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

   ![DocuSign Embed Tab](image)

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

   ![Sign in Form](image)

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

For any questions, please email us to docusign@uhcl.edu.
2. **USING THE TEMPLATE**

   a. Go to Templates Tab.

   ![Templates Tab Screenshot]

   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 Departmental Property Custodian UHCL.

### Property Management Forms

<table>
<thead>
<tr>
<th>Name</th>
<th>Owner</th>
<th>PowerForms</th>
<th>Created Date</th>
<th>Last Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Update Form UHCL</td>
<td>Dharmik Nanavati</td>
<td></td>
<td>8/31/2022 03:50:02 pm</td>
<td>8/31/2022 11:25:14 pm</td>
</tr>
<tr>
<td>Departmental Property Custodian UHCL</td>
<td>Dharmik Nanavati</td>
<td></td>
<td>8/31/2022 10:05:59 pm</td>
<td>8/31/2022 10:56:55 pm</td>
</tr>
<tr>
<td>Authorization Off Campus Property UHCL</td>
<td>Dharmik Nanavati</td>
<td></td>
<td>8/31/2022 10:09:53 pm</td>
<td>8/31/2022 10:55:40 pm</td>
</tr>
<tr>
<td>Certification of Departmental Physical Inventory UHCL</td>
<td>Dharmik Nanavati</td>
<td></td>
<td>8/31/2022 10:09:47 pm</td>
<td>8/31/2022 10:15:14 pm</td>
</tr>
</tbody>
</table>
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 *

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

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

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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.

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