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## Electronic Signatures with DocuSign

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Technology Services <do\_not\_reply@csufresno.edu>  
To:

Thu, Mar 19, 2020 at 4:51 PM



**To:** Managers  
**From:** Technology Services  
**Today's Date:** March 19, 2020  
**Subject:** Electronic Signatures with DocuSign

Greetings Managers,

For those of you working remotely in the weeks to come we've provided important information on how to use DocuSign to send documents and obtain electronic signatures.

DocuSign is available to faculty, staff, and students to complete approvals and agreements in a matter of minutes — not days. You can easily upload and send documents for electronic signature by using DocuSign's eSignature solution. Current office processes or documents requiring an in person signature can now be completed online.

[Click here](#) to directly submit a ticket and obtain permission to start sending documents through DocuSign!

Stay tuned! Detailed instructions on using DocuSign's most helpful features, will be added to our [Knowledge Base](#) in the next few days. Sending a document can be done in three steps:

- Upload your document
- Assign signers and other recipients
- Place DocuSign fields and send

Please consider which documents commonly used in your department could be transitioned to an electronic approval process. You may contact the Service Desk for additional information at 278.5000.

Sincerely,

Technology Services