

Logging in

1. Go to DocuSign.com
2. Select Log in
3. Enter your email address and select continue
4. Select Company Log in
5. Enter your NetID, password, and select Sign in

Getting to your In Box

1. Go to DocuSign.com and log in
2. Select Manage
3. When we select manage from the home section, we landed in the in box. We know this because it is highlighted. If it isn't, then select the inbox.

Getting to your Sent Box

1. Go to DocuSign.com and log in.
2. Select Manage
3. Select the Sent box

Action Items

1. Go to DocuSign.com and Log in
2. Selecting manage from the home section sends you directly to the in box. If it doesn't, select the in box.
3. The blue bar identifies items requiring your attention. Select Sign in the row to attend to an item.
4. To work on it, select continue
5. Do what you need to with the document (follow the prompts) and select finish.
6. To attend to another required action, repeat the steps described.

Download a document into a PDF

1. Go to DocuSign.com and Log in
2. Select Manage
3. Go to the document and select the documents title.
4. Select the download icon.
5. Check the items you want then select DOWNLOAD
6. The item downloads similar to other documents. Access it as you normally would.

Create and Use Folders

1. Go to DocuSign.com and log in
2. Select Manage
3. To create a new folder, select the + symbol and follow the prompts.
4. To modify a folders, select the space next to the folder and follow the prompts.
5. Drag and drop contents into folders.

Checking the Status

1. Go to DocuSign.com and log in.
2. Select Manage.
3. Navigate to the folder where the document is housed. Look at the status column and beneath the title of the document. Both locations will provide information.
4. To learn more about the status, select the document's title. If a document is not complete, you may have the option of sending the next person in the workflow an email reminder.