Use a DocuSign Template

Follow the steps below for instructions on how to use a template in DocuSign.

1. From the DocuSign homepage, select **Templates**.
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2. Locate where the desired template is utilizing the “My Templates” folder, “Shared with Me” folder, or the “All Templates” folder.
3. Select the desired template.
4. Click **USE**.
5. A pop-up window will appear.
6. Enter the necessary recipient information.
7. Click **SEND**.