

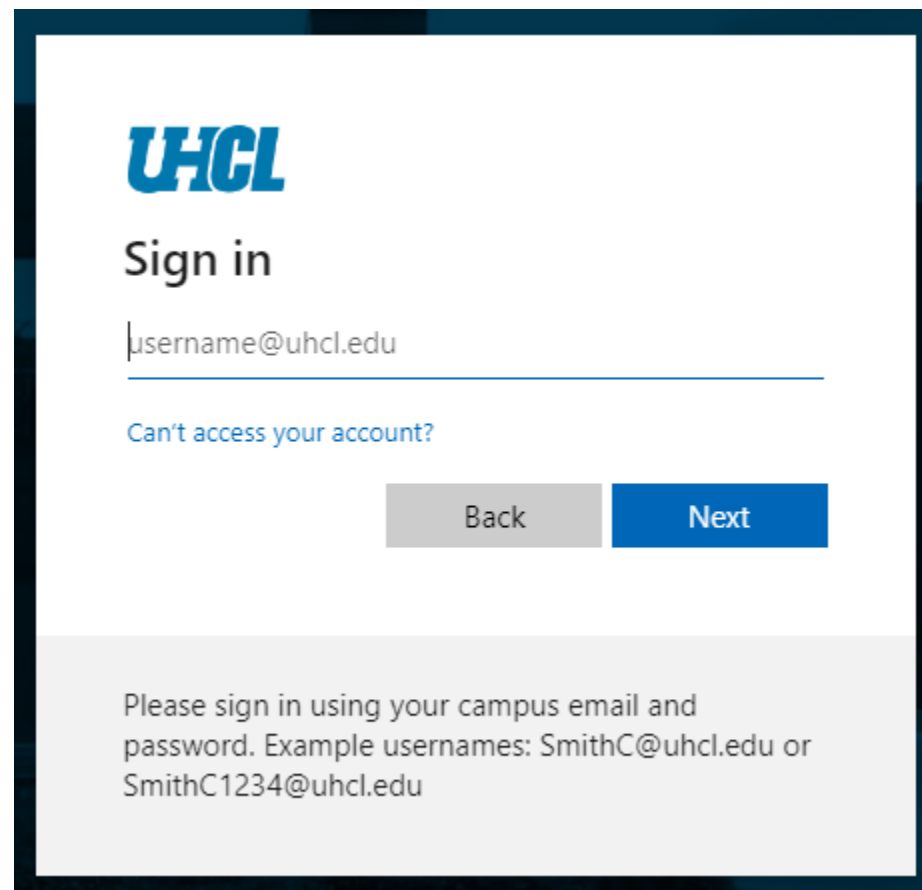
AUTHORIZATION OFF CAMPUS PROPERTY UHCL

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.

A screenshot of a web form for signing in to UHCL. The form has a white background with a dark blue border. At the top left is the UHCL logo in blue. Below it is the text "Sign in" in black. There is a text input field containing "username@uhcl.edu" with a blue underline. 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. At the very bottom of the form, in a light grey box, is instructional text: "Please sign in using your campus email and password. Example usernames: SmithC@uhcl.edu or SmithC1234@uhcl.edu".

UHCL

Sign in

username@uhcl.edu

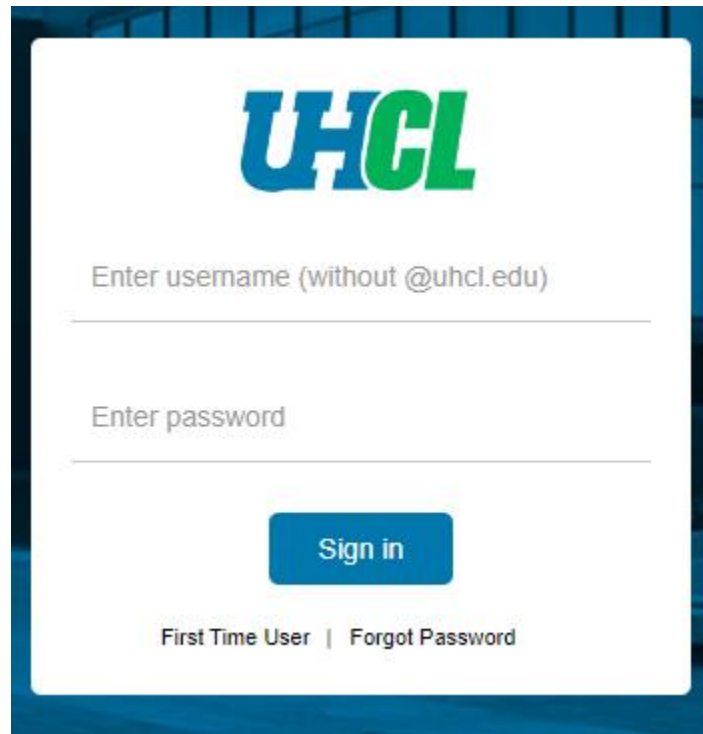
[Can't access your account?](#)

Back Next

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

AUTHORIZATION OFF CAMPUS PROPERTY UHCL

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

A screenshot of the UHCL login interface. At the top is the UHCL logo, with 'UH' in blue and 'CL' in 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 these fields is a blue 'Sign in' button. At the bottom of the form, there are two links: 'First Time User' and 'Forgot Password', separated by a vertical line. The entire form is set against a white background with a blue border.

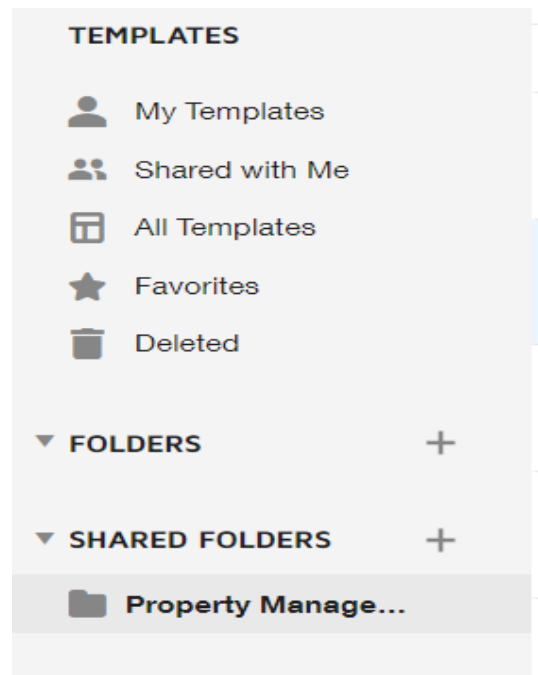
AUTHORIZATION OFF CAMPUS PROPERTY UHCL

2. USING THE TEMPLATE

- a.** Go to Templates Tab.



- b.** Go to Shared Folders and under that select Property Management Forms.



AUTHORIZATION OFF CAMPUS PROPERTY UHCL

- c. Click on **USE** button for using each form respectively. In this case we will use the Authorization Off Campus Property UHCL.

Templates Reports

Property Management Forms

 FILTERS

	Name 	Owner 	PowerForms	Created Date 	Last Change 	
<input type="checkbox"/>	 Asset Update Form UHCL	Dharmik Nanavati		8/31/2022 03:50:02 pm	8/31/2022 11:25:14 pm	USE 
<input type="checkbox"/>	 Departmental Property Custodian UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:59 pm	8/31/2022 10:56:55 pm	USE 
<input type="checkbox"/>	 Authorization Off Campus Property UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:53 pm	8/31/2022 10:55:40 pm	USE 
<input type="checkbox"/>	 Certification of Departmental Physical Inventory UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:47 pm	8/31/2022 10:15:14 pm	USE 

AUTHORIZATION OFF CAMPUS PROPERTY 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

1

Department Property Custodian  NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name *

Email *

2

Employee  NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name *

Email *

3

Department Supervisor  NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name *

Email *

AUTHORIZATION OFF CAMPUS PROPERTY UHCL

4

Department Property Custodian	 NEEDS TO SIGN ▾	CUSTOMIZE ▾
Name *	<input type="text"/>	
Email *	<input type="text"/>	

5

University Property Management/Asset Management Personnel	 NEEDS TO SIGN ▾	CUSTOMIZE ▾
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.

EDIT	SEND	▾
-------------	-------------	---

AUTHORIZATION OFF CAMPUS PROPERTY UHCL

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.