

# Request + Activate a DocuSign Account + Create a DocuSign Signature

Last Updated: August 5, 2022

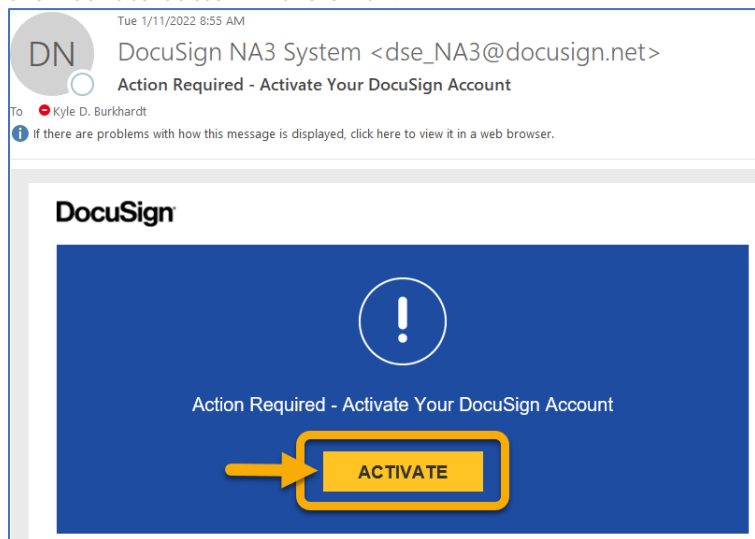
As of January 25, 2022, the NIH Other Support document must be electronically signed by PD/PI(s) and Senior/Key personnel. Researchers must electronically sign Other Support files created themselves via DocuSign. Research administrators who prepare Other Support files must send finalized documents to researchers for electronic signature through DocuSign. DocuSign is the only Princeton University approved solution for electronic signatures. The University is not licensed for Adobe Sign or other electronic signature products. The DocuSigned file can be flattened (via "print to PDF") for upload to the NIH K application, JIT, or RPPR.

## How to Request a DocuSign Account

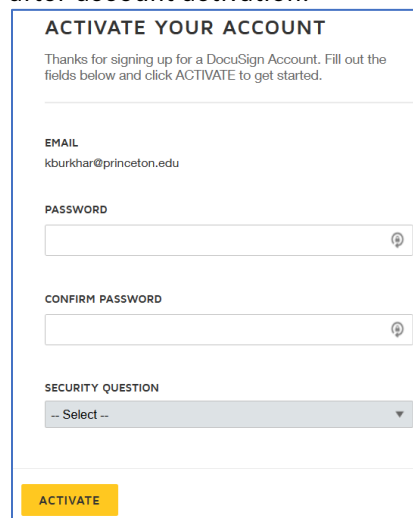
Please complete [this form](#) to request a DocuSign account.

## How to Activate a DocuSign Account

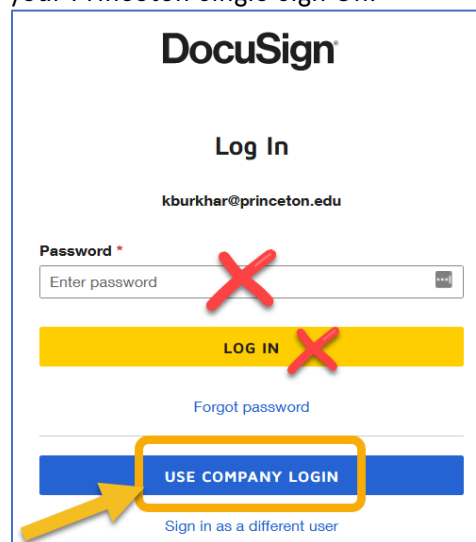
Typically within 24 hours of submitting a DocuSign request, you'll receive an email from "DocuSign N3A System" [dse\\_NA3@docusign.net](mailto:dse_NA3@docusign.net) with the subject line "Action Required - Activate Your DocuSign Account". Click on the Activate button in the email.



Your Princeton email address will already be displayed; then enter a password and select a security question. Although the form is asking for you to create and confirm a password, it is only required for this screen. You will sign into DocuSign using Princeton Single Sign On (SSO) every time after account activation.

A screenshot of the "ACTIVATE YOUR ACCOUNT" form. The form has a title "ACTIVATE YOUR ACCOUNT" and a sub-header "Thanks for signing up for a DocuSign Account. Fill out the fields below and click ACTIVATE to get started." The form contains the following fields: "EMAIL" (pre-filled with kburkhar@princeton.edu), "PASSWORD" (with a password strength indicator), "CONFIRM PASSWORD" (with a password strength indicator), and "SECURITY QUESTION" (a dropdown menu with "-- Select --"). A yellow "ACTIVATE" button is at the bottom.

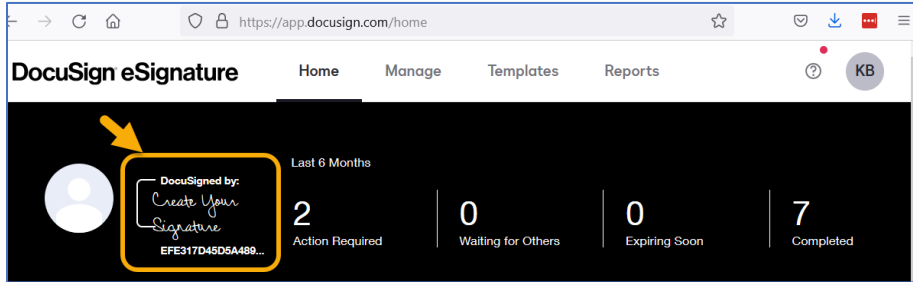
After clicking activate, DocuSign will prompt you to logon. Do not enter a password here; instead click on "Use Company Login" and sign on with your Princeton Single Sign On.

A screenshot of the DocuSign "Log In" screen. The screen shows the DocuSign logo, the text "Log In", and the email address kburkhar@princeton.edu. There is a "Password" field with a red "X" over it, and a yellow "LOG IN" button with a red "X" over it. Below the password field is a "Forgot password" link. At the bottom, a blue button labeled "USE COMPANY LOGIN" is highlighted with a yellow box and a yellow arrow pointing to it. Below this button is a link "Sign in as a different user".

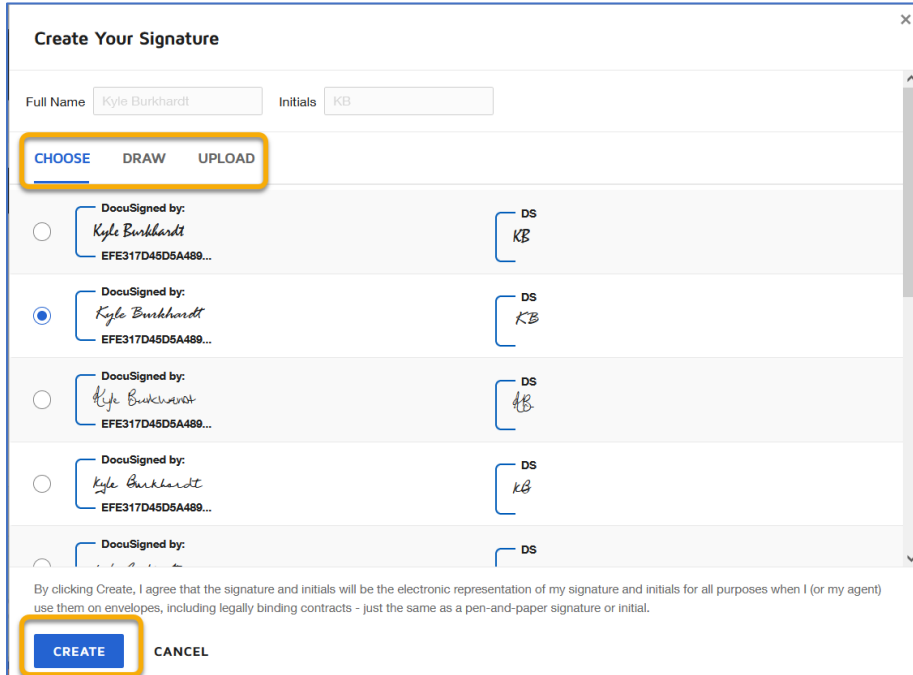
Your DocuSign account is now activated! Create your DocuSign signature by following the directions below.

# Create Your DocuSign Signature

After Activating your DocuSign account, click on "Create Your Signature"



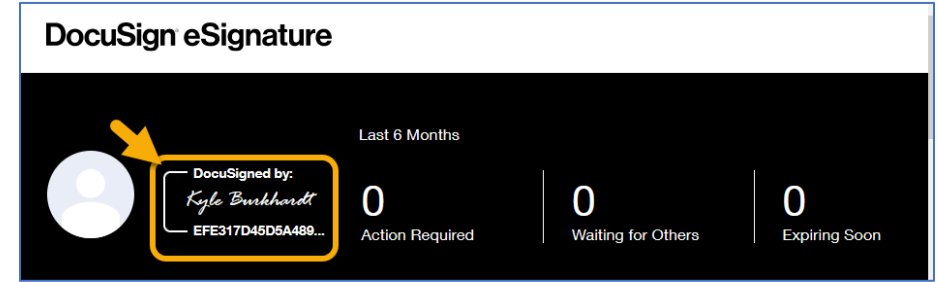
Click on "Choose" to select a font for your signature, "Draw" if you want to draw your signature, or "Upload" if you want to upload an image of your signature. Then click "Create"



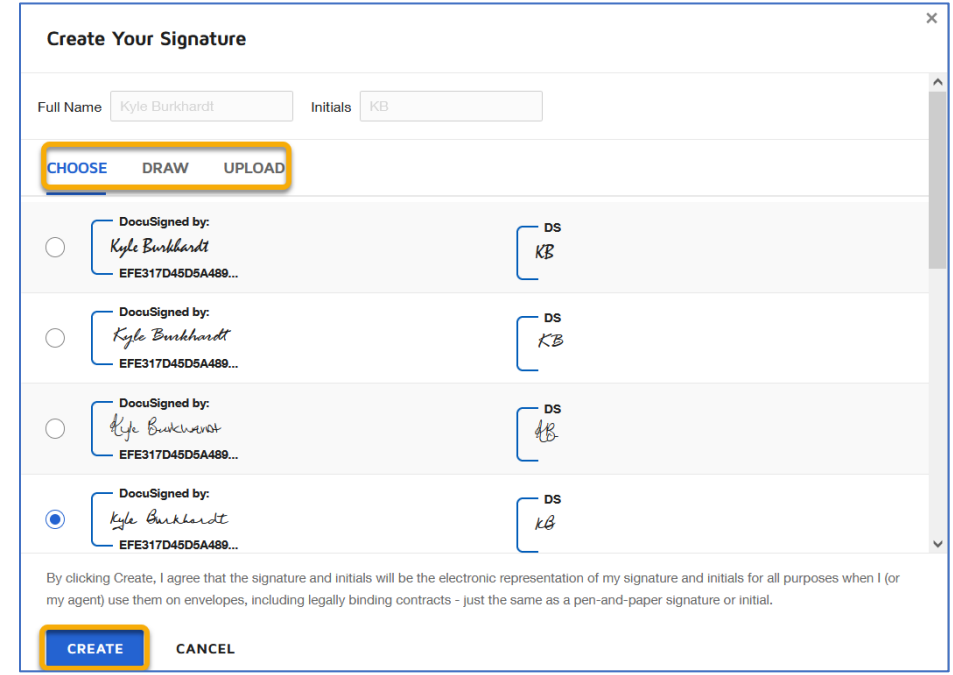
Your signature is now saved.

# Change Your DocuSign Signature

Log on to your DocuSign account and click on your Signature.



Click on "Choose" to select a font for your signature, "Draw" if you want to draw your signature, or "Upload" if you want to upload an image of your signature. Then click "Create"



Your updated signature is now saved.