

CREATING CUSTOMIZED SIGNATURES AND INITIALS

You can customize your account by creating customized signature and initials for signing documents. When you add your signature, you can choose one of the preformatted styles, upload scanned image files, or draw your signature directly. If you do not want to scan your signature and initials, skip to the section titled, "Creating Your Signature."

SCANNING YOUR SIGNATURE AND INITIALS

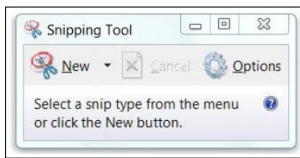
1. Use any type of black pen to sign your signature on a piece of plain white paper.



2. Scan the signature using a scanner or copier and then email it to yourself as a PDF file.
3. Repeat steps 1 and 2 to scan and save your custom initials as a PDF file.



4. Open the signature and initials PDF documents on your computer.
5. Using the Microsoft Snipping Tool, click **New** and then closely snip your signature.



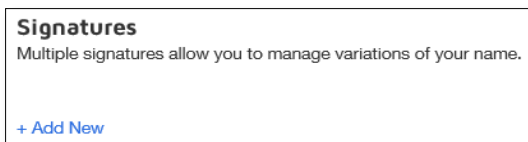
6. Click the **File** menu and click **Save As**.
7. Click the **Save as type** drop-down arrow and then click **JPEG file (*.JPG)**.
8. Click **Save**.

CREATING YOUR SIGNATURE AND INITIALS

1. Log in to <https://account.docusign.com>.
2. On the right side of the screen, next to MY DOCUSIGN ID, click **Edit**.



3. Scroll down to the bottom of the page.
4. Under Signatures, click **+Add New**.



5. In the Create Your Signature dialog, enter your name and initials exactly as you wish to sign, and then select one of the following. For this example, we'll upload scanned signature and initials image files.
 - **Choose** - select a preformatted signature styles.
 - **Draw** - create a freehand drawing of your signature and initials.
 - **Upload** - upload your own signature and initials image files.

6. Click **UPLOAD**.

7. Click **UPLOAD SIGNATURE**.



8. Select the JPEG signature file you saved on your computer.

9. Click **OPEN**. A preview of your custom signature displays.

10. Click **UPLOAD INITIALS**.

11. Select the JPEG initials file you saved on your computer.

12. Click **OPEN**. A preview of your custom initials displays.

13. Click **CREATE**. Your custom signature and initials are now ready to use.



Tip: You must upload both your custom signature and initials in order to activate the CREATE button in the lower left hand corner.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Questions or feedback

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