

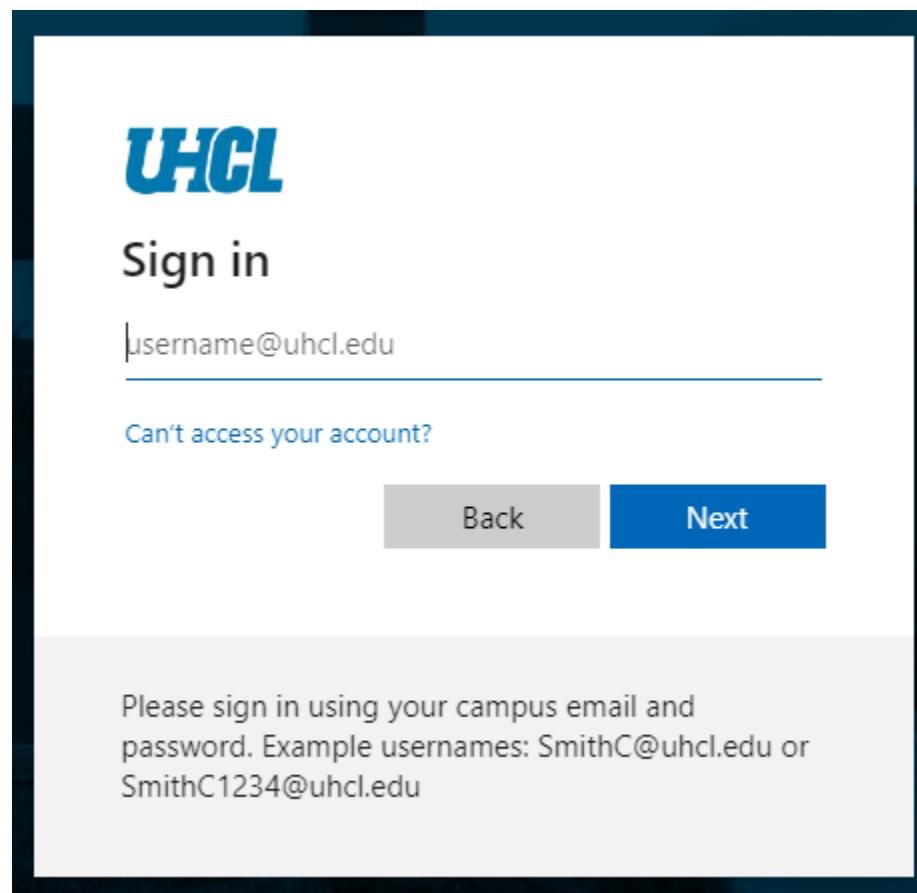
AUTHORIZATION OFF CAMPUS PROPERTY UHCL

1. LOG IN

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

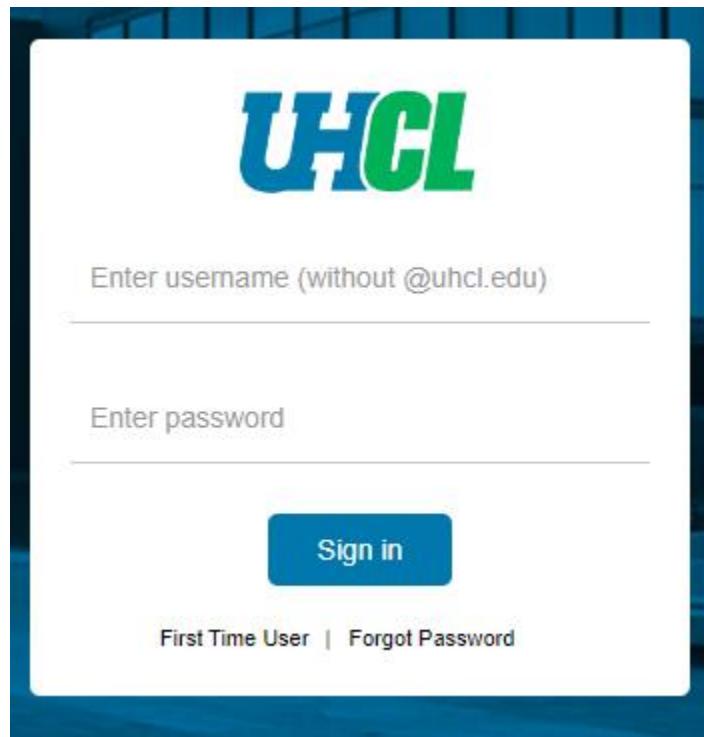
DocuSign

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



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



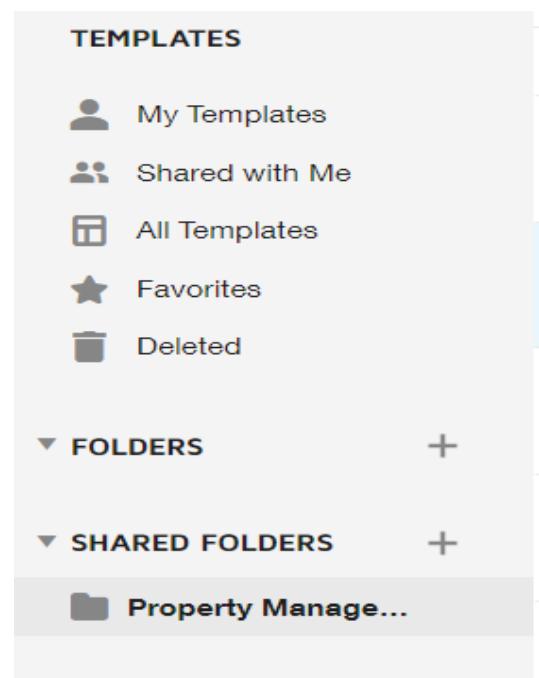
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2. USING THE TEMPLATE

- 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 Authorization Off Off Campus Property UHCL.

Templates Reports

Property Management Forms

Search Shared Folder

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

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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

Name *

Email *

 NEEDS TO SIGN ▾  CUSTOMIZE ▾

2

Employee

Name *

Email *

 NEEDS TO SIGN ▾  CUSTOMIZE ▾

3

Department Supervisor

Name *

Email *

 NEEDS TO SIGN ▾  CUSTOMIZE ▾

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4

Department Property Custodian

Name *

NEEDS TO SIGN ▾ CUSTOMIZE ▾

5

University Property Management/Asset Management Personnel

Name *

NEEDS TO SIGN ▾ CUSTOMIZE ▾

Email *

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

EDIT

SEND



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3. SIGNING THE TEMPLATE

a. REVIEW THE DOCUSENSE 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.