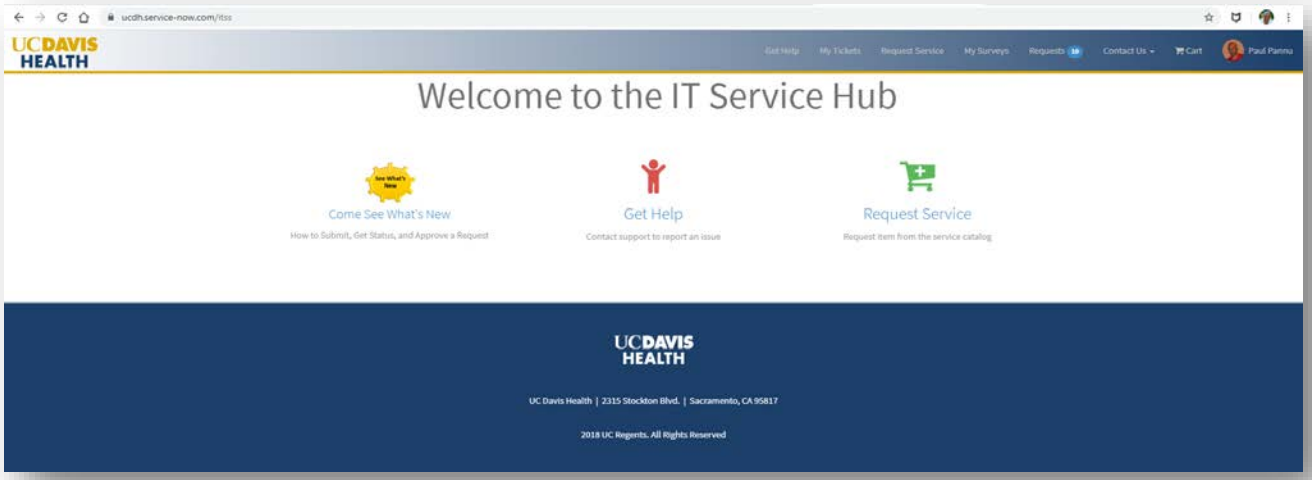
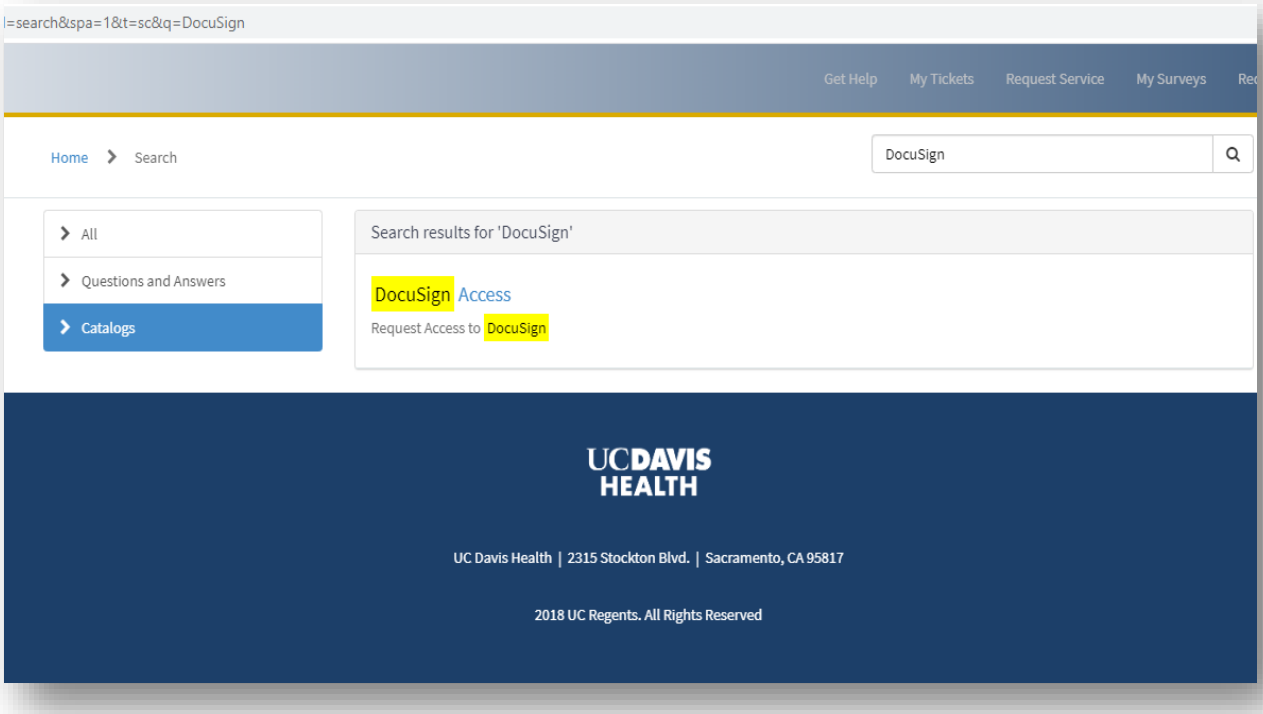
How To Request DocuSign Access

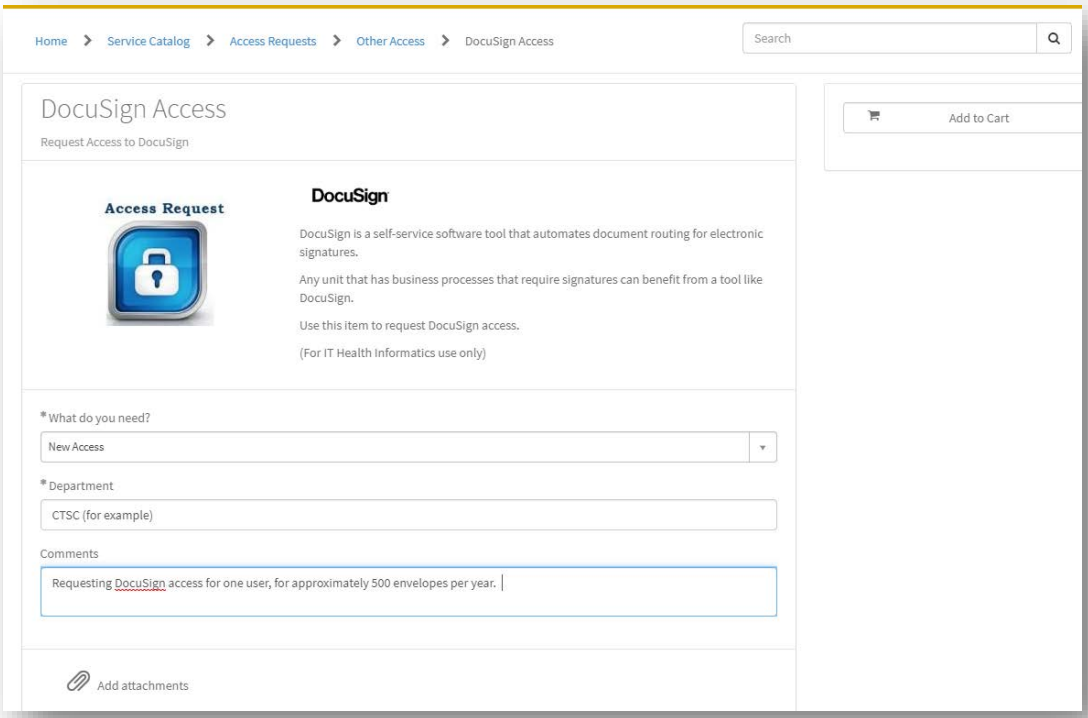
1. Go to https://ucdh.service-now.com/itss and select *Request Service*



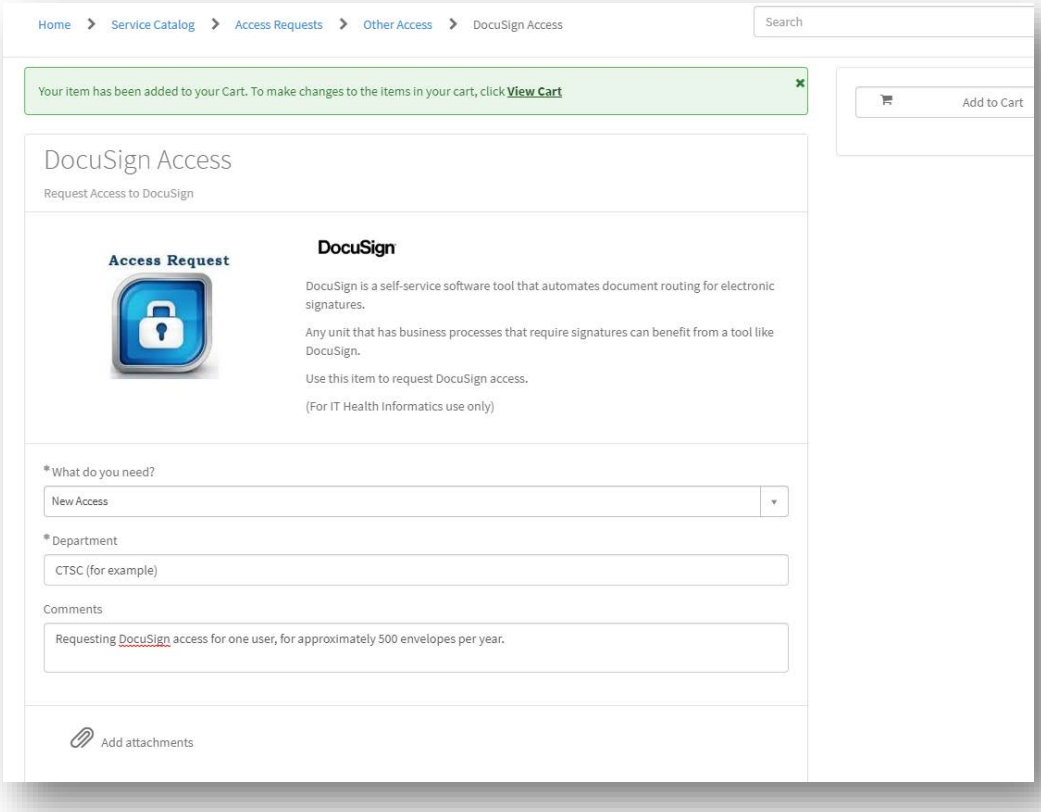
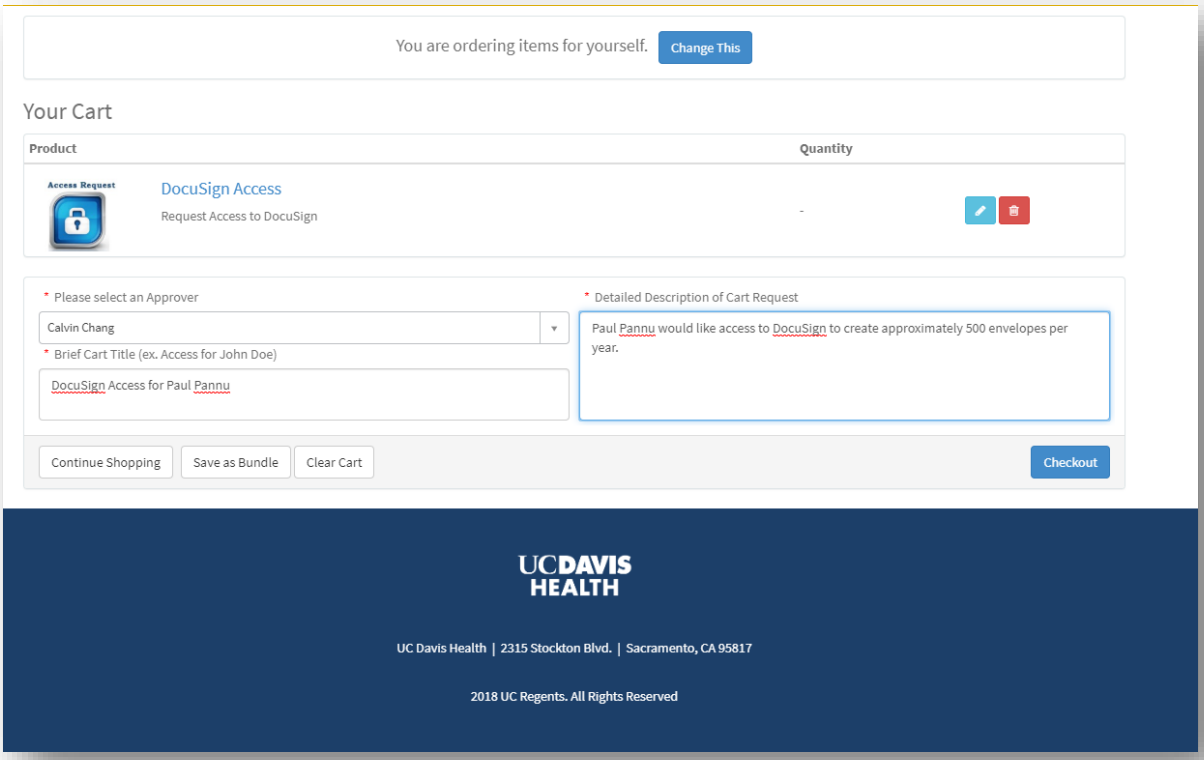
2. Type DocuSign in the search bar



3. Select DocuSign Access and complete the request fields; then Add to Cart



4. View Cart



5. Complete the fields and click *Checkout*