

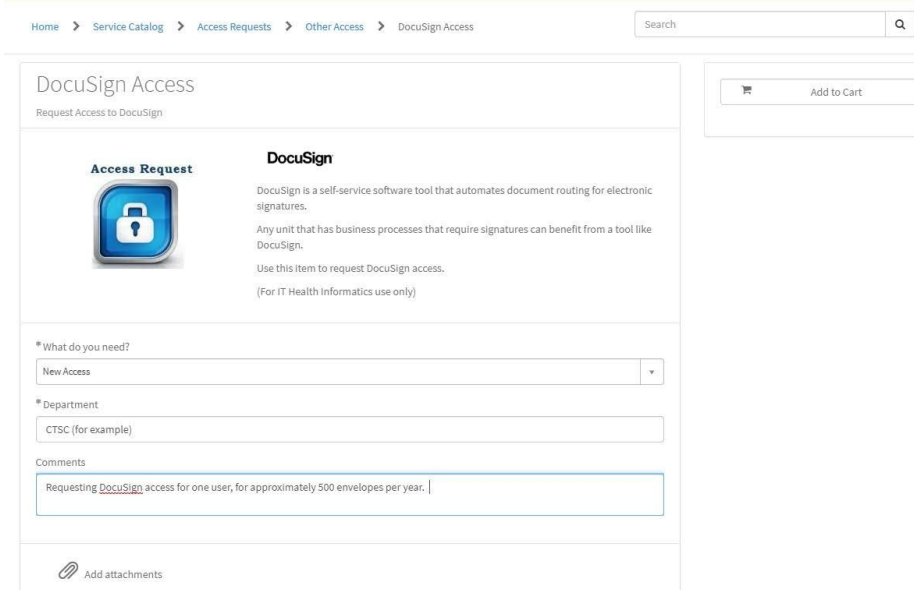
# DocuSign

- [How do I request access to UCDH DocuSign?](#)
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# How do I request access to UCDH DocuSign?

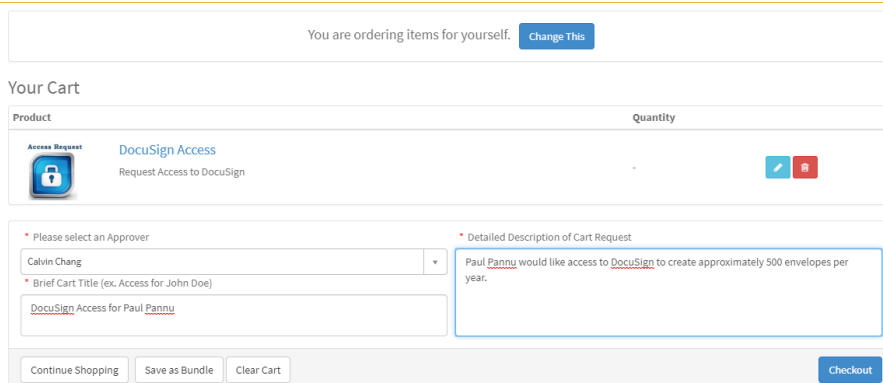
To request access to UCDH DocuSign:

1. Go to the UCDH DocuSign request form: [https://ucdh.service-now.com/its?id=sc\\_cat\\_item&sys\\_id=d75f488fdb2f8850e613327e9d961918](https://ucdh.service-now.com/its?id=sc_cat_item&sys_id=d75f488fdb2f8850e613327e9d961918)
2. Complete the form with your information and click **Add to Cart**



The screenshot shows the 'DocuSign Access' request form. At the top, there is a breadcrumb trail: Home > Service Catalog > Access Requests > Other Access > DocuSign Access. A search bar is located on the right. The main heading is 'DocuSign Access' with the subtitle 'Request Access to DocuSign'. Below this, there is an 'Access Request' icon (a blue padlock) and a description of DocuSign as a self-service software tool for electronic signatures. The form includes a dropdown menu for 'What do you need?' (set to 'New Access'), a text field for 'Department' (set to 'CTSC (for example)'), and a 'Comments' text area containing the text: 'Requesting DocuSign access for one user, for approximately 500 envelopes per year.' There is also an 'Add attachments' link at the bottom.

3. Click on **View Cart**
4. Complete the fields and click **Checkout**



The screenshot shows the 'Your Cart' page. At the top, it says 'You are ordering items for yourself.' with a 'Change This' button. Below this, the 'Your Cart' section displays a table with columns 'Product' and 'Quantity'. The product listed is 'DocuSign Access' with the subtitle 'Request Access to DocuSign'. Below the table, there are two sections: 'Please select an Approver' with a dropdown menu (set to 'Calvin Chang') and 'Brief Cart Title (ex. Access for John Doe)' with a text field containing 'DocuSign Access for Paul Pannu'. The second section is 'Detailed Description of Cart Request' with a text area containing 'Paul Pannu would like access to DocuSign to create approximately 500 envelopes per year.' At the bottom, there are buttons for 'Continue Shopping', 'Save as Bundle', 'Clear Cart', and 'Checkout'.

UCDH will review your request and approve it. When your account gets approved you will receive an email to activate your DocuSign account.

**DocuSign**



Action Required - Activate Your DocuSign Account

**ACTIVATE**

Thank you for choosing DocuSign. You're just one step away from experiencing the benefits of DocuSign's electronic signature solution.

Please click the 'Activate' button above to verify your email address and complete your account registration process.

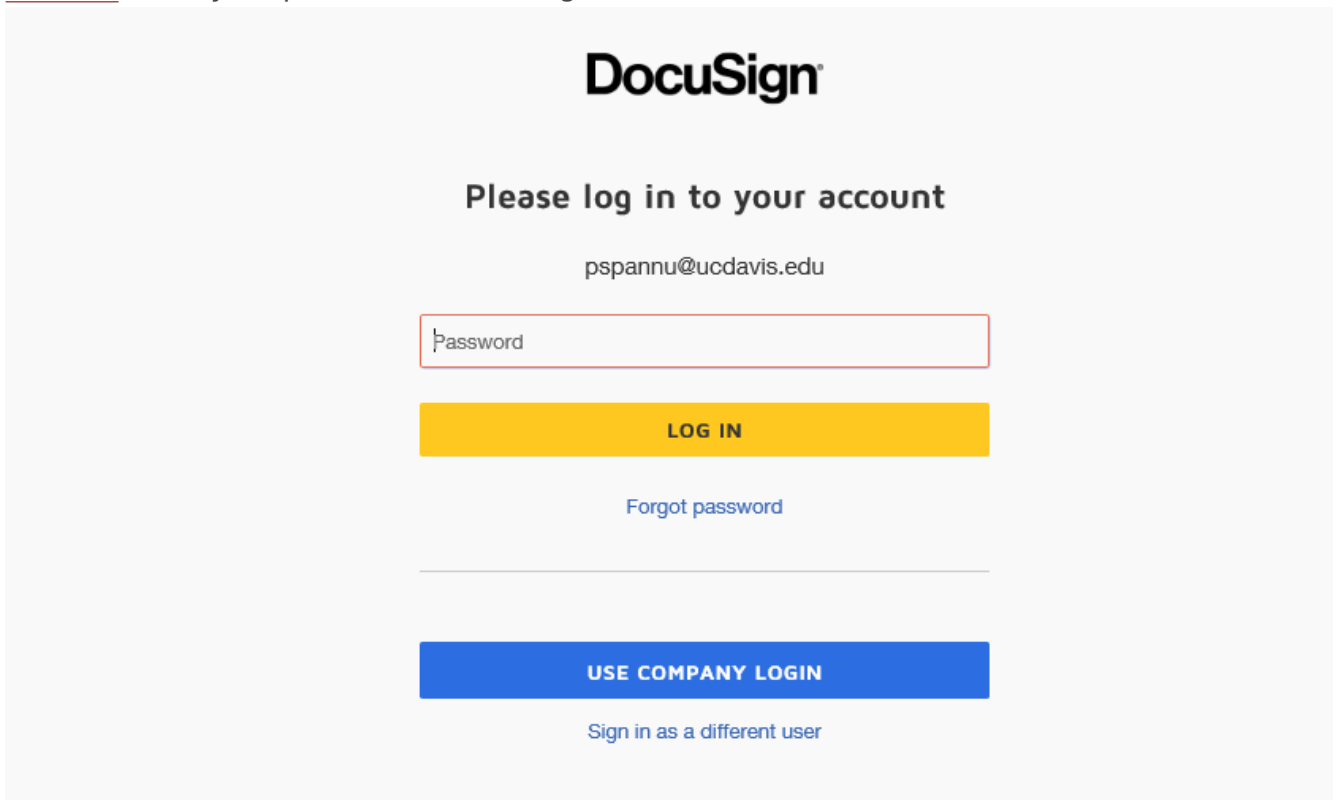
**Do Not Share This Email**

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

**About DocuSign**

# How do I login to DocuSign?

1. Go to <https://account.docusign.com> and enter your @ucdavis.edu email address, then click **Continue**
2. You will see the following screen. Click **USE COMPANY LOGIN**  
**DO NOT** enter your password or click log in

A screenshot of the DocuSign login interface. At the top is the DocuSign logo. Below it, the text "Please log in to your account" is centered. Underneath, the email address "pspannu@ucdavis.edu" is displayed. There is a password input field with a red border and a red "x" icon on the left. Below the password field is a yellow "LOG IN" button. Underneath the button is a blue link "Forgot password". A horizontal line separates this section from the next. Below the line is a blue "USE COMPANY LOGIN" button. At the bottom is a blue link "Sign in as a different user".

**DocuSign**

Please log in to your account

pspannu@ucdavis.edu

password

**LOG IN**

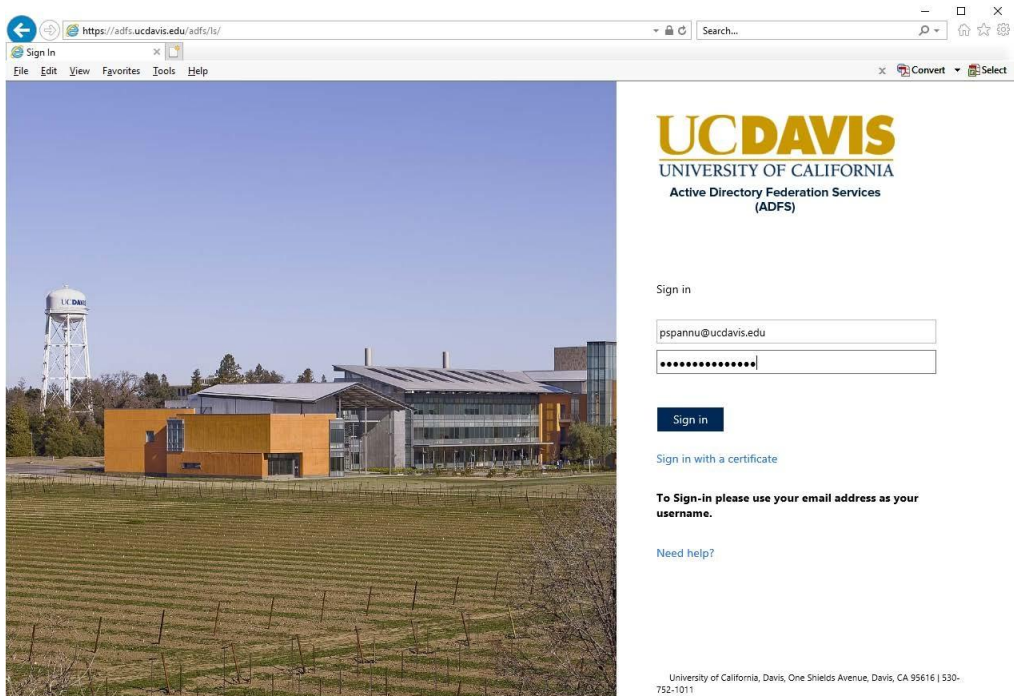
[Forgot password](#)

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**USE COMPANY LOGIN**

[Sign in as a different user](#)

3. You will be taken to UC Davis ADFS login screen.  
Log in with your UCD email and CAS password and approve the DUO push as usual.



You should now be logged into DocuSign