

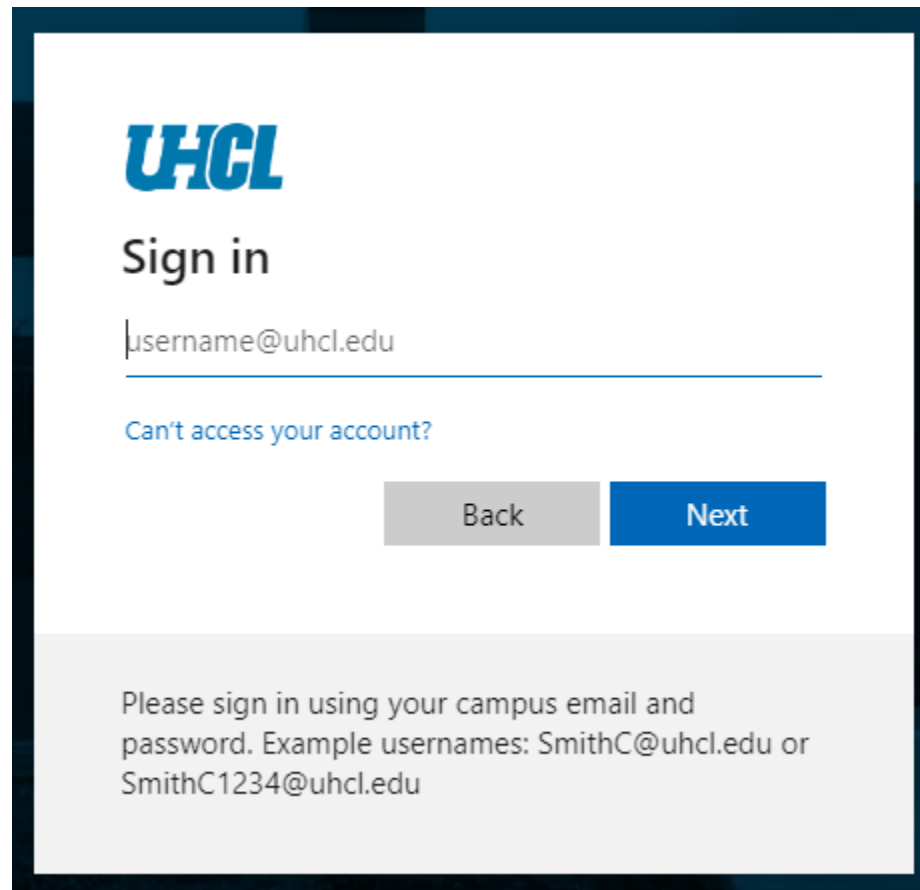
AUTHORIZATION OFF CAMPUS PROPERTY UHCL

1. LOG IN

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

DocuSign

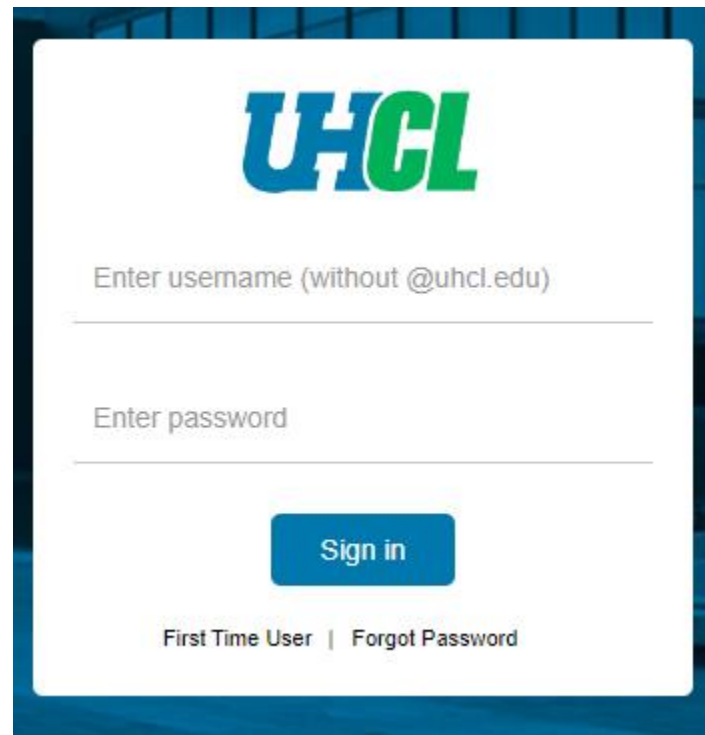
- b. Enter your UHCL email id as stated in the example. It will direct you to another page to enter credentials.



The screenshot shows a web page for signing in to a UHCL account. 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".

AUTHORIZATION OFF CAMPUS PROPERTY 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](#)

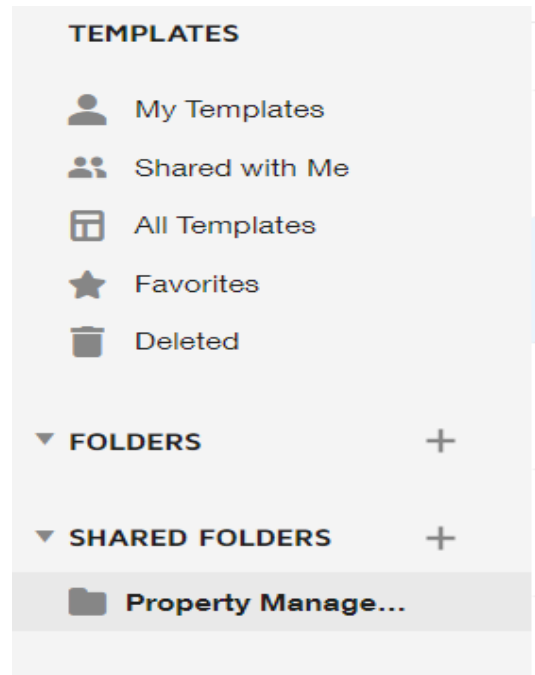
AUTHORIZATION OFF CAMPUS PROPERTY UHCL

2. USING THE TEMPLATE

a. Go to Templates Tab.



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



AUTHORIZATION OFF CAMPUS PROPERTY UHCL

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

Templates Reports

Property Management Forms

Search Shared Folder

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 ▼ |

AUTHORIZATION OFF CAMPUS PROPERTY 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

Department Property Custodian ✍️ NEEDS TO SIGN ▾ CUSTOMIZE ▾

Name *

Email *

2

Employee ✍️ NEEDS TO SIGN ▾ CUSTOMIZE ▾

Name *

Email *

3

Department Supervisor ✍️ NEEDS TO SIGN ▾ CUSTOMIZE ▾

Name *

Email *

AUTHORIZATION OFF CAMPUS PROPERTY UHCL

4

Department Property Custodian ✎ NEEDS TO SIGN ▾ CUSTOMIZE ▾

Name *

Email *

5

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

Name *

Email *

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

▾

AUTHORIZATION OFF CAMPUS PROPERTY 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.