

**University of Wisconsin
NIH Other Support
DocuSign Desk Reference**

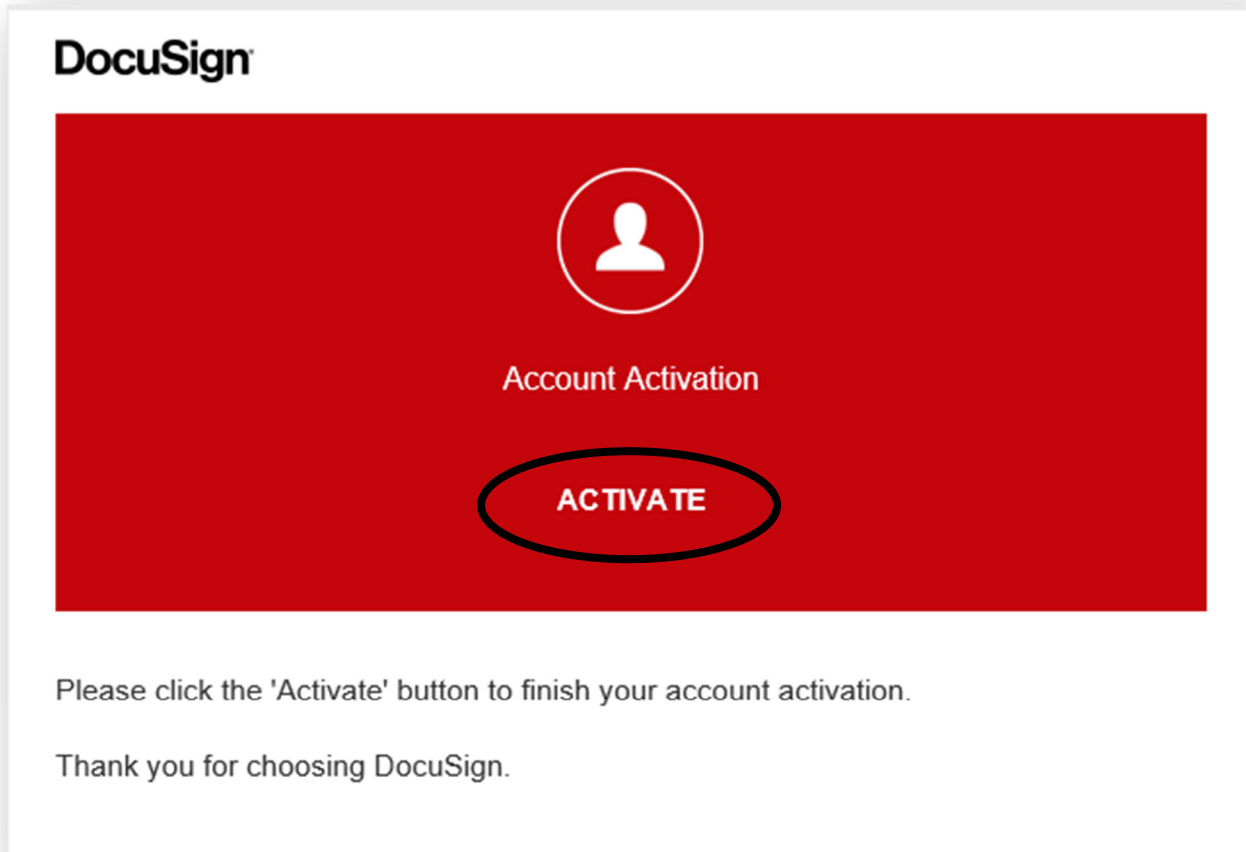
Activating Your UW-Madison DocuSign Account

Effective January 25, 2022, the National Institutes of Health requires the PI/PD, Co-Investigators, Other Senior/Key Personnel to electronically sign their respective Other Support documents. To comply with this requirement, the University of Wisconsin – Madison is using DocuSign to obtain authenticated electronic signatures on Other Support documents. DocuSign is the preferred and accepted system for electronically signing documents.

This reference describes how to activate one's account in DocuSign.

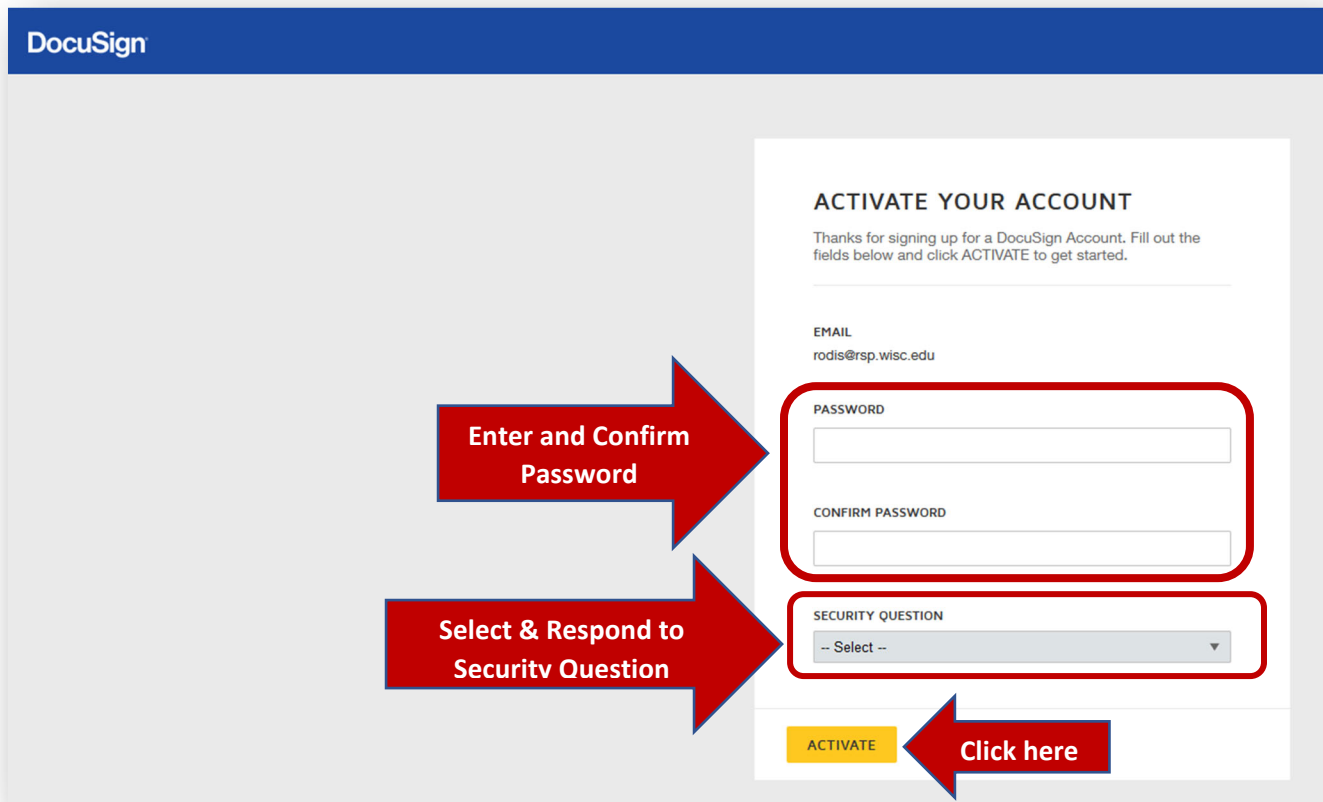
Once DoIT has created a DocuSign account for you, you will receive an email with the Subject, "Account Activation from DocuSign via DocuSign."

The body of the email will look like the image below:



Clicking on the "**Activate**" button opens a new window in the browser.

The window will contain the following:



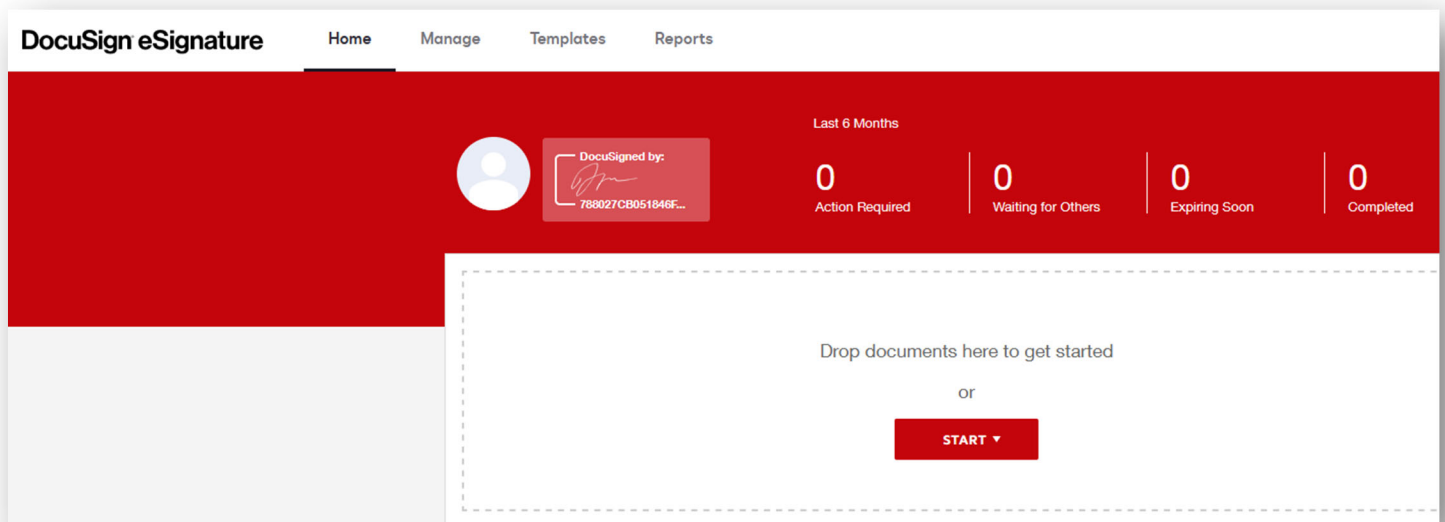
The image shows the DocuSign 'ACTIVATE YOUR ACCOUNT' page. It includes a blue header with the DocuSign logo. The main content area is white and contains the following elements:

- ACTIVATE YOUR ACCOUNT**: Section header.
- Thanks for signing up for a DocuSign Account. Fill out the fields below and click ACTIVATE to get started.**: Instructional text.
- EMAIL**: Field showing 'rodie@rsp.wisc.edu'.
- PASSWORD**: Text input field.
- CONFIRM PASSWORD**: Text input field.
- SECURITY QUESTION**: Dropdown menu with '-- Select --'.
- ACTIVATE**: Yellow button.

Three red arrows with white text provide instructions:

- An arrow pointing to the PASSWORD and CONFIRM PASSWORD fields with the text **Enter and Confirm Password**.
- An arrow pointing to the SECURITY QUESTION dropdown with the text **Select & Respond to Security Question**.
- An arrow pointing to the ACTIVATE button with the text **Click here**.

You will create a new password for your DocuSign account, and then select and respond to a security question. After creating a password, selecting and responding to a security question, and clicking on the "ACTIVATE" button, you will enter the DocuSign website, which looks like this:

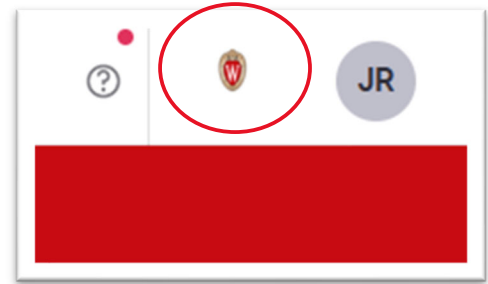


The image shows the DocuSign eSignature dashboard. It features a white header with the DocuSign eSignature logo and navigation links: Home, Manage, Templates, and Reports. The main content area has a red header bar with a user profile icon and a 'DocuSigned by' badge. Below the red bar, there is a summary of document status for the 'Last 6 Months' period:

Last 6 Months			
0	0	0	0
Action Required	Waiting for Others	Expiring Soon	Completed

Below the summary, there is a large dashed box with the text 'Drop documents here to get started' and a red button labeled **START**.

You will notice the UW crest in the top right corner. The crest indicates that you are in the version of DocuSign licensed by UW-Madison.



Now that your account is activated in the DocuSign system, you may take actions such as uploading documents for signatures, requesting signatures, or signing documents.