How to Sign into Docusign

Prerequisite: Request a Docusign Account

Signing into Docusign with your TRACKS account.

Once you have received a confirmation email that your Docusign account request was completed, follow the instructions below to sign into Docusign.

1. Go to the website: account.docusign.com, enter your FIT email address, and click Continue.

![Image of Docusign login page with email address field and 'Continue' button]
2. Click the button labeled **Use Company Login**.

3. You should be redirected to our **TRACKS Login Portal**.
4. Sign in with your **TRACKS Username** and **Password**.

You should now be signed into Docusign.