

# UF DOCUSIGN

UF DocuSign is an electronic signature service that allows you to securely sign and initial an electronic document instead of a paper copy. Documents can be sent to one or more persons for signature. Track the status of those documents at any time. By using GatorLink accounts, approvals and agreements are completed within hours and not days.

## ROLE LEVELS

**SIGNERS:** Sign any documents that have been sent to you.

**SENDERS:** Along with signing any document sent to you, you can also send documents for signature via DocuSign.

**AUTHORS:** In addition to sender role capabilities, you can also , create, edit, and share documents.

## TRAINING'S REQUIRED

**SIGNERS**  
No roles or training required.

**SENDERS**  
Requires **UF\_N\_DOCUSIGN\_SENDER** role. Complete **PST280 - UFDocuSign Sender** training in myTraining on myUFL.

**AUTHORS**  
Requires **UF\_N\_DOCUSIGN\_AUTHOR** role. Complete **PST290 - UFDocuSign Author** training in myTraining on myUFL.

## REQUESTING ROLES

All roles are requested through your local Departmental Security Administrator(DSA).

If the DSA is unavailable, send your request to [ithelp@ufsa.ufl.edu](mailto:ithelp@ufsa.ufl.edu) and our DSA will review and approve your role.



## LOGGING INTO DOCUSIGN

To log into DocuSign after role is received:

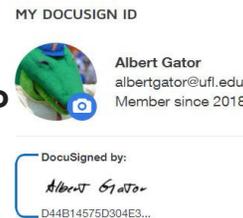
1. Go to <https://account.docusign.com>.
2. Enter GatorLink email:  
(i.e. [albertgator@ufl.edu](mailto:albertgator@ufl.edu))
3. DocuSign will redirect to a MyUFL sign on.
4. Sign in will be GatorLink username and password.

\*If your DocuSign account is **not** using your GatorLink username and password, you must change it **ASAP**.

## CREATING SIGNATURES

To create a signature in DocuSign:

1. Log into DocuSign.
2. Next to **MY DOCUSIGN ID** click the edit button.
3. **Signatures** are located at the bottom of that page.
5. Click Add New, you can choose, draw, or upload signatures. You can have more than one signature.
6. Make sure you **save** your changes!



## MORE RESOURCES

For more resources please visit:  
<https://it.ufsa.ufl.edu/resources/tutorials/docusign/>.

Additional help videos and tutorials are available at <https://support.docusign.com/en/home>

DocuSign is available for all mobile devices, and you can access it from anywhere in the world.

