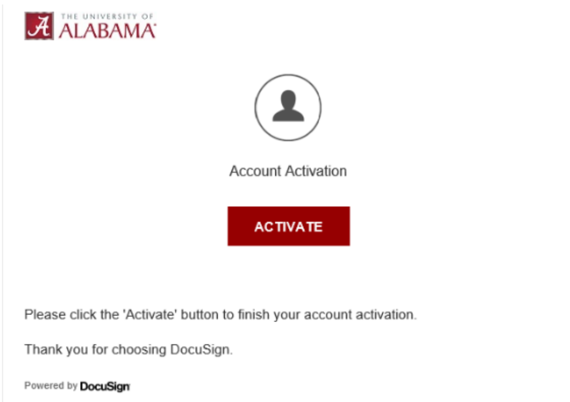
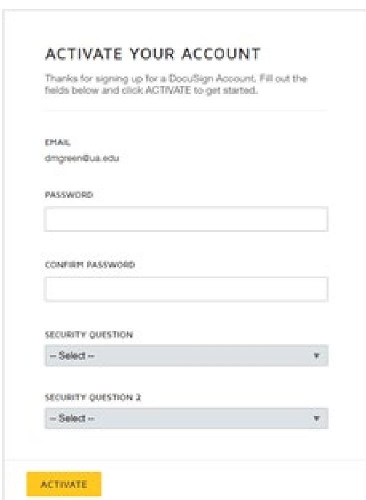
DocuSign New User Account Setup

If you have **NOT** created a DocuSign account using your UA email address, please follow these instructions to set up your account. Please contact dmgreen@ua.edu with any questions.

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



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

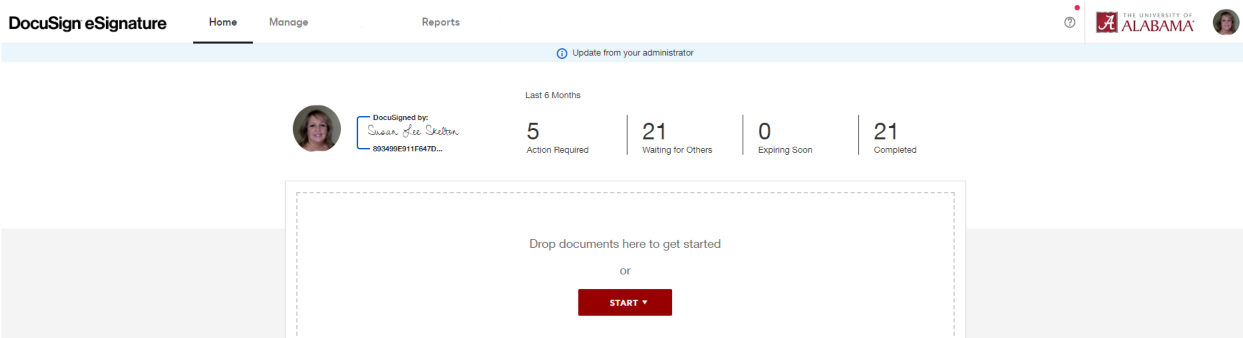


- Click **Activate**

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

DocuSign General Navigation Instructions

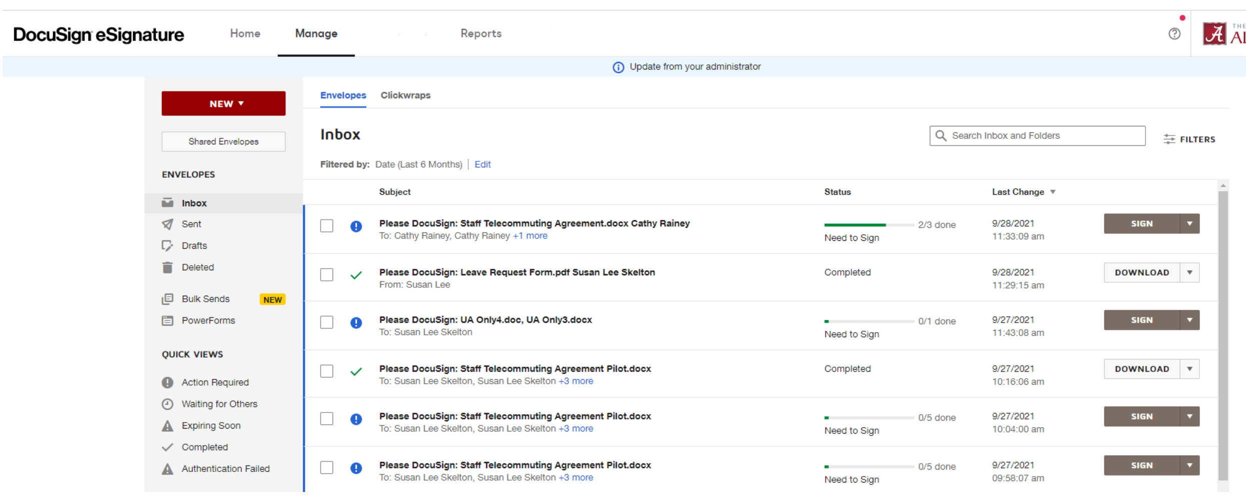
Home Page (summary of envelopes processed)



Select the Manage tab

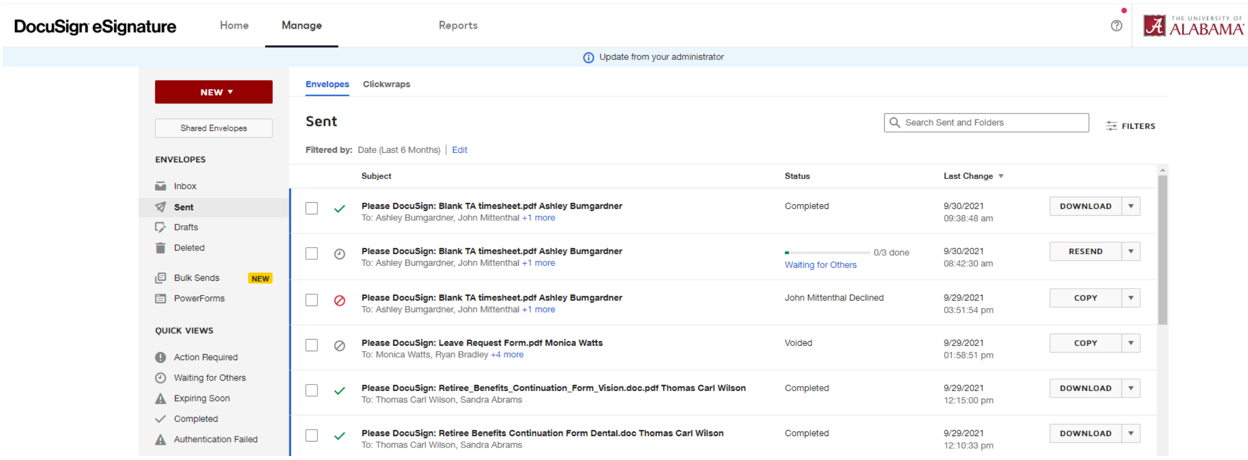
Select Inbox

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



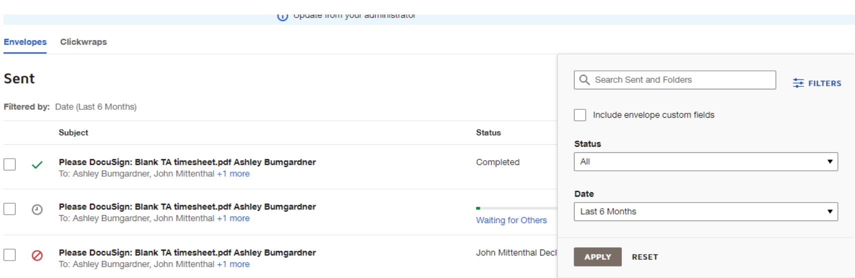
Select Sent

The Sent box will show documents that you initiated yourself.

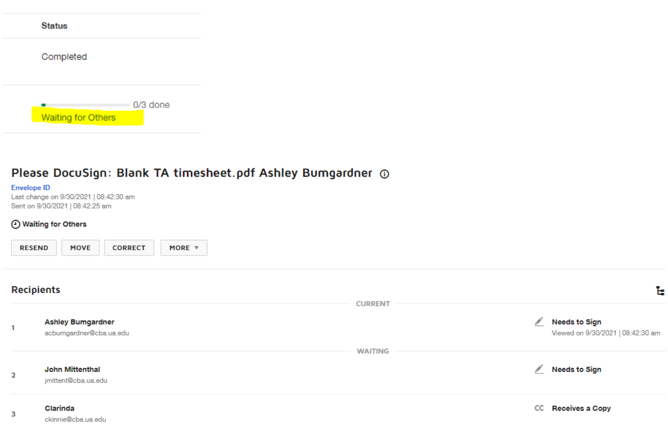


Use the Search box to look for an envelope containing a specific person who is in the routing queue.

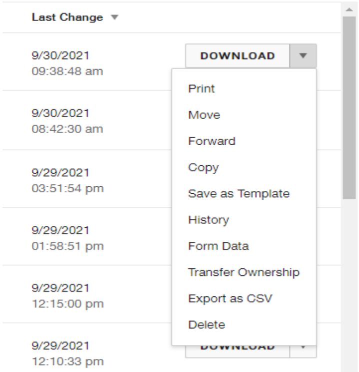
Enter some or all of the person's name for which you are searching.



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.