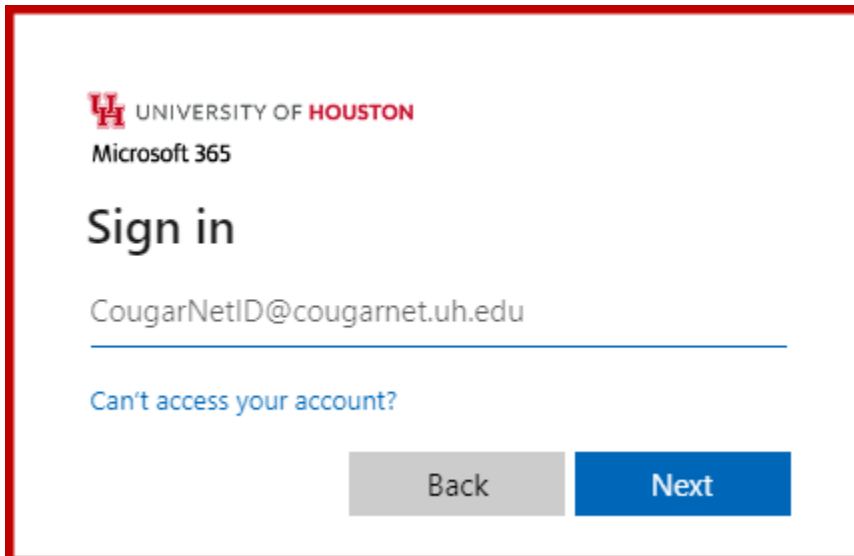## AUTHORIZATION OFF CAMPUS PROPERTY FORM INSTRUCTIONS

1. <u>LOG IN</u>

   a. To get started, log into your DocuSign account in the Access UH – Link at: https://accessuh.uh.edu/login.php.
   b. Enter your UH CougarNet Username and CougarNet Password as stated.
   c. It will direct you to the Access UH and select the Digital Signature DocuSign icon.

   d. Enter your UH email id as stated in the example. It will direct you to the DocuSign Template.

2. **<u>USING THE TEMPLATE</u>**

   a. Go to Templates Tab.

b. Go to Shared Folders and select Property Management forms.

TEMPLATES

👤 My Templates
👥 Shared with Me
🗔 All Templates
★ **Favorites**
🗑 Deleted

▼ FOLDERS   +

▼ SHARED FOLDERS

📁 Academic Affairs
📁 Business and Finance
➡️📁 Property Management
▶ 📁 PS Finance Access
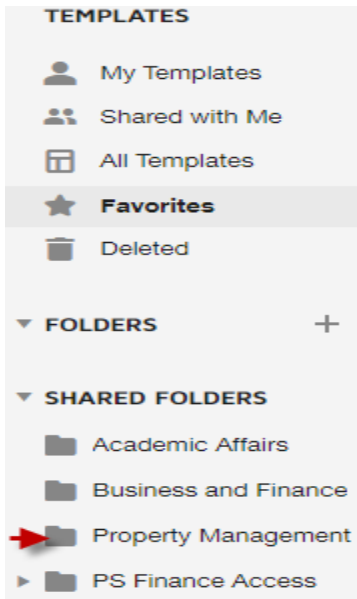
c. Click on the **USE** button for using the form respectively. In this case you will use the Authorization for Off Campus Property Form.

Property Management

🔍 Search Shared Folder

Name ⇕	Owner ⇕	PowerForms	Created Date ⇕	Last Change ▼	
☆ **Authorization for Off Campus Property Form(1)** Eligible for matching	Usha Mathew		1/17/2023 11:43:04 am	1/17/2023 11:44:01 am	USE
☆ **UHS Off Campus Property Return Form(1)** Eligible for matching	Usha Mathew		10/14/2022 03:17:44 pm	10/14/2022 03:17:44 pm	USE
☆ **Designation of Department Property Custodian Form** Eligible for matching	Usha Mathew		8/29/2022 04:53:55 pm	9/16/2022 07:20:19 am	USE
☆ **Certification of Departmental Physical Inventory Form** Eligible for matching	Usha Mathew		8/29/2022 04:53:46 pm	9/16/2022 07:14:16 am	USE
☆ **UHS Asset Update Form** Eligible for matching	Usha Mathew		9/1/2022 02:22:19 pm	9/16/2022 07:11:58 am	USE

d. Under the Add recipient, enter the recipient's name and email address.
e. Do not delete or ignore any recipients while using this form.
f. It is required to fill all the details of respective individual except for Property Management Personnel.

Add recipients

Employee/Initiator ✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾

1

Name *

Email *

Department Property Custodian ✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾

2

Name *

Email *

Employee ✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾

3

Name *

Email *

Department Head/Supervisor ✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾

4

Name *

Email *

Department Property Custodian ✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾

5

Name *

Email *

Property Management ✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾

6

Name *

Property Management Group

Email *

Propertyacctg@uh.edu

Add envelope custom fields

Add message

☐ Custom email and language for each recipient

Email Subject *

Authorization for Off Campus Property-New-Revised- [[Employee_UserName]]

Characters remaining: 28

Email Message

Kindly review 'Authorization for off-campus property" approve and sign at your earliest convenience.

g. When ready, Click SEND to send your form to respective individuals.

SEND ▼

3. <u>COMPLETING THE REQUIRED FORMS</u>

   a. The required forms needing to be completed will be emailed from DocuSign to the initiator along with the requirement to sign the document.
   b. Click on the link provided and the form will be displayed.
   c. Complete the form and click finish.

4. <u>SIGNING THE TEMPLATE</u>

   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 you 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 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.

   (The form will be routed to the next signature required).