

# DocuSign: Log-in instructions

## Wrong way:

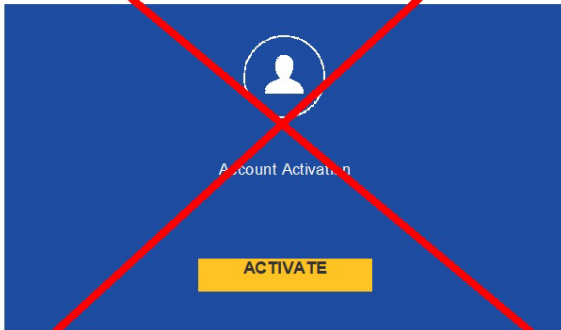
You will get an activation email from DocuSign, please ignore it.

You DO NOT need to activate your account.

Proceed to log-in using the correct way according to the instructions in the next column.

From: DocuSign NA3 System [mailto:dse\_NA3@docusign.net]  
Sent: Friday, April 10, 2020 10:51 AM  
To: You  
Subject: Account Activation

DocuSign



Please click the 'Activate' button to finish your account activation.

Thank you for choosing DocuSign.

## Correct way (every use):

To access DocuSign, copy and paste the following link to your browser and bookmark it:

<https://account.docusign.com/#/username>.

Log-in using your uvauserid@virginia.edu email address. Click Continue.

If you aren't directed to NetBadge immediately after clicking continue, please click the blue "USE COMPANY LOGIN" button.

You should never create a separate password for DocuSign.

### Step 1:



### Step 2:

