UCLA Research Administration

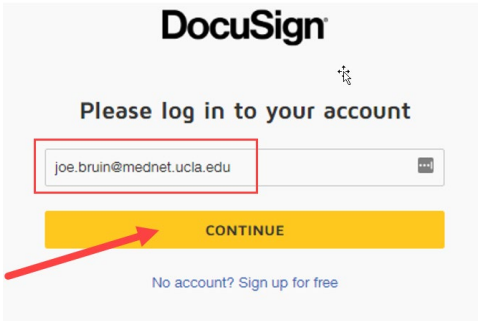
How to Sign NIH Other Support Form using DocuSign

This job aid will guide you step by step through the process of signing the NIH Other Support Form using DocuSign.

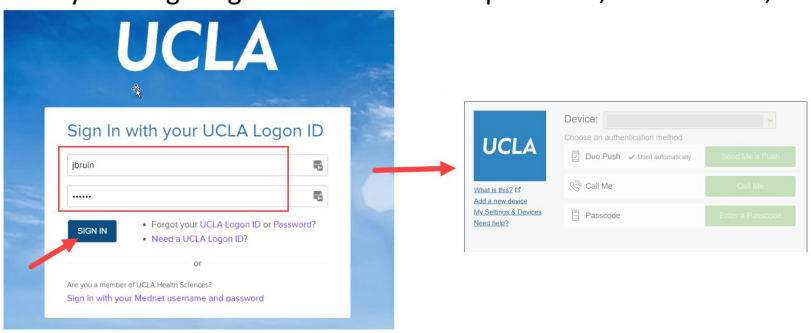
Log in to DocuSign using UCLA's Single Sign-On (SSO)

1. Using an internet browser, navigate to https://docusign.com/login

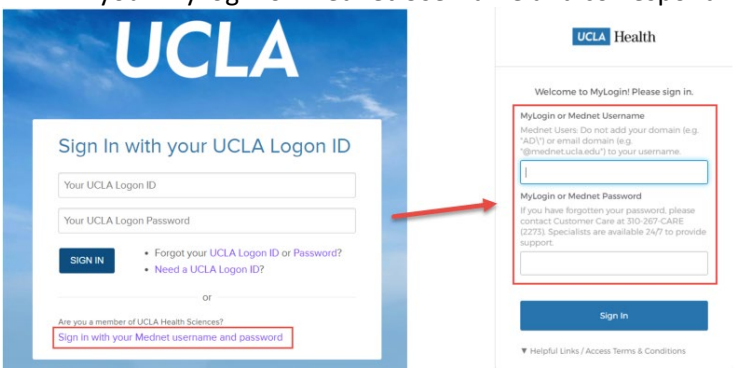
2. Enter your official UCLA E-mail address and click **CONTINUE**



3. Enter your Single Sign-On username and password, click **SIGN IN**, and authenticate with DUO MFA



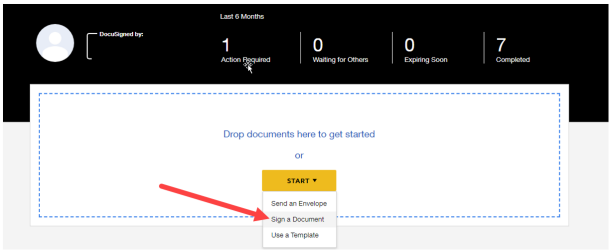
If you are a Mednet user, click **Sign in with your Mednet username and password**, and provide your MyLogin or Mednet Username and corresponding password



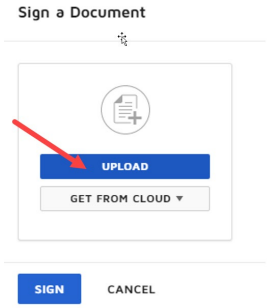
Note: If you experience any issues signing into your DocuSign account, or still need to sign up for a DocuSign account, please contact your local department IT.

Upload the NIH Other Support document into DocuSign and Sign

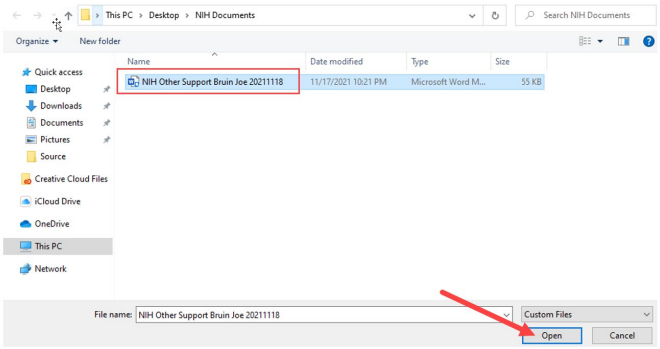
4. Click **START** and then click **Sign a Document**



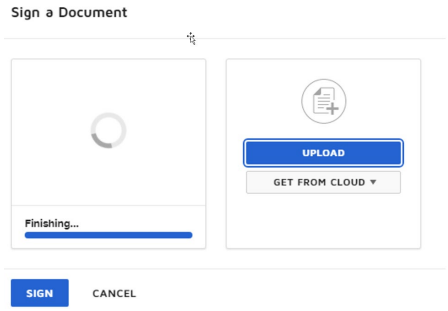
5. Click **UPLOAD** to upload a document from your computer



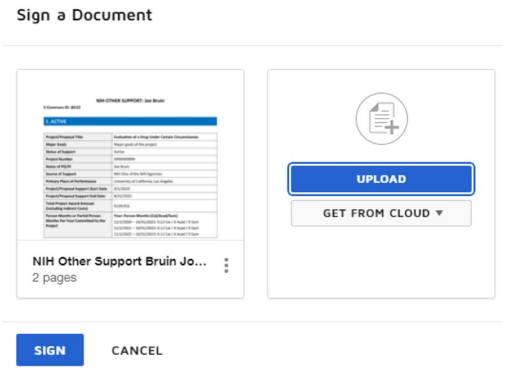
6. Locate the NIH Other Support Form where you have it saved on your computer, select it, and click **Open**



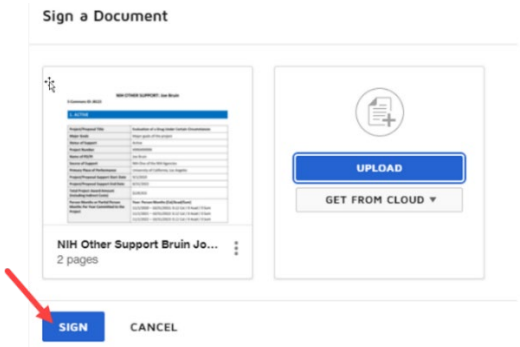
7. Wait for the document to finish uploading

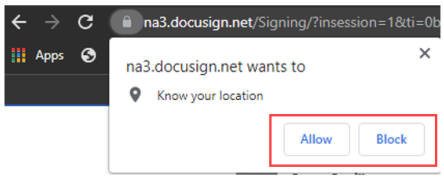


8. When the document is displayed, as shown below, it has fully uploaded



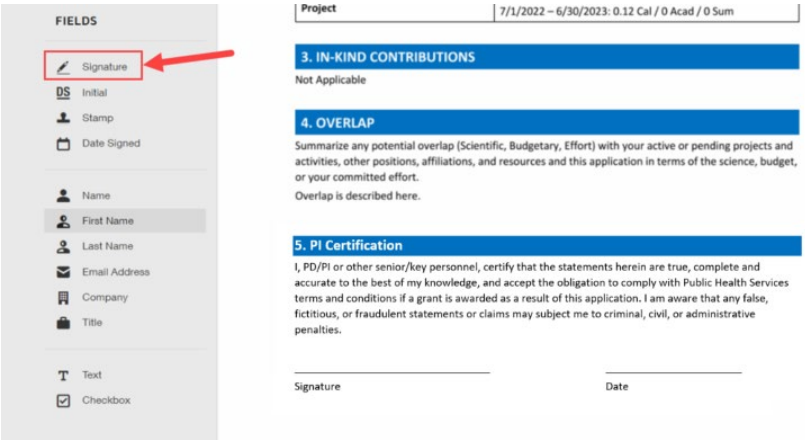
9. Click **SIGN**

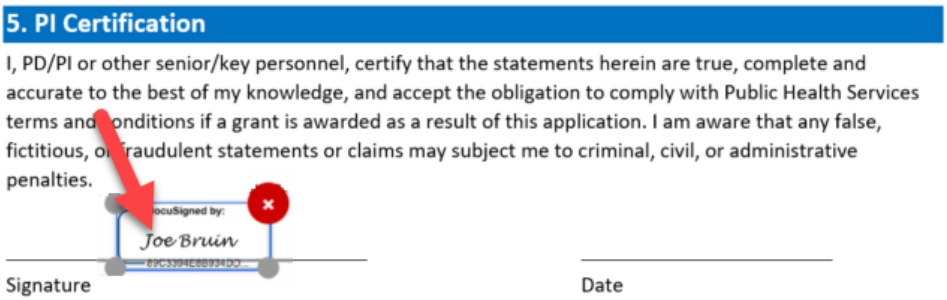




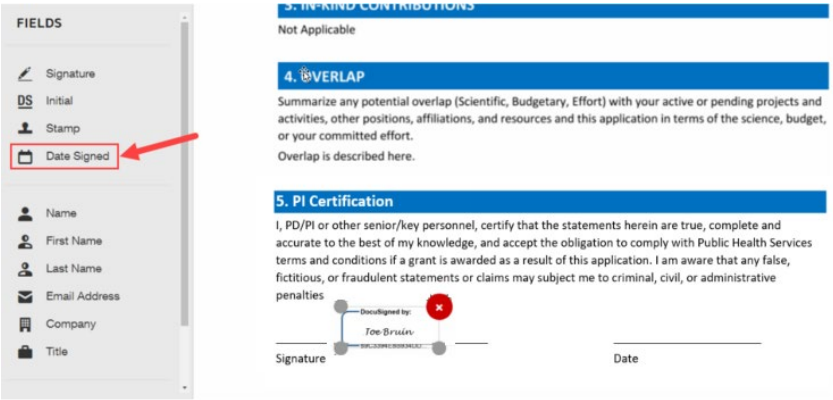
10. Click **CONTINUE**

11. Scroll down to section 5, the “PI Certification” section of the document. Click **Signature** from the “FIELDS” panel on the left side. This will generate your DocuSign signature

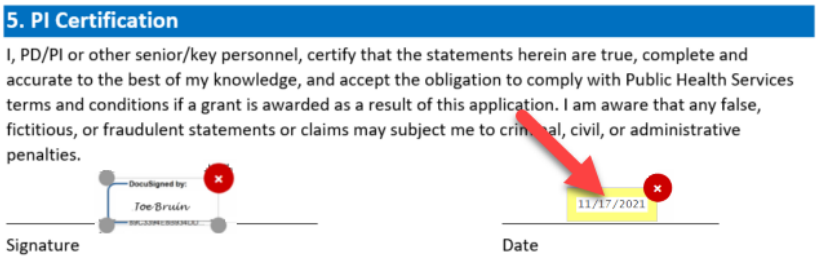




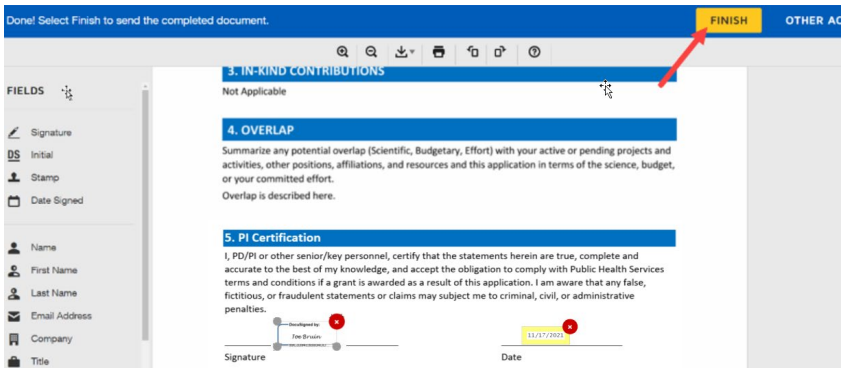
13. Navigate to the “FIELDS” panel again and click **Date Signed**. This will generate a date for when the document was signed.



14. Hover your mouse over the “Date” field under PI Certification and left-click to place the date-stamp.



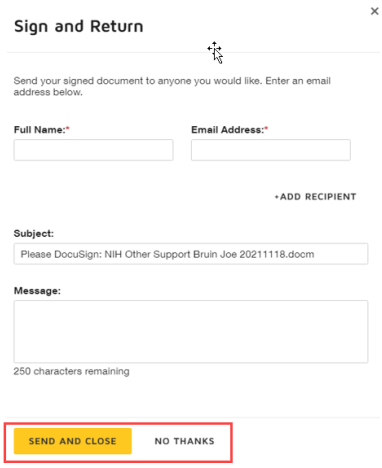
15. Click **FINISH**



Congratulations! You have successfully signed a document using DocuSign!

If you want to send the signed document to someone, fill out the Information including the recipient(s) to whom you’d like to send the signed document. You can add multiple recipients by clicking “Add Recipient”. After you have filled out the form, click **SEND AND CLOSE.**

Alternatively, you can click **NO THANKS.**



The following confirmation will appear