Step 1: DocuSign Existing User Account Setup

If you have already created a free account with DocuSign using your UA email address, you **MUST** remove your UA email from that account and replace with an alternate email address as there has been a new UA DocuSign account created with your UA email. **This is a required to prevent any issues with account duplication.**

- Log into DocuSign [https://na2.docusign.net/](https://na2.docusign.net/).
- Go to the Profile (circle/bubble on upper right of page).
- Select "Manage Profile".
- Select the Right pointing arrow next to 'Email Address'.

- You will need to log in to your DocuSign account again using your UA email account.
- Request a verification code be sent to your UA email account.
- Enter that verification code when prompted and select "CONFIRM".

- A message will pop up letting you know how this account name change will impact you.

- Add the new e-mail address and select “CONTINUE”.
- You will receive a new verification code in the UA email account.
- Enter that verification code when prompted.
- You will receive the following message.

- You will receive an email in the new e-mail account regarding the change.
- Log out. Log back in using new credentials. All templates and envelopes should be available as before.
Step 2: DocuSign New User Account Setup

If you have NOT created a DocuSign account using your UA email address, please follow these instructions to set up your account.

When your new DocuSign account has been created, you receive an email like the following.

- Click **Activate**
  The DocuSign activation dialog box appears.

- Click **Activate**

- It will prompt you to re-enter your login information and bring you to the *Home Page*. 
DocuSign General Navigation Instructions

Home Page (summary of envelopes processed)

Select the Manage tab

Select Inbox

The Inbox only shows envelopes (General Authorization Forms) for which you were a recipient in the routing queue.
Select Sent

The Sent box will show documents that you initiated yourself.

Use the Search box to look for an envelope containing a specific person who is in the routing queue. Enter some or all of the person's name for which you are searching.

If the status is “Waiting for Others”, you can click on that hyperlink and the entire routing queue and individual status for each signer will be displayed.

To perform various actions on an individual envelope, click the dropdown to the right of the envelope name. (some options here will not be available to all users)
Senders can void/delete their own submissions. If you want them to be able to do this, click on the dropdown to the right of the envelope subject and select the action.