How do I use a template in DocuSign?

Tell Me

Templates must first be requested and created administratively. See this FAQ for more information.

1. Once logged into DocuSign, templates can be accessed by clicking New > Use Template

2. Follow the instructions in this DocuSign support article for additional information about templates

Related FAQs

- How do I create a DocuSign form?
- What happens to DocuSign documents when a user is no longer in my department or leaves UNC Charlotte?
- What is DocuSign?
- How do I share or transfer all of my DocuSign documents to other users within UNC Charlotte?
- How do I create a reusable form template for routing and signatures?