How do I create a reusable form template for routing and signatures?

Tell Me

1. You cannot create a reusable form on your own, the OneIT Content Services team has the ability to create reusable templates.
2. To request a reusable template:
   a. Have your supervisor submit a request to the IT Service Desk.
   b. Please include:
      i. What fields the form should include
      ii. The business reason that the form must be created
      iii. Examples or samples
   c. Requests will be reviewed by the OneIT Content Services team and prioritized based on critical business need and workload.
3. Once the template has been created, it will be available for use in your My Templates or when creating a new envelope in DocuSign - see this FAQ for more information on templates.

Related FAQs

- How do I connect Dropbox, Google Drive, or OneDrive to DocuSign?
- How do I use the address book in DocuSign?
- How do I send a DocuSign document for esignature?
- What is DocuSign?