

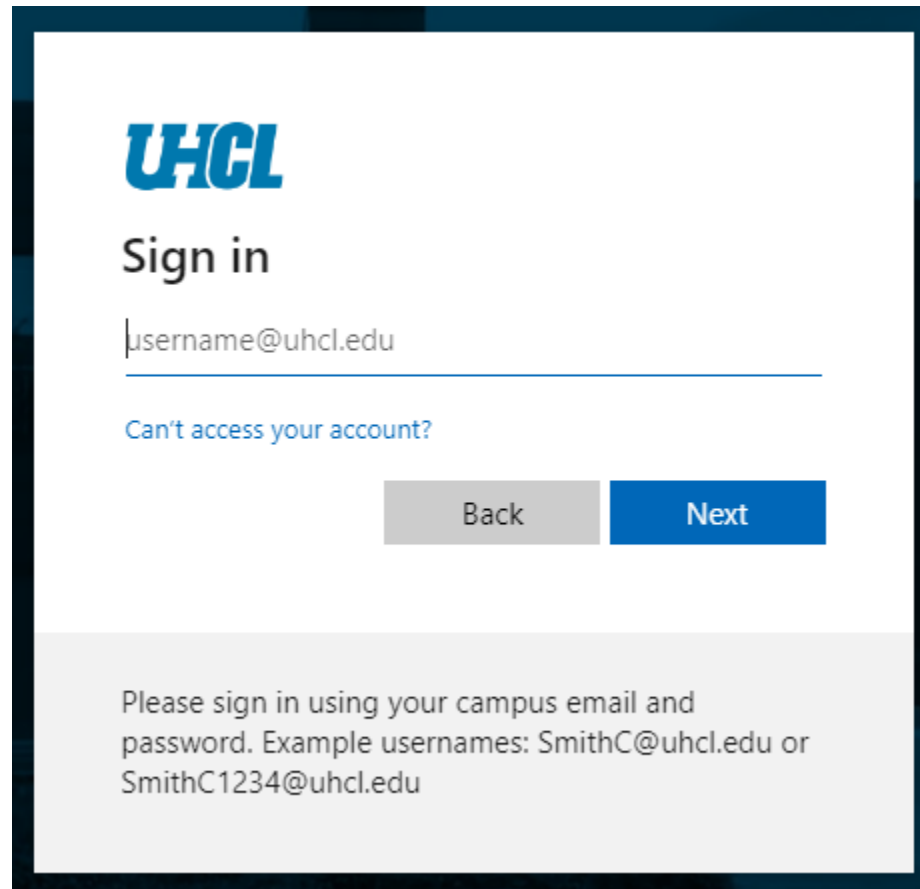
## OFF CAMPUS PROPERTY RETURN FORM

### 1. LOG IN

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

DocuSign

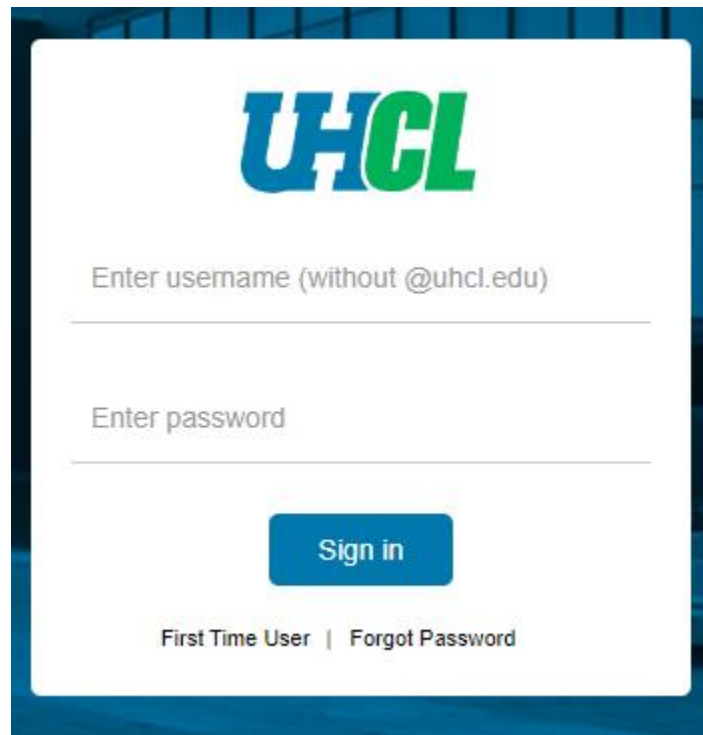
- b. Enter your UHCL email id as stated in the example. It will direct you to another page to enter credentials.



The screenshot shows the UHCL Sign in page. 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. Below the form is a grey box with 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 "Sign in" button. 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](#)

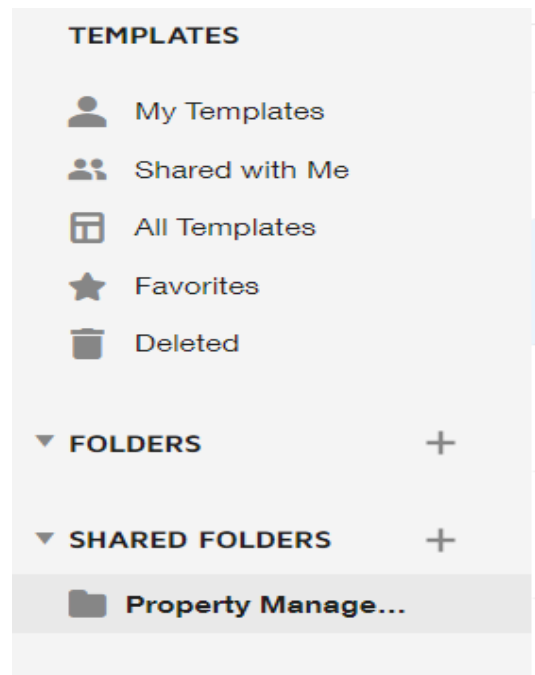
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### 2. USING THE TEMPLATE

- 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.

### Property Management Forms

FILTERS

	Name	Owner	PowerForms	Created Date	Last Change	
<input type="checkbox"/>	☆ <b>Off Campus Property Return Form</b> Eligible for matching	Dharmik Nanavati		9/19/2022 09:26:36 am	9/19/2022 09:31:49 am	<b>USE</b>
<input type="checkbox"/>	☆ <b>Asset Update Form UHCL</b>	Dharmik Nanavati		9/1/2022 10:07:55 am	9/19/2022 07:15:10 am	<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	9/1/2022 02:24:13 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	9/1/2022 07:53:11 am	<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>

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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.

1	<b>Initiator</b> <span>✎ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> Name * <input type="text"/> Email * <input type="text"/>
2	<b>Employee</b> <span>✎ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> Name * <input type="text"/> Email * <input type="text"/>
3	<b>Department Property Custodian</b> <span>✎ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> Name * <input type="text"/> Email * <input type="text"/>
4	<b>Property Management</b> <span>✎ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> Name * <input type="text" value="Dharmik Nanavati"/> Email * <input type="text" value="nanavati@uhcl.edu"/>

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

<b>EDIT</b>	<b>SEND</b> ▾
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## **OFF CAMPUS PROPERTY RETURN FORM**

### **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.