

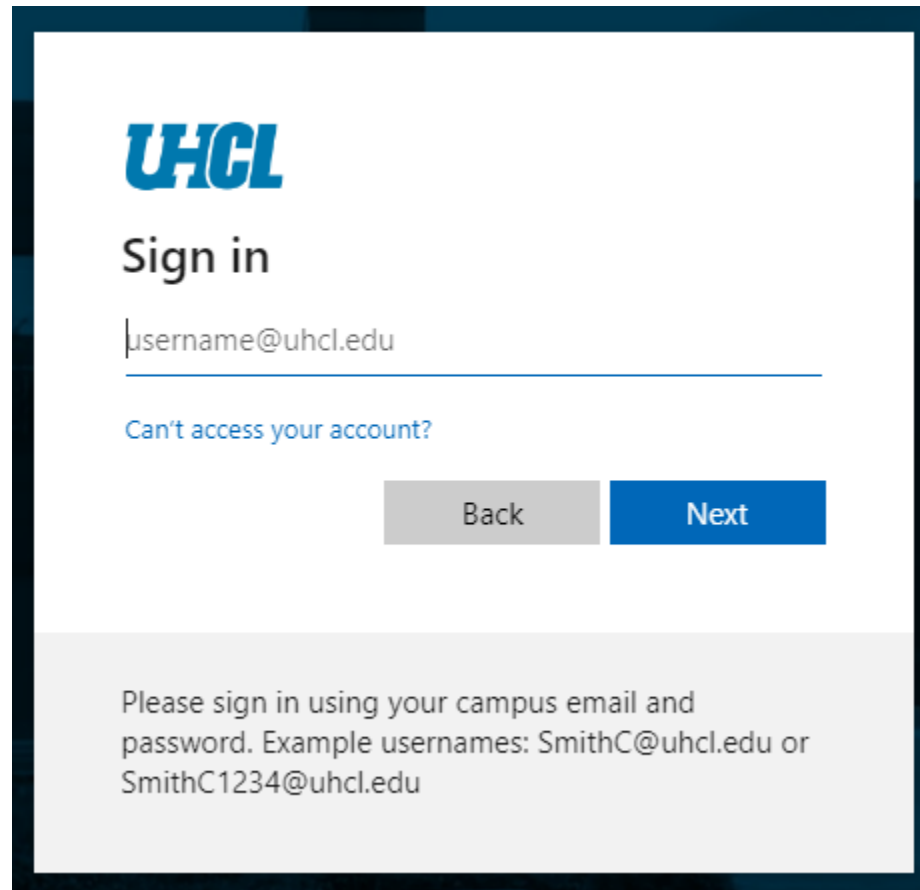
CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

1. LOG IN

- a. To get started, log into your DocuSign account by clicking on the below embed tab

DocuSign

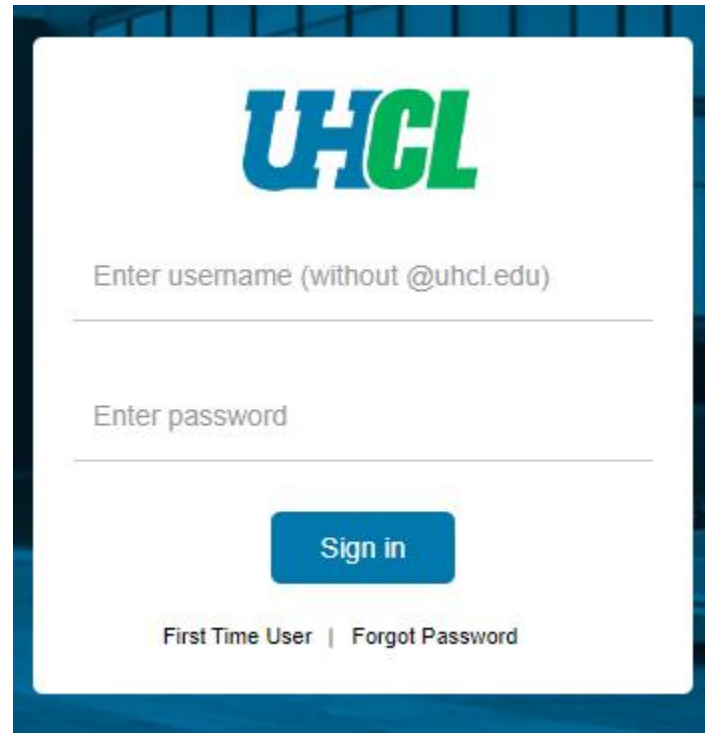
- b. Enter your UHCL email id as stated in the example. It will direct you to another page to enter credentials.



The image shows a screenshot of a web form for signing in to UHCL. At the top left is the UHCL logo. Below it is the text "Sign in". There is a text input field containing "username@uhcl.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. At the very bottom of the form, there is a grey box containing the text: "Please sign in using your campus email and password. Example usernames: SmithC@uhcl.edu or SmithC1234@uhcl.edu".

CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

- c. Enter your UHCL credentials as required and sign in to the DocuSign.

A screenshot of the UHCL login interface. At the top center is the UHCL logo, with 'UH' in blue and 'CL' in green. Below the logo is a text input field with the placeholder text 'Enter username (without @uhcl.edu)'. Underneath that is another text input field with the placeholder text 'Enter password'. A blue rectangular button with the text 'Sign in' is centered below the password field. At the bottom of the form, there are two links: 'First Time User' and 'Forgot Password', separated by a vertical bar.

UHCL

Enter username (without @uhcl.edu)

Enter password

Sign in

[First Time User](#) | [Forgot Password](#)

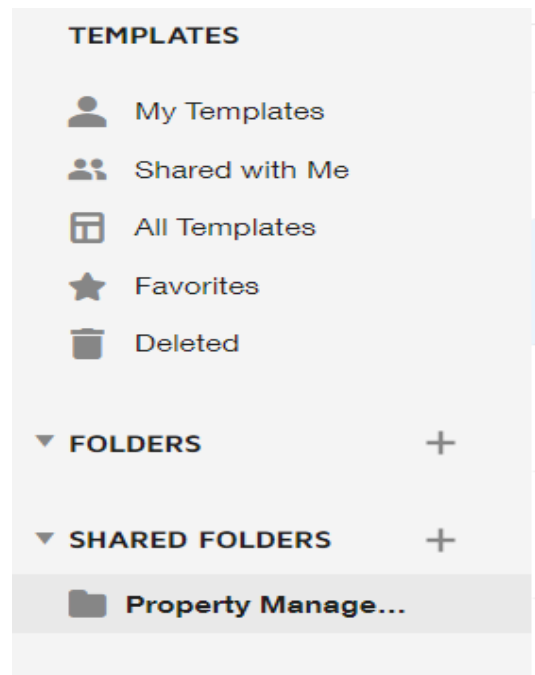
CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

2. USING THE TEMPLATE

a. Go to Templates Tab.



b. Go to Shared Folders and under that select Property Management Forms.



CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

- c. Click on **USE** button for using each form respectively. In this case we will use the Certification of Departmental Physical Inventory UHCL.

Templates

Reports

Property Management Forms

FILTERS

Name	Owner	PowerForms	Created Date	Last Change	
<input type="checkbox"/> ☆ Asset Update Form UHCL	Dharmik Nanavati		8/31/2022 03:50:02 pm	8/31/2022 11:25:14 pm	USE ▼
<input type="checkbox"/> ☆ Departmental Property Custodian UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:59 pm	8/31/2022 10:56:55 pm	USE ▼
<input type="checkbox"/> ☆ Authorization Off Campus Property UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:53 pm	8/31/2022 10:55:40 pm	USE ▼
<input type="checkbox"/> ☆ Certification of Departmental Physical Inventory UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:47 pm	8/31/2022 10:15:14 pm	USE ▼

CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

- d. Under the Add recipients, enter the recipient's name and email address.
- You cannot delete or ignore any recipients while using this form.
 - It is required to fill all the details of respective individual except for Asset Management Personnel.

Add recipients

1	<p>Department Property Custodian ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼</p> <p>Name *</p> <input type="text"/>
2	<p>Department Head/ Designee ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼</p> <p>Name *</p> <input type="text"/>
3	<p>College/Division Business Administrator ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼</p> <p>Name *</p> <input type="text"/>

Email *

CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

4

University Property Management/Asset Management Personnel ✎ NEEDS TO SIGN ▾ CUSTOMIZE ▾

Name *
Dharmik Nanavati

Email *
nanavati@uhcl.edu

Add envelope custom fields

Add message

Email Subject *

Please Sign Digitally: Certification of Departmental Physical Inventory

Characters remaining: 29

Email Message

Please review and sign department annual physical inventory form.

Characters remaining: 9935

- e. When ready, Click Send to send your form to respective individuals.

EDIT

SEND



CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

3. SIGNING THE TEMPLATE

a. REVIEW THE DOCUSIGN EMAIL –

Open the email and review the message from the sender. Click REVIEW DOCUMENT to begin the signing process.

b. AGREE TO SIGN ELECTRONICALLY –

Review the consumer disclosure and select the checkbox I agree to use Electronic Records and Signatures. Click CONTINUE.

c. START THE SIGNING PROCESS –

- Click the START tag on the left to begin the signing process. You are taken to the first field requiring action.
- Enter all the required fields.
- Click the SIGN tag. You are asked to Adopt Your Signature.

d. VERIFY YOUR NAME –

Verify that your name and initials are correct. If not, change them as needed.

e. ADOPT A SIGNATURE –

- Accept the default signature and initial style, or
- Click SELECT STYLE, and select a signature option.

f. SAVE YOUR SIGNATURE –

Click ADOPT AND SIGN to adopt and save your signature information and return to the document.

g. CONFIRM SIGNING –

When you finish clicking all signature tags in the document, confirm signing by clicking FINISH.