



DocuSign Account Request Form for LDH Employees

- Employees do not need a DocuSign account to e-sign documents. E-signing employee will just need to click the “Review Documents” hyperlink in the email and follow the easy prompts. The signing employee will then have an option at the end to create a free e-signing account if they wish (cannot send envelopes), but it is entirely optional.
- DocuSign accounts are only needed for those that intend to send envelopes (documents) for e-signatures and please note that LDH accounts are monitored regularly for idle accounts, misuse, and fraud. Accounts that are deemed idle (no envelope sent from account for 90+ days) are automatically suspended. Should an account be suspended it can be reactivated upon written justification for reactivation to the DocuSign Account Administrators. *Account administrators reserve the right to obtain further approval from agency appointing authority, if deemed necessary.*
- Agencies have a limited number of envelopes, requested by their agency appointing authority, to get them through each state fiscal year.
- Employees with approved DocuSign accounts are not to use the services as a repository for signed documents and should save needed/signed documents to their computer hard-drive/email.

Employee LA.GOV Email Address: _____

Employee Full Name: _____

Employee Official Civil Service Job Title: _____

Employee Agency Name (check one):

- LDH/OS
- LDH/MVA
- LDH/OAAS
- LDH/OPH
- LDH/OBH
- LDH/OCDD
- ADMIN
- PSSC
- CLSSC
- LDH/OWH
- LDH CONTRACTOR _____

Employee Full Work Address: _____

Employee Work Phone Number: _____

Supervisor Signature: _____ Date: _____

Agency Appointing Authority Signature: _____ Date: _____

Please obtain necessary signatures and email back to your DocuSign Administrators.