WHAT IS DOCU SIGN?

• DocuSign is Delaware State University’s secure eSignature document submission portal
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• DocuSign is Delaware State University’s secure eSignature document submission portal
• Students can now submit federal financial aid verification documents electronically
WHAT ARE THE BENEFITS OF DOCUSIGN?

• DocuSign is paperless. This means it is sustainable and better for the environment.
WHAT ARE THE BENEFITS OF DOCUSIGN?

• DocuSign is always available. This means it is available 24 hours a day
WHAT ARE THE BENEFITS OF DOCUSIGN?

- DocuSign is secure. This means your information is protected and encrypted, and an audit trail is maintained.
HOW DOCUSIGN WORKS
1. Go to my.desu.edu
2. Click on Banner Self Serve
Click on My Eligibility

Click on Financial Aid
5 Click on “Student Requirements”

6 Select your respective Aid Year
Click on "Submit"

Click on your respective requirement
Complete the required document

Enter your information as well as your parents if required
QUESTIONS & ANSWERS

• **Do form(s) have to be submitted online?**
  Yes, forms have to be submitted online.

• **When are forms due and how long does it take to process them?**
  Please submit form(s) as soon as possible. During our busy processing times review of form(s) can take from 6-8 weeks.

• **How do I know what to fill out on the form(s)?**
  Please carefully read all instructions for each section of the form(s). If a field has a red box, it is a required field and must be filled out. If a field has a gray box, complete it if it applies to you. If a numerical field doesn’t apply to you then enter “0”.
QUESTIONS & ANSWERS

• **How will I be contacted if more information is required?**
  
The Office of Student Financial Aid will contact the student via their DSU Email Account. Please check your DSU e-mail frequently. If you forward your DSU e-mail to a different address, please update the mail filters of your forwarding address to accept e-mails from “uw.edu.”

• **How do I save the form(s) and how long will I have to access it so I can finish it later?**

  Click Other Options/Finish Later. In-progress form(s) will expire after 120 days.

• **Where can I upload documents from?**

  You can upload them only from the computer where you’re working. If you’ve saved them someplace else (like Dropbox or Google Drive), you’ll need to download the documents to your computer first, then upload them to DocuSign.
QUESTIONS & ANSWERS

• **How do I submit my attachments?**
  When submitting the form(s) online, click the paperclip “attachment” icon on the form(s).

• **I don’t have the required attachments ready to submit at this time. What should I do?**
  You will need to submit everything together. If you are unable to provide your attachments at this time, you can save your form by clicking Other Actions/Finish Later then, once you have your attachments, return to your form and submit everything online.

• **I don’t have a computer, can I use another device (e.g. cellphone or tablet) to complete the Verification Worksheet?**
  The Verification Worksheets can be filled out with any device, but it will be easiest on a laptop or tablet. You can use a public computer but be sure to log out after you’re finished.