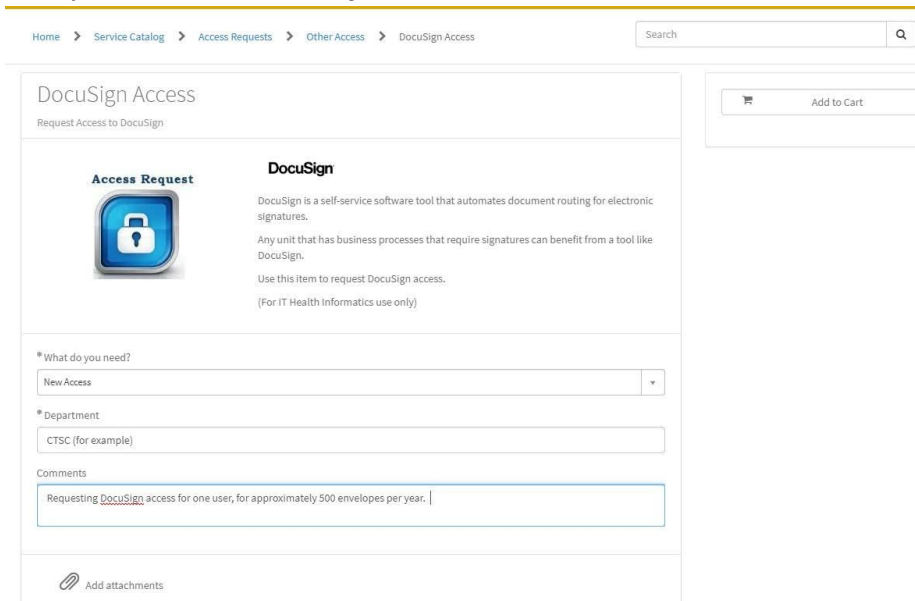


How do I request access to UCDH DocuSign?

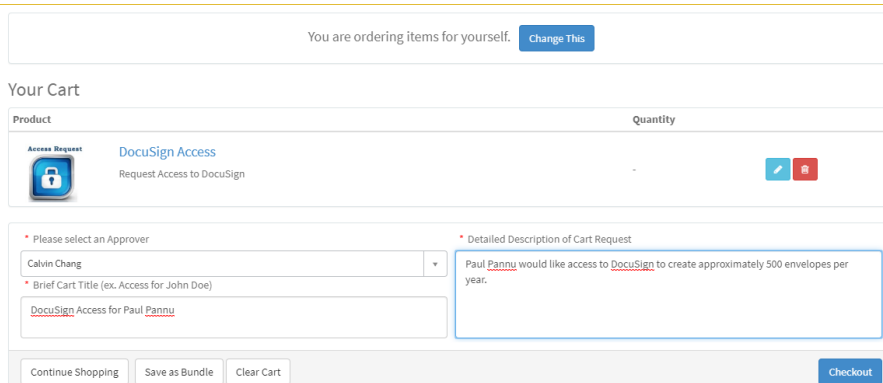
To request access to UCDH DocuSign:

1. Go to the UCDH DocuSign request form: https://ucdh.service-now.com/itss?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'. On the left, there is an 'Access Request' icon. The right side contains a description of DocuSign and a note: 'Use this item to request DocuSign access. (For IT Health Informatics use only)'. Below this, there are three required fields: 'What do you need?' (a dropdown menu with 'New Access' selected), 'Department' (a text field with 'CTSC (for example)' entered), and 'Comments' (a text area with 'Requesting DocuSign access for one user, for approximately 500 envelopes per year.' entered). At the bottom left, there is an 'Add attachments' link.

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' link. Below this, there is a table with two columns: 'Product' and 'Quantity'. The table contains one item: 'DocuSign Access' with a quantity of 1. Below the table, there are two required fields: 'Please select an Approver' (a dropdown menu with 'Calvin Chang' selected) and 'Detailed Description of Cart Request' (a text area with 'Paul Pannu would like access to DocuSign to create approximately 500 envelopes per year.' entered). At the bottom, there are three buttons: 'Continue Shopping', 'Save as Bundle', and 'Clear Cart', followed by a 'Checkout' button.

UCDAVIS
HEALTH

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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

Revision #1

Created 31 May 2024 18:57:55 by Samuel Tseng

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