

eSIGNATURES



UW'S ELECTRONIC SIGNATURES SERVICE (eSIGNATURES), POWERED BY DOCUSIGN, IS USED TO EASILY AND SECURELY OBTAIN SIGNATURES AND APPROVALS ELECTRONICALLY.

eSignatures is available at no cost to University faculty and staff within academic, administrative, research, and business units. In addition, it supports a University-wide initiative to go paperless while increasing administrative efficiencies.

WHY USE IT?

eSignatures offers a way to review, sign, and manage documents securely and efficiently.

Prepare and send off a document within minutes!

By using eSignatures, users can:

- **Send:** simply upload your document and send
- **Receive:** quickly access and sign documents
- **Manage:** track status of your business process

ADDITIONAL BENEFITS

- Create repeatable processes.
- Improve operational speed.
- Use convenient portable device access.

MORE THAN JUST SIGNATURES

Send a document for approval electronically, even ones that do not need a signature.

- **Workflow:** Specify order and actions of recipients
- **Delegate:** Create groups with the authority to sign.
- **Artifact:** Save signed documents along with the electronic completion certificate.

USE CASES

Before you get started, we recommend considering some use cases that have proven successful:

- **Single Document:** Sending a unique document to a known signer or recipient. Great for offer letters, and one-time agreements.
- **Templated:** Sending the same document to different recipients. Great for confidentiality agreements, volunteer agreements, research consent forms, food, and travel approval requests.
- **PowerForms:** A self-service document available for recipients to fill out at any time, without the need to send a document. PowerForms are initiated from a unique, secure URL. Great for annual performance evaluations, telework agreements, and terms of use forms.

GET STARTED

For more information, refer to the UW IT Connect page: [eSignatures](#).

