1. **LOG IN**
   a. To get started, log into your DocuSign account by clicking on the below embed tab
   
   ![DocuSign Sign in]

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

   Please sign in using your campus email and password. Example usernames: SmithC@uhcl.edu or SmithC1234@uhcl.edu

For any questions, please email us to docusign@uhcl.edu.
Enter your UHCL credentials as required and sign in to the DocuSign.
2. **USING THE TEMPLATE**

   a. Go to Templates Tab.

   b. Go to Shared Folders and under that select Property Management Forms.
c. Click on **USE** button for using each form respectively. In this case we will use the Certification of Departmental Physical Inventory UHCL.
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

- **Department Property Custodian**
  - Name *
  - Email *

- **Department Head/Designee**
  - Name *
  - Email *

- **College/Division Business Administrator**
  - Name *
  - Email *

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

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CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY UHCL

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.

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