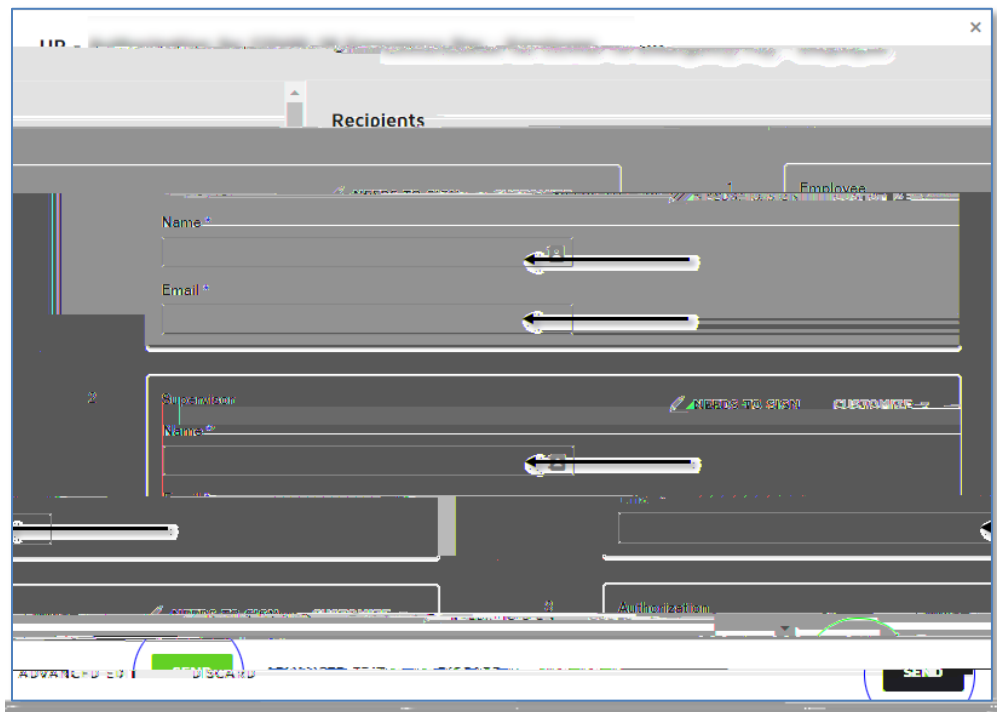Using Universit y Pe rsonnal DocuSign Templates

1. You must be logged in with your SJSU

2. Once you gain access to the template, click the blue USE button in the upper left.

3. En ter the Names and Emails for any recipients that are needed.
4. Click   SEND.

N OTE: Some templates will contain predefined recipients and their Name and Email will not be editable.