



## 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.

Table of Contents

- Signing in to your DocuSign Account .....2
  - From your Browser on your computer or mobile device:.....2
  - From your Mobile device: .....2
- Update your profile and create a signature .....2
  - From your Browser on your computer or mobile device:.....3
    - Edit your profile .....3
    - Create or edit your signature .....3
  - From your Mobile device: .....4
    - Edit your profile .....4
    - Create or edit your signature .....4

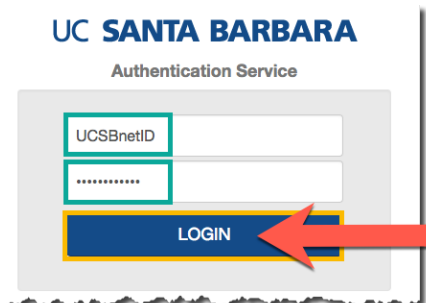
## Signing in to your DocuSign Account

From your Browser on your computer or mobile device:

1. Go to [DocuSign.lsit.ucsb.edu](https://docusign.lsit.ucsb.edu).
2. Navigate to **Log in to DocuSign** link.

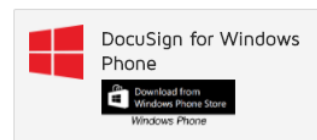
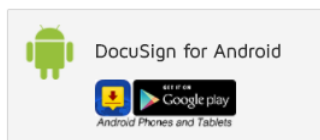
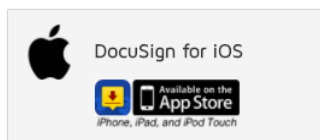


3. You will be connected to UCSB SSO.
4. Enter your **UCSBnetID** and **UCSBnetID** password and select **Login**. This will route you to your account in DocuSign.
5. Once you sign-in, you'll automatically become a **UCSB DS SIGNER**. This allows you to view all of your signed documents and create a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

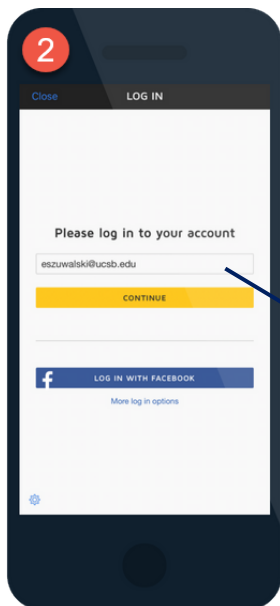


From your Mobile device:

1. Download one of the available mobile apps. (linked via image)



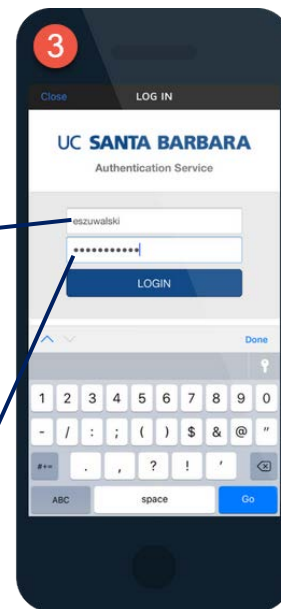
2. In the app, enter your email as **UCSBnetID@ucsb.edu** and select **Continue**.
3. Enter your **UCSBnetID** and **UCSBnetID** password when prompted on the screen.



UCSBnetID@ucsb.edu

UCSBnetID

UCSBnetID password

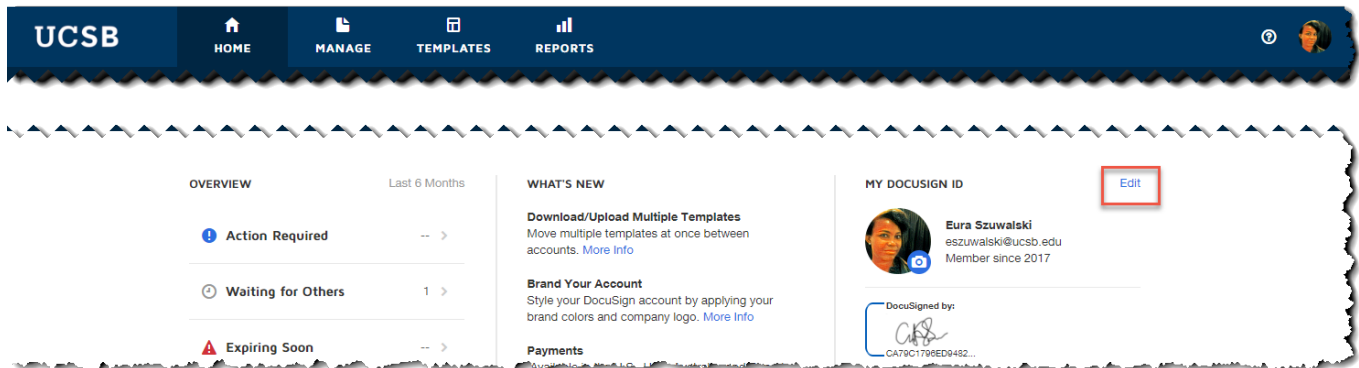


## Update your profile and create a signature

### 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.

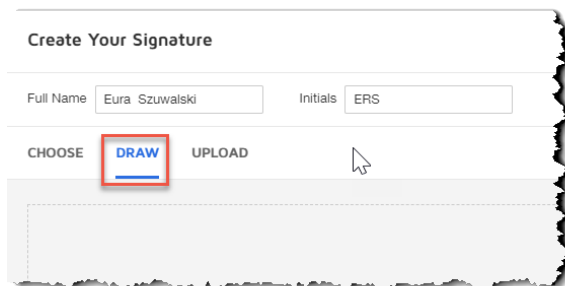


2. From the menu on the left, select **Personal Information**.
3. This will take you to your Identity form, enter your company and department name, job title and contact information.

#### Create or edit your signature

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

4. At the bottom of the **Personal Information** page, click on **+ Add New** ink to create your signature.
5. Verify the spelling of your name and initials.
6. The **Choose** tab will give you all of the DocuSign provided signatures. Note: everyone's signature has a unique code assigned to it.

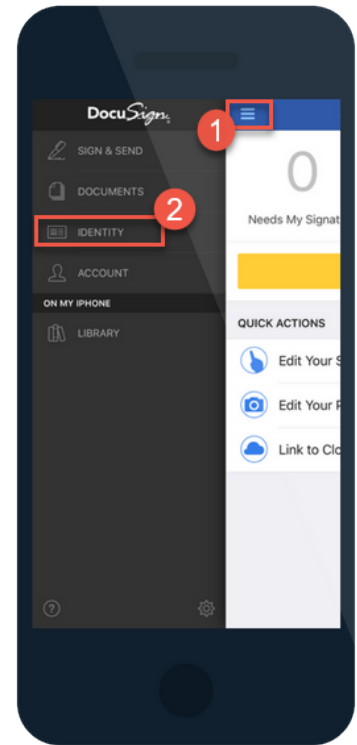


7. If you want to draw your own, click on the **DRAW** tab link.
8. Use your mouse to sign and click **Create**.
9. Make sure you click **Save** at the bottom of the page to save all changes to your personal information.

## 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.



### 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.

