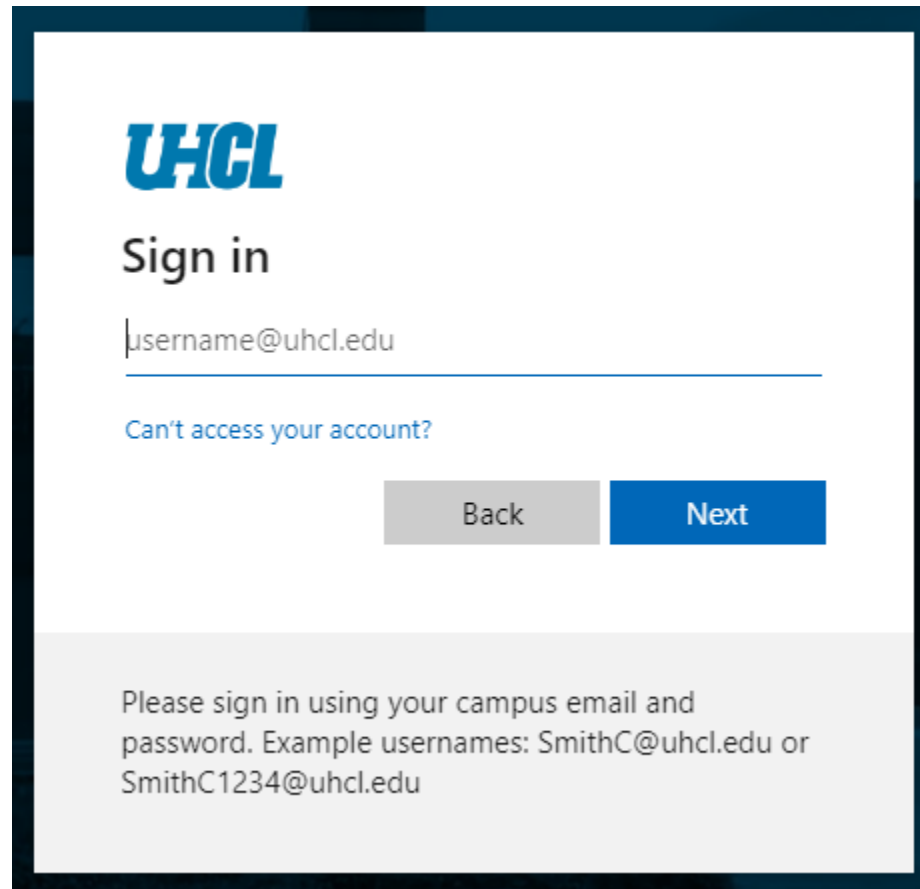## OFF CAMPUS PROPERTY RETURN FORM

1. LOG IN

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

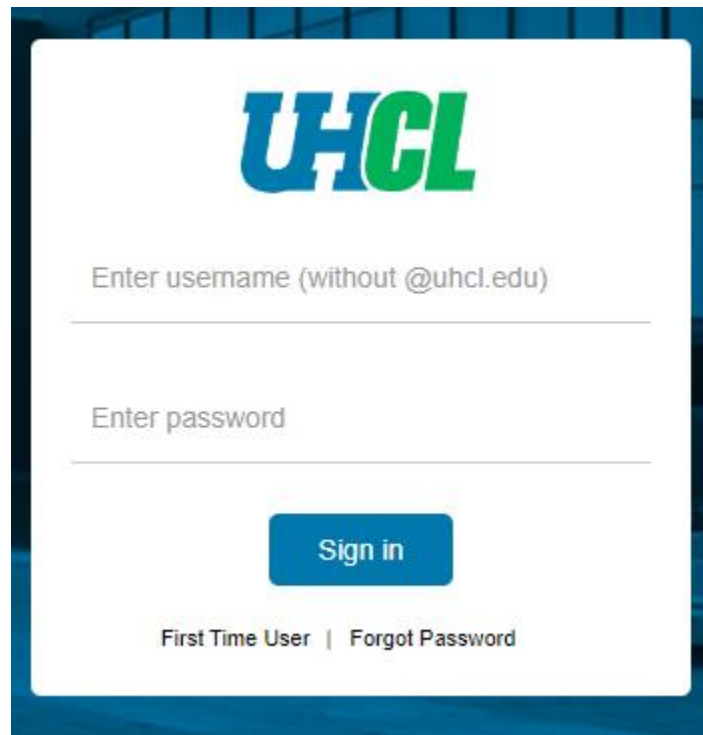<div align="center">

DocuSign

</div>

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

For any questions, please email us to docusign@uhcl.edu.

OFF CAMPUS PROPERTY RETURN FORM

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

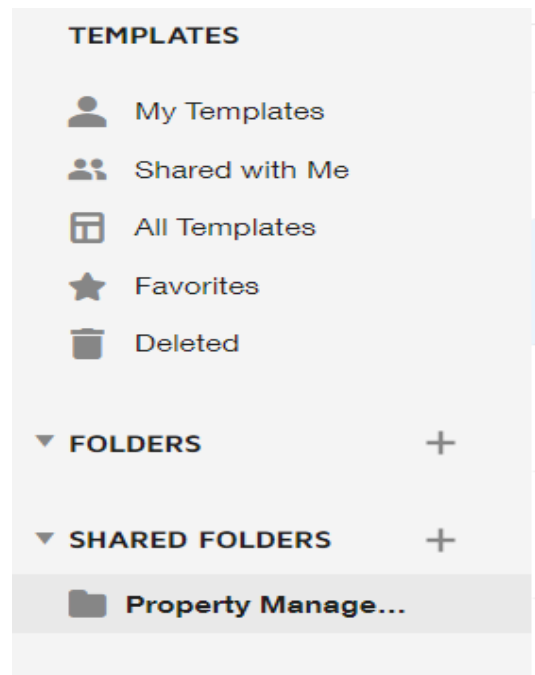For any questions, please email us to docusign@uhcl.edu.

OFF CAMPUS PROPERTY RETURN FORM

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

Search Shared Folder

⇄ FILTERS

	Name ⬍	Owner ⬍	PowerForms	Created Date ⬍	Last Change ▼	
☐ ☆	**Off Campus Property Return Form** Eligible for matching	Dharmik Nanavati		9/19/2022 09:26:36 am	9/19/2022 09:31:49 am	USE ▾
☐ ☆	**Asset Update Form UHCL**	Dharmik Nanavati		9/1/2022 10:07:55 am	9/19/2022 07:15:10 am	USE ▾
☐ ☆	**Certification of Departmental Physical Inventory UHCL** Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:47 pm	9/1/2022 02:24:13 pm	USE ▾
☐ ☆	**Authorization Off Campus Property UHCL** Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:53 pm	9/1/2022 07:53:11 am	USE ▾
☐ ☆	**Departmental Property Custodian UHCL** Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:59 pm	8/31/2022 10:56:55 pm	USE ▾

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Created on: 09/19/2022

OFF CAMPUS PROPERTY RETURN FORM

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.

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

For any questions, please email us to docusign@uhcl.edu.

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.

For any questions, please email us to docusign@uhcl.edu.