DocuSign for UGS

DocuSign supports our university community goal of a more sustainable, green, and paperless future for Texas.

DocuSign is one service in a suite of Enterprise Document Management solutions with functionality to capture, create, electronically sign, store, retrieve, and dispose of university records. Working together, these Document Management services provide a powerful tool to improve business processes and workflows.

Benefits of DocuSign:

- **It’s Legally Binding and Secure**: Provides secure delivery of official University documents and is valid and legally binding around the world.
- **It’s Fast and Efficient**: eSignature reduces turn-around time, reduces manual staff labor, and provides the opportunity to increase efficiency.
- **It’s Green and Sustainable**: Processes can be completely paperless, cutting down on the need for storing copies, mail costs, and imaging.
- **It’s Global and Available 24/7**: Provides faculty, students, and staff a secure, effective, and fast way to sign and return documents anytime, anywhere in the world.

Examples of Documents Eligible for DocuSign:

- Offer letters
- Contracts
- Artist agreements
- Rental agreements
- Release and acknowledge forms
- Scholarship notifications
- Student project proposals

More Information can be found at the DocuSign page.

**Setting up DocuSign**

**Managing your DocuSign Envelope**

**Using the DocuSign PowerForms**