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

	UCLA Health
UCLA	Welcome to MyLogin! Please sign in.
Sign In with your UCLA Logon ID	MyLogin or Mednet Username Mednet Users: De not add your domain (e.g. 'AD(Y) or email domain (e.g. '@mednet.ucla.edu') to your username.
Your UCLA Logon ID	Mulazie er Medert Baroward
Your UCLA Logon Password	If you have forgotten your password, please contact Customer Care at 310-267-CARE (2273). Specialists are available 24/7 to provid
Forgot your UCLA Logon ID or Password? Need a UCLA Logon ID?	support.
or	
e you a member of UCLA Health Sciences?	Sign In
gn in with your Mednet username and password	▼ Helpful Links / Access Terms & Conditions

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.

How to Sign NIH Other Support Form using DocuSign 11/29/2021

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

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

Sign a Document

Project/Progenial Title	Restaution of a long Under Certain Circumstances		
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9. Click SIGN

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10. Click **CONTINUE**

Please Review & Act on These Documents	DocuSign
Joe Bruin UCLA Health – Department of Medicine	
Please review the documents below.	CONTINUE OTHER ACTIONS +

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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



5. PI Certification	
I, PD/PI or other senior/key personnel, certify that the stra accurate to the best of my knowledge, and accept the ob- terms and onditions if a grant is awarded as a result of t fictitious, or iraudulent statements or claims may subject penalties.	atements herein are true, complete and oligation to comply with Public Health Services whis application. I am aware that any false, t me to criminal, civil, or administrative
Signature	Date

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



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14. Hover your mouse over the "Date" field under PI Certification and left-click to place the datestamp.



15. Click FINISH

Done! Select Finish to send the	completed document.	FINISH OTHER AC
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S First Name	accurate to the best of my knowledge, and accept the obligation to	comply with Public Health Services
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Email Address	penalties.	
Company	Too Bruiny	13/17/2021
Title	Signature Da	ate

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.

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Send your signed documen address below.	t to anyone you would like. Enter an email
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How to Sign NIH Other Support Form using DocuSign 11/29/2021



The following confirmation will appear

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