



DOCUSIGN POI-SPONSOR FORM

The POI-Sponsor Form is now available in DocuSign. In the short term, we will continue to accept the PDF version; however, we strongly encourage departments to begin using the new DocuSign form moving forward.

For security purposes, the DocuSign form will mask the Unique Identifier (driver's license, social security number, visa/permit number). The unmasked Unique Identifier will be visible after the form has been fully completed. Instructions on how to view this information can be found in the section titled [How to Locate the Unmasked Unique Identifier](#).

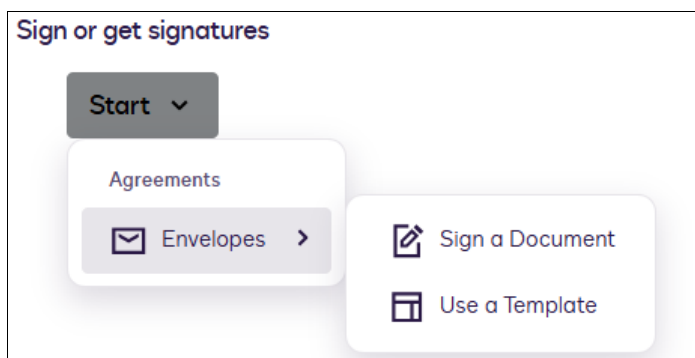
The DocuSign form can be accessed through [AccessUH](#) using your CougarNet ID. Please refer to the screenshots and step-by-step instructions provided below.

How to Create and Send the POI-Sponsor Form

1. Click DocuSign Icon in Access UH *(If the DocuSign Icon is not visible, please email DocuSign@central.uh.edu to request access.)*



2. Select Start, Use Template.





3. Click All Templates, select **ePOI Request Form**, and click Add Selected.

Select a template

My Templates
Shared with Me
All Templates
Favorites
Folders
Shared Folders
Academic Affairs
Business and Finance

Search

1 RESULT

NAME ↑↓	OWNER ↑↓	LAST CHANGE ↓
<input checked="" type="radio"/> ePOI Request Form	Jeremy Sanchez	11/5/2025 2:21:27 PM

Add Selected

4. Enter names and email addresses of all recipients. Click Send.

Add recipients

1

POI Applicant

NEEDS TO SIGN CUSTOMIZE

Name *

Email *

2

POI Sponsor

NEEDS TO SIGN CUSTOMIZE

Name *

Email *

3

Final Department Signature

NEEDS TO SIGN CUSTOMIZE

Name *

Email *

Advanced Edit Send

How to Locate the Unmasked Unique Identifier

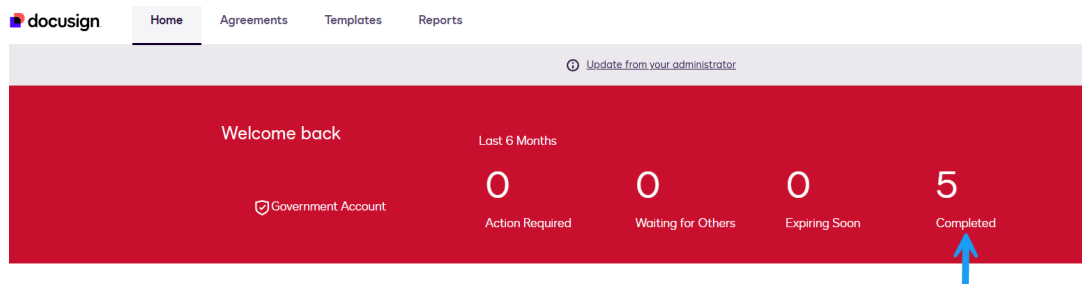
For security purposes, the DocuSign form will mask the Unique Identifier (driver's license, social security number, visa/permit number) with asterisk. The unmasked Unique Identifier will be visible after the form has been fully completed. Only the sender of the DocuSign form will be able to retrieve the unmasked Unique Identifier.

Please select the Unique Identifier Type and provide the Unique Identifier (See ePOI Service Type section for SSN Requirements)

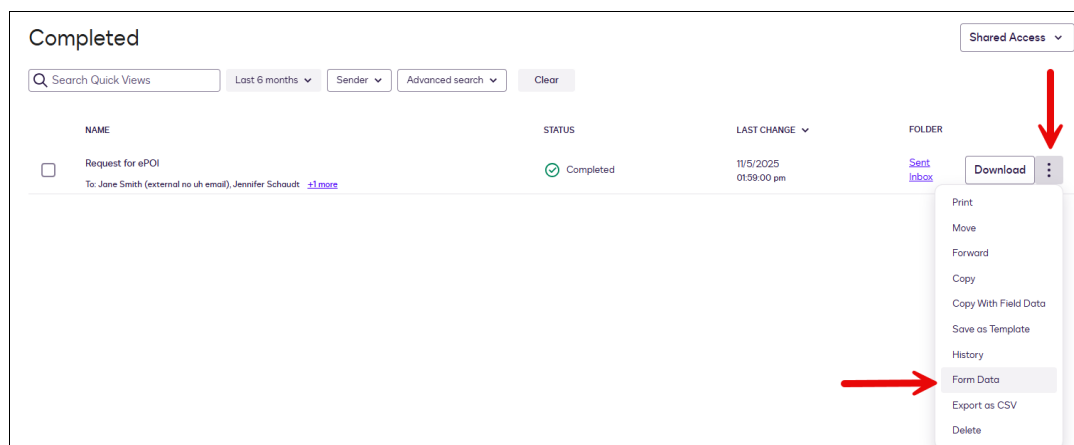
Unique Identifier Type:

Unique Identifier:

1. Access the DocuSign through [AccessUH](#) using your CougarNet ID and click on the DocuSign Icon.
2. Click on Completed.



3. Locate the completed POI-Sponsor form and click on the Kebab Menu Icon (*vertical dots* :). Select Form Data.





- The Form Data window will appear. Scroll within this window until you locate the Unique Identifier Field. This field will display the specific identifier type that the applicant entered on the POI-Sponsor form (Driver's License State and #, Social Security #, or Visa/Permit Type and #). In the example below, the applicant provided their Driver's License State and #.

Form data ×

Text ee93cbc4-5d6a-496e-ab27-ef2afb8f6685	77023
Text f851f763-991a-4329-bb46-6e51b3bef8dd	01/01/1960
Dropdown 29034eb5-c477-4d4d-af4b-f6254b64d3f2	Driver's License State and Number
Text dc4a88f1-10c5-4a45-a4ad-0bcb46724a90	TX 123456789

For any additional information related to POI-Sponsor Form please contact:

HRIS at hrpsoft@uh.edu

HR Records at hrrec@uh.edu