

Update your user profile and create a signature

**Introduction:**

DocuSign is the most reliable and globally trusted service for electronic signatures and approvals. DocuSign has been selected as UC San Diego's electronic signature solution; a cloud-based application which allows users to send and sign securely for legally-enforceable (eSign compliant) digital transactions and contracts. DocuSign allows for recipient routing and business-process workflow.

Your DocuSign signature can be affixed to any document….

TIP: If you want to draw your signature with your finger, instead of using one of the canned signatures, download one of the mobile apps.

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# Signing in to your DocuSign Account

## From your Browser on your computer or mobile device:

1. Go to [**Docusign.lsit.ucsb.edu**](file:///C%3A%5CUsers%5CUser%5CAppData%5CRoaming%5CMicrosoft%5CWord%5CDocusign.lsit.ucsb.edu)**.**
2. Navigate to **Log in to DocuSign** link.



1. You will be connected to UCSB SSO.
2. Enter your **UCSBnetID** and **UCSBnetID** password and select **Login.** This will route you to your account in DocuSign.
3. Once you sign-in, you'll automatically become a UCSB DS SIGNER. This allows you to view all of your signed documents and create a signature.

## From your Mobile device:

1. ****Download one of the available mobile apps. (linked via image)
2. In the app, enter your email as **UCSBnetID@ucsb.edu** and select **Continue.**
3. Enter your **UCSBnetID** and **UCSBnetID** password when prompted on the screen.

UCSBnetID@ucsb.edu

UCSBnetID

UCSBnetID password

# Update your profile and create a signature

## From your Browser on your computer or mobile device:

### Edit your profile

1. On the DocuSign home page, select **Edit link** to the right of MY DOCUSIGN ID.
2. From the menu on the left, select **Personal Information**.
3. This will take you to your Identity form, enter your company and department name, job title and contact information.

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### Create or edit your signature

*DocuSign provides several built-in options for signatures, but if you prefer you can draw your own.*

1. At the bottom of the **Personal Information** page, click on **+ Add New** ink to create your signature.
2. Verify the spelling of your name and initials.
3. The **Choose tab** will give you all of the DocuSign provided signatures. Note: everyone’s signature has a unique code assigned to it.
4. If you want to draw your own, click on the **DRAW** tab link.
5. Use your mouse to sign and click **Create.**
6. Make sure you click **Save** at the bottom of the page to save all changes to your personal information.

## From your Mobile device:

### Edit your profile

1. Navigate to the **menu** button in the upper left corner.
2. Select **Identity** from the list of options.
3. When you are on the Identity screen, you can change your profile information and your signature. **Note:** The app will save as you edit the form.

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### Create or edit your signature and initials

*You will only have the option to draw your signature and initials in the mobile app.*

1. If on the home screen, you can select the **Edit your Signature** link. Follow the prompts to draw your signature.
2. If on the **Identity** screen, select the image of your signature and follow the prompts to draw a new signature.
3. Repeat for the Initials image to draw your Initials.