**Using DocuSign to sign a document**

Use the link below to log in to DocuSign:

[https://account.docusign.com/](https://account.docusign.com/)

Log in with your email address and the password you chose when you created your DocuSign account.

After you log in, you will see the DocuSign eSignature landing page:

Click ‘Start Now’ to upload and sign a document
Select the location you wish to upload from, ex. ‘Desktop’

Find the document you wish to upload and click ‘Open’
Check the ‘I’m the only signer’ box and click ‘SIGN’
There is no action needed here except to click ‘Continue’
Click on ‘Signature’ and drag your signature to where you want to place it in the document.

If this is your first time signing in DocuSign, you will see a generic ‘Sign’ image, which when dragged onto the document will take you to a screen asking you to adopt a signature.

For more info on how to adopt a signature, please see ‘Adopt a Signature’ help article at:

Click ‘Finish’
The document does not need to be sent to anyone else for signature, so click ‘No Thanks’

You will see your signed document in your inbox

Click on ‘Download’
Download both files – the first document is a PDF of your signed document

The second file is your audit log to verify your signature – this should be kept in your department and made available as needed to prove you signed the document.

The 2 files will be downloaded as a zip file – go to your file system to see the file (location will vary depending on your browser settings)

Example:

The zip file name will be ‘Please_DocuSign_<your document name>.doc’
The top document listed is the signed document and the ‘Summary’ is the audit log.

Example:

The signed document
The audit log