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

   ![DocuSign](DocuSign)

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

   ![Sign in](Sign in)

   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.

Created on: 09/19/2022
c. 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 Departmental Property Custodian UHCL.

<table>
<thead>
<tr>
<th>Property Management Forms</th>
<th>Owner</th>
<th>Created Date</th>
<th>Last Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off Campus Property Return Form</td>
<td>Dharmik Nanavati</td>
<td>9/19/2022</td>
<td>9/19/2022</td>
</tr>
<tr>
<td>Asset Update Form UHCL</td>
<td>Dharmik Nanavati</td>
<td>9/1/2022</td>
<td>9/19/2022</td>
</tr>
<tr>
<td>Certification of Departmental Physical Inventory UHCL</td>
<td>Dharmik Nanavati</td>
<td>8/1/2022</td>
<td>9/1/2022</td>
</tr>
<tr>
<td>Authorization Off Campus Property UHCL</td>
<td>Dharmik Nanavati</td>
<td>8/1/2022</td>
<td>9/1/2022</td>
</tr>
<tr>
<td>Departmental Property Custodian UHCL</td>
<td>Dharmik Nanavati</td>
<td>8/31/2022</td>
<td>8/31/2022</td>
</tr>
</tbody>
</table>
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.

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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.

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