DocuSign PowerForms

Follow the steps below for instructions on how to send and sign a PowerForm in DocuSign.

For Owners & Designated Senders:
1. Select Manage from the top menu in DocuSign.
2. Select PowerForms.
3. Click on the PowerForm you want to use.
4. Click the COPY URL button on the
5. Copy the URL link and paste it onto a website or send it to a user to sign.
DocuSign Envelope

Please Review & Act on These Documents

The University of Texas at El Paso

For users:
6. To sign a PowerForm, open the PowerForm link.

7. Click the checkbox to the agree statement.
8. Select CONTINUE.
9. Sign the required fields.
10. Fill out the **Adopt Your Initials** box.
11. Click **FINISH**.
12. Select **CLOSE**