

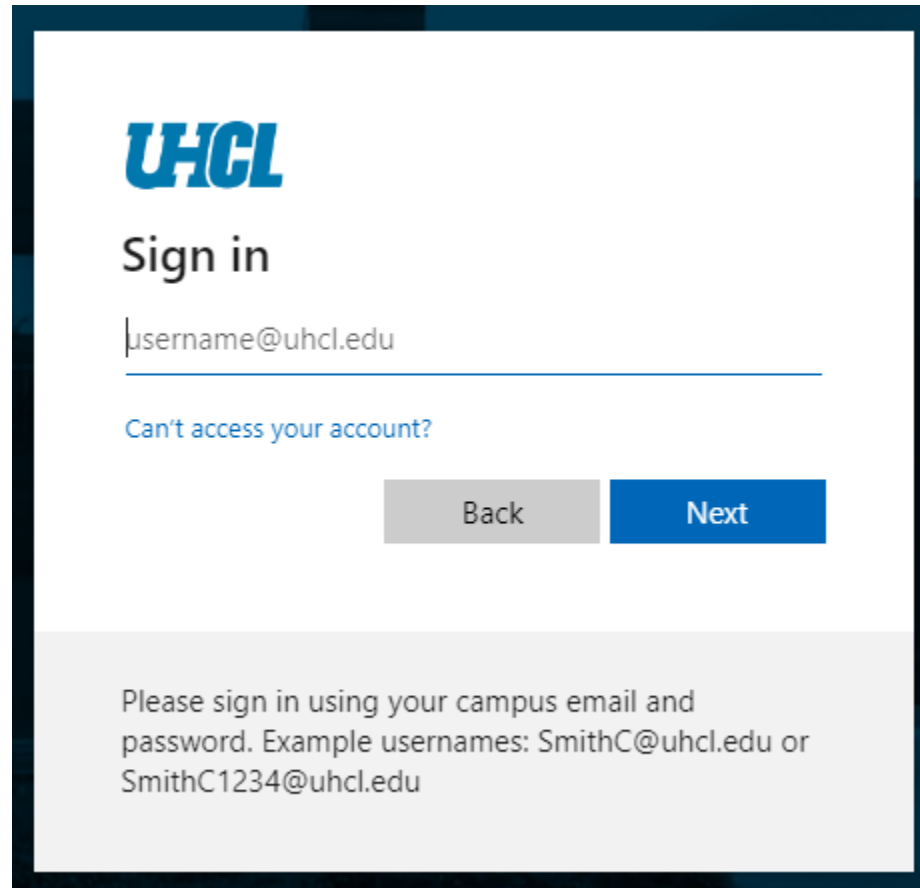
## DEPARTMENTAL PROPERTY CUSTODIAN UHCL

### 1. LOG IN

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

DocuSign

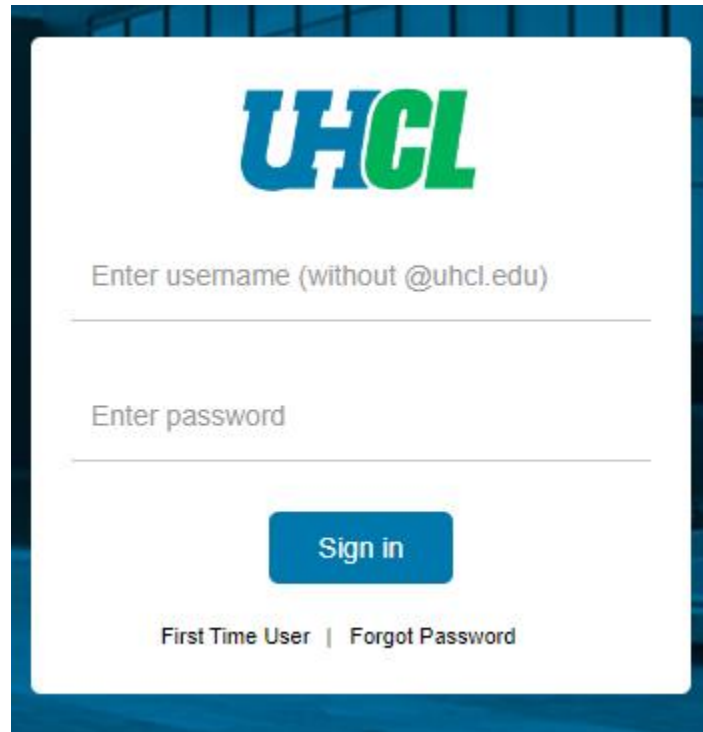
- b. Enter your UHCL email id as stated in the example. It will direct you to another page to enter credentials.



The screenshot shows a web page for logging into the UHCL system. At the top left is the UHCL logo. Below it is the text "Sign in". There is a text input field containing the placeholder text "username@uhcl.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom of the form area are two buttons: a grey "Back" button and a blue "Next" button. Below the form area 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".

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

A screenshot of a login form for UHCL. The form is white with a blue border. At the top center is the UHCL logo in blue and green. Below the logo are two input fields: the first is labeled "Enter username (without @uhcl.edu)" and the second is labeled "Enter password". Below the input fields is a blue button with the text "Sign in". At the bottom of the form, there are two links: "First Time User" and "Forgot Password".

**UHCL**

Enter username (without @uhcl.edu)

Enter password

**Sign in**

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

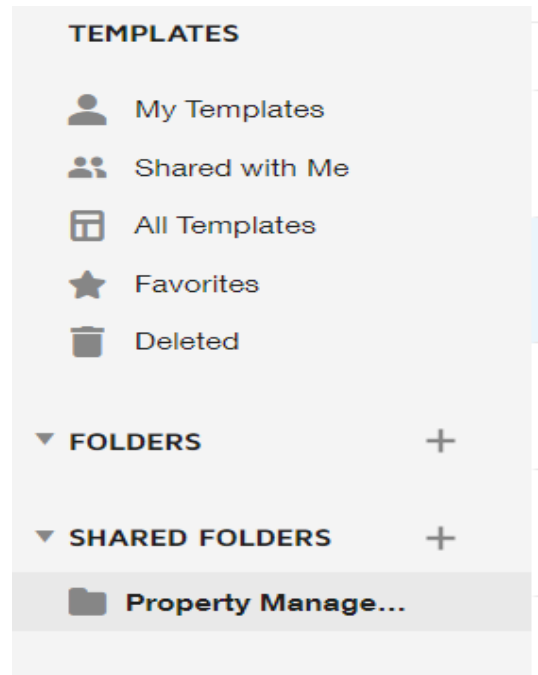
# DEPARTMENTAL PROPERTY CUSTODIAN UHCL

## 2. USING THE TEMPLATE

a. Go to Templates Tab.



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



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- c. Click on **USE** button for using each form respectively. In this case we will use the Departmental Property Custodian UHCL.

Templates Reports

## Property Management Forms

Search Shared Folder FILTERS


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

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- 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

Department Property Custodian ✎ NEEDS TO SIGN ▼ CUSTOMIZE ▼ 

Name \*

Email \*

2

College/Division Business Administrator ✎ NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name \*

Email \*

3

Department Head/Designee ✎ NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name \*

Email \*

# DEPARTMENTAL PROPERTY CUSTODIAN UHCL

4

University Property Management/Asset Management Personnel NEEDS TO VIEW CUSTOMIZE

Name \*  
Dharmik Nanavati

Email \*  
nanavati@uhcl.edu

## Add envelope custom fields

## Add message

**Email Subject \***

Please Sign Digitally: Departmental Property Custodian Form

Characters remaining: 41

**Email Message**

Please review and sign at your earliest convenience.

Characters remaining: 9948

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

EDIT SEND ▼

## **DEPARTMENTAL PROPERTY CUSTODIAN 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.