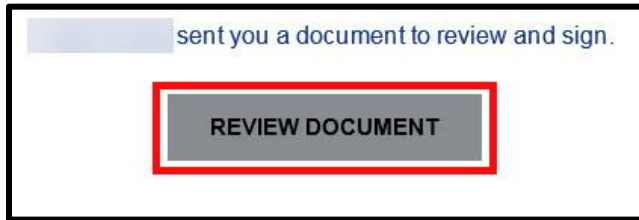
2. At the bottom of the page, click **+ Add New**.



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.

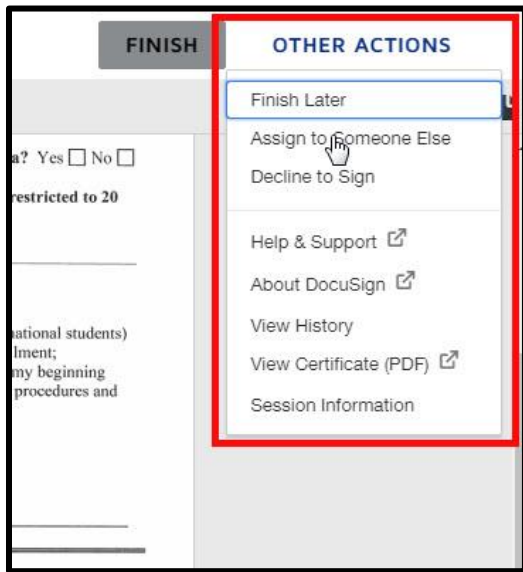


3. Depending on which browser you use, you may be asked permission to allow your location. Click **Allow**.
4. A message at the top of the screen will tell you who the requester is and what they are asking for. Click **Continue**.

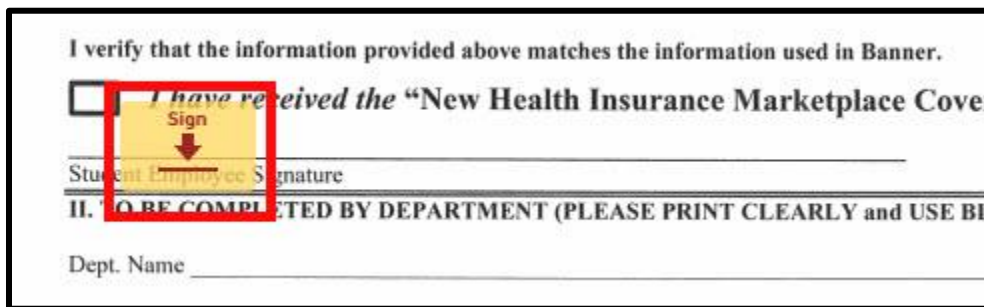


5. Scroll through and review document.

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.



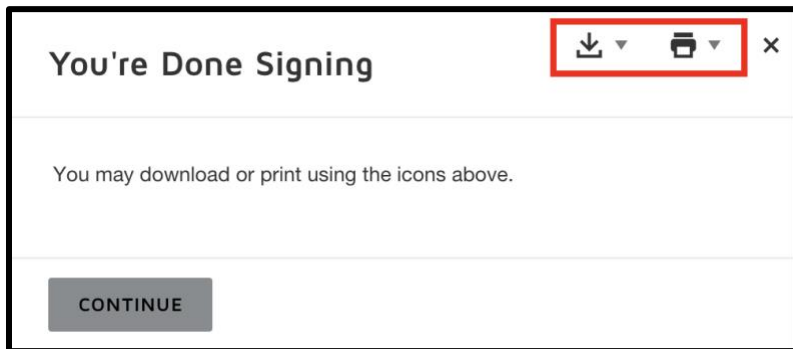
8. Once you have double checked the form that there are no other required fields, click **Finish**.



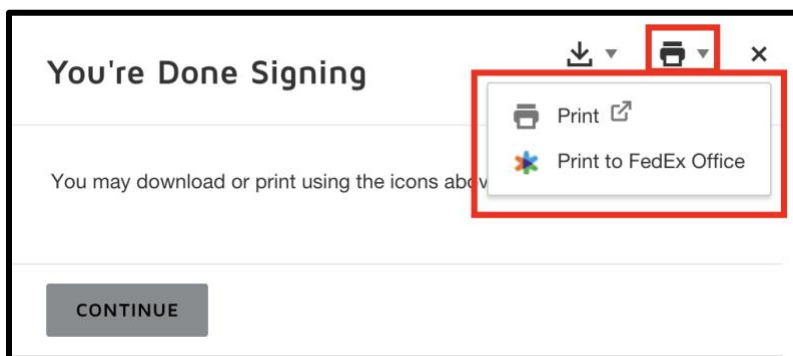
9. This will place a copy of the signed document in the DocuSign account belonging to the requester.

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.*



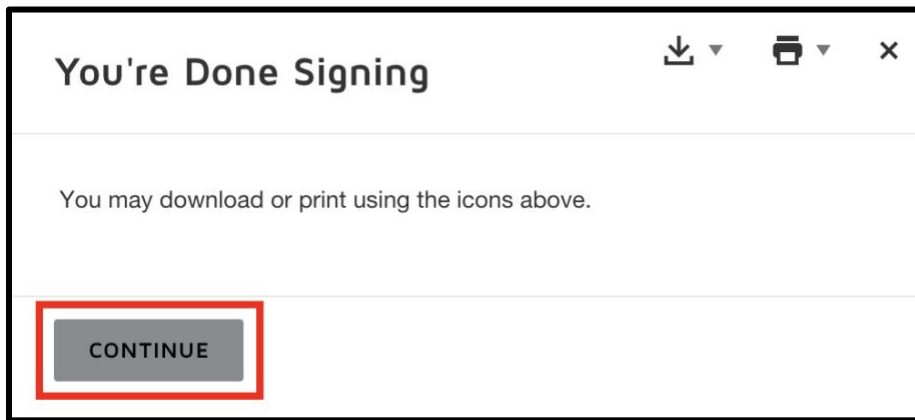
To Print, select **Print** from **Printer Icon** to reveal the drop-down menu.



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

The Center for Teaching and Learning offers support to faculty, staff, and students. 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 is available from 8:00 a.m. - 11:59 p.m., seven days a week (excluding some holidays). 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 12:00 a.m., 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](#)