



DocuSign eSignature service is now free for campus staff and faculty

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The University of Utah is pleased to announce that [DocuSign](#), a cloud-based service that enables users to send, manage, and record electronic signatures on digital documents, is now available at no cost for up to 49,000 non-hospital staff and faculty.

Due to vendor restrictions on the clinical use of DocuSign, University of Utah Health employees are not included in the agreement. Student eligibility is under consideration as part of a campus-wide license (details to be announced).

To create a new account:

- Log in to the U's DocuSign portal, account.docusign.com, with your uNID@utah.edu email address and select "Continue."
- Select the blue "Use Company Login" button below the "Forgot password" link.
- If prompted, log in with your uNID and university password. You may also be prompted to authenticate with Duo two-factor authentication (2FA).
- The system will check your status to ensure you're eligible under the university's license agreement. If you're eligible, a U DocuSign account will be created for you that allows you to send documents for electronic signatures.
- After you have logged out, log back in with your uNID@utah.edu email address. Select "Continue" if prompted, and then select the "Use Company Login" button. You may have to authenticate with Duo 2FA using your uNID and university password.

University organizations with established DocuSign accounts should continue working with UIT to transition to the U's central account. Users with existing U DocuSign accounts should continue to log in with their current usernames and passwords.

DocuSign training resources:

- [Fundamentals videos](#)
- [Self-paced training](#)
- [Sending documents for signatures](#)
- [DocuSign e-Signature user guide \(PDF\)](#)

This information has been published in the [IT Knowledge Base](#), and will be cross-posted in @theU, Pulse, Researcher's Corner, and other communication channels.

If you have questions, your local IT support staff may be able to assist, or you may contact the UIT Help Desk at 801-581-4000, option 1.



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