Signing Documents Using DocuSign

Signing documents using a DocuSign is a quick and easy way to add your signature and required information to an electronic document without having to print it out, add your signature, and scan it back in. Many documents are approved for electronic signatures on campus. If a department has sent a document for your signature through DocuSign, you’ll receive an email notification.

1. Click the **Review Document** link in your email.

2. If you are not signed in, you may be prompted to sign in to DocuSign. You can sign in using your SJSU ID and password.
You may be prompted to read and agree to the Electronic Record and Signature Disclosure.

3. Click the link to read the disclosure if you like

4. Check the box to acknowledge I agree to use electronic records and signatures if required

5. Click Continue. The button will not be active until you have not agreed to the terms

6. Enter any data requested. Fields that are required are highlighted in red

7. Click ‘Sign’ to sign the document
**You will be prompted for your signature.**

8. Enter or confirm your full name and initials

9. If this is your first time signing a document with DocuSign, you will be prompted to choose a signature. If you want to choose a new style, you can click **Change Style**

10. You can click **Draw** to draw your signature if you like, though this may be difficult if you are not using a touchscreen device. You can also upload a signature image if you have one already saved

11. Select the style you like and click **Adopt and Sign**

*Your signature will appear on the document*

12. Click Finish to submit the signed document. You’re done! The person who requested your signature will receive a signed copy of the document