The Office of Finance and Human Resources
College of Family and Consumer Sciences
UNIVERSITY OF GEORGIA

FACS DocuSign Quick Guide

Before You Begin

- Check the FACS DocuSign Workflow Matrix for routing steps.
- Initiate only from departmental email accounts.

Creating a DocuSign Envelope

- Upload the correct form with unique file name.
- Add recipients in the exact routing order per the Matrix.

Writing the Email Message

- Replace the default subject line.
- Use descriptive, action-oriented subject lines (see examples below).
- Add timeframe of when signature needed to help approvers manage their inbox.
- Explain what, why, and when in additional narrative as needed.

Signature & Date Fields

- Ensure Date field is visible and unobstructed.
- Avoid covering any text or data.
- Verify all required fields are included.

After Completion

- Download the final signed document.
- Save it to the appropriate authoritative source — NOT DocuSign.
- File according to record keeping procedures.

Common Mistakes to Avoid

- Leaving the default subject line.
- Missing message context.
- Incorrect placement of date fields.
- Failing to save to shared drives.

Examples

- Event _ OFHR Staff Retreat 01.09.26
- RTF _ OFHR Business Specialist Hire Apr26
- ME _ OFHR January 26 Financial Review
- RSF 19_2026 OFHR Computer Replacement Dutton

Need Help?

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