UCSF Supply Chain Management

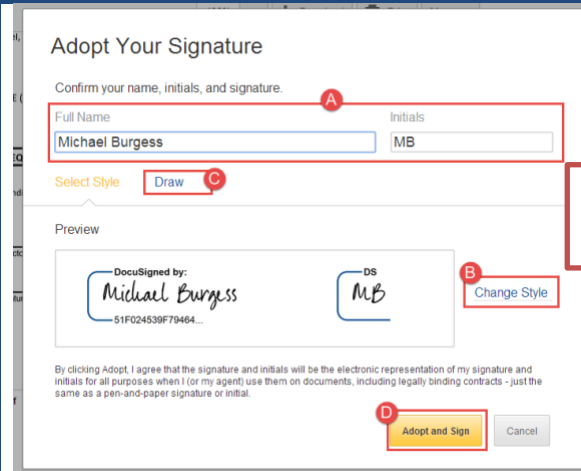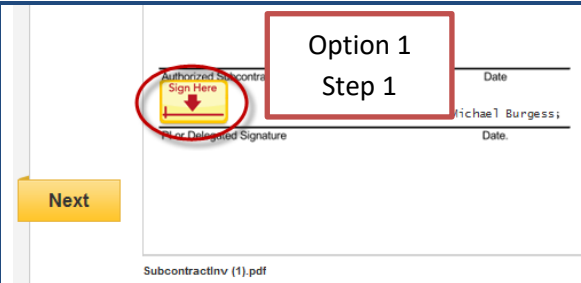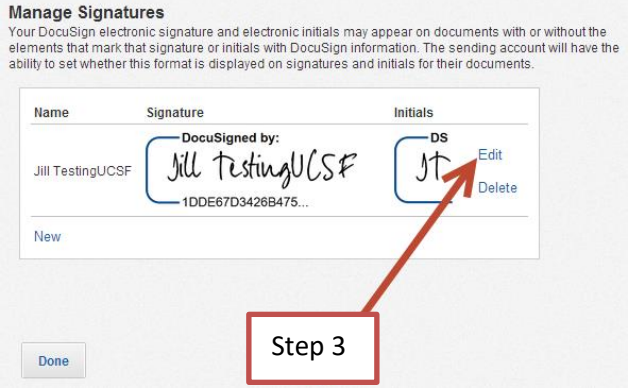|	
There are two ways to set up your electronic signature: **Option 1: Via the Signing Process** **The first time you sign a document through DocuSign, you will be prompted to create your signature. This will be saved and applied on future signings. You can edit it any time.** 1. Click on the **Sign Here** tab in the document.	
2. A pop-up window will ask you to select a signature. Edit your name or initials, if needed (A). You can select another font by clicking on **Change Style.**(B) You can also choose to draw your own signature and initials by clicking on **Draw,**(C) right under the full name field. (*Note this option is only available using Chrome, Firefox or Safari and **will not** display in Internet Explorer.) When you are satisfied with the way your name, signature, and initials display, click **Adopt and Sign.** (D) Your signature is then populated into the **Sign Here** tab (not shown)	
Option 2: DocuSign Home Screen **Set up your signature in advance, edit your signature, or upload a graphic file (.jpg or .gif) of your handwritten signature.** 1. Log into DocuSign via MyAccess. On the DocuSign home page, click on **Edit** on the DocuSign ID Card in the lower left hand corner of the screen. 2. Select **Edit** again on the **Manage Identity** screen.	
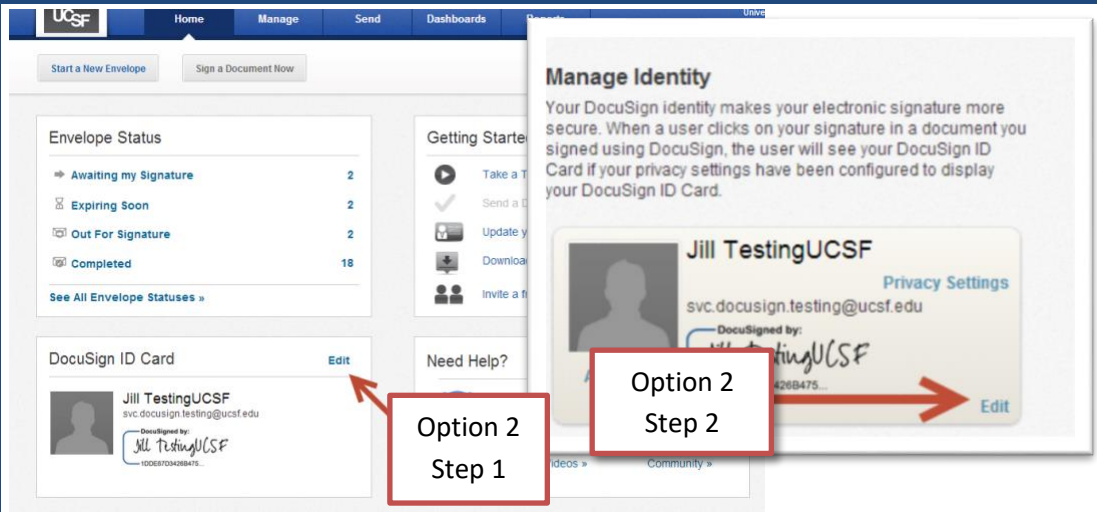
3.	Select **Edit** on the Manage Signatures screen for the signature that you wish to edit.	
4.	You can change the font or upload a file. To upload a graphic file of your handwritten signature, select **upload.** You can upload a .gif, .jpg, or other graphic file; note that you will also need to upload an image of your initials.	
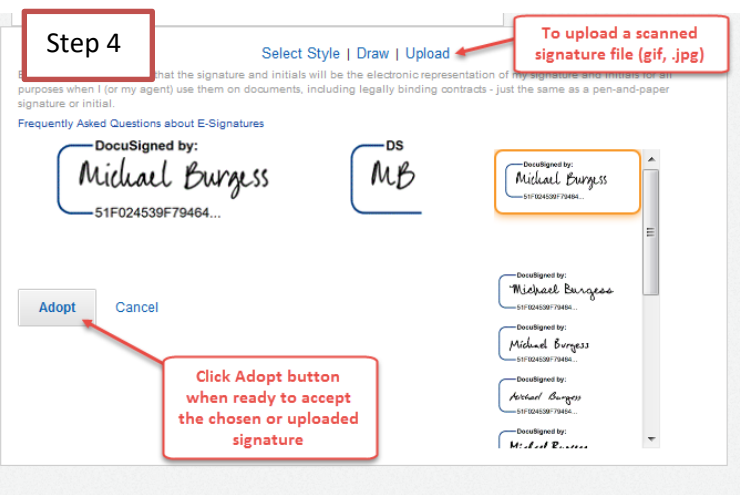
More information is available on the <u>Supply Chain Management</u> website.