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 digitally sign and submit disbursement forms?
- What is my DocuSign ID and how do I update my profile information?
- What is DocuSign?
- How do I login to DocuSign?
- How do I start using DocuSign?