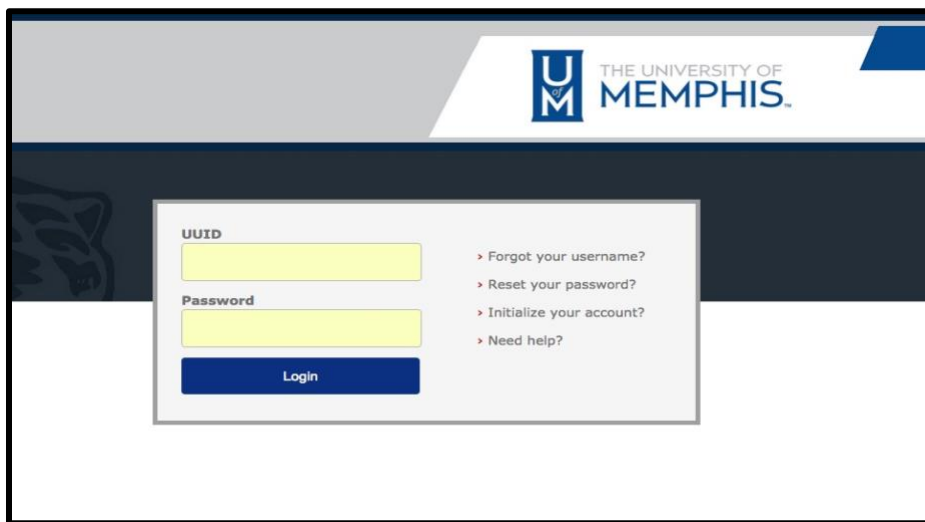


Sign into DocuSign

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. When signing into DocuSign use your original UUID and not a preferred email address. Authenticate with DUO.

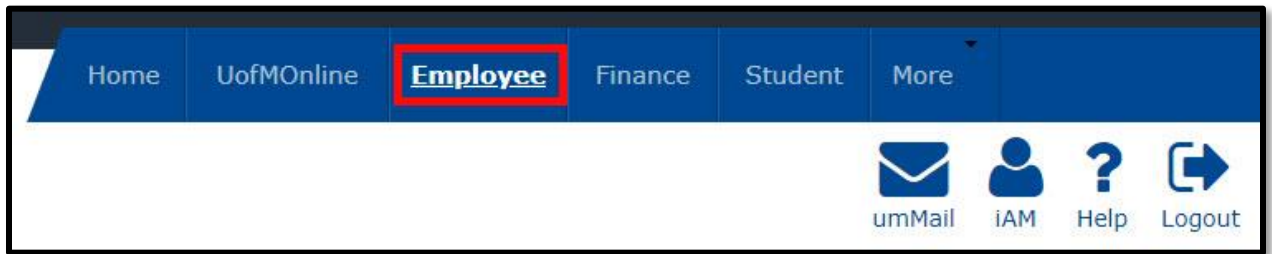
Note: The myMemphis Portal has a time-out of one hour. After one hour of inactivity, the myMemphis Portal will log you out. This is a security feature.



1. Go to: my.memphis.edu and enter your UUID and password. Next, you will Authenticate with 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. When signing into DocuSign use your original UUID and not a preferred email address.*

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.

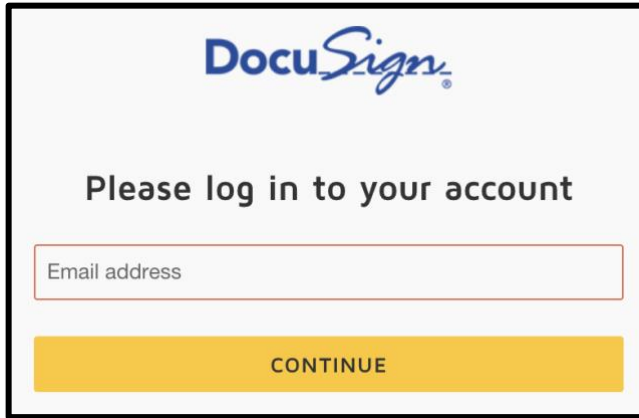


Electronic Forms

 **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.**



The image shows a DocuSign login interface. At the top is the DocuSign logo. Below it is the text "Please log in to your account". There is a text input field with the placeholder "Email address". At the bottom is a yellow button labeled "CONTINUE".

6. You are now in DocuSign.