

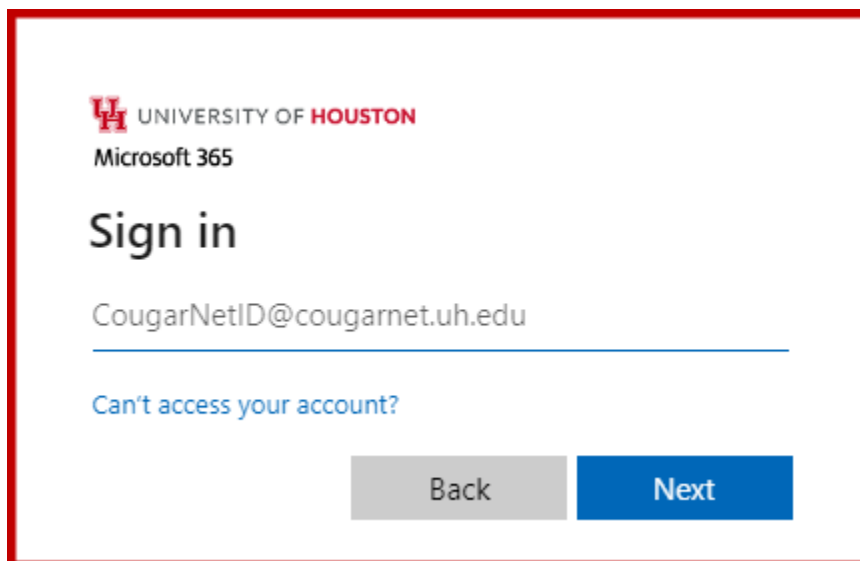
## DEPARTMENTAL PROPERTY CUSTODIAN INSTRUCTIONS

### 1. LOG IN

- 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.

The image is a screenshot of the Microsoft 365 sign-in page for the University of Houston. It features the UH logo and the text "UNIVERSITY OF HOUSTON" and "Microsoft 365". The main heading is "Sign in". Below this is a text input field containing the email address "CougarNetID@cougar.net.uh.edu". There is a blue link that says "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button. The entire screenshot is framed by a red border.

### 2. USING THE TEMPLATE

- a. Go to Templates Tab.

**DocuSign eSignature**

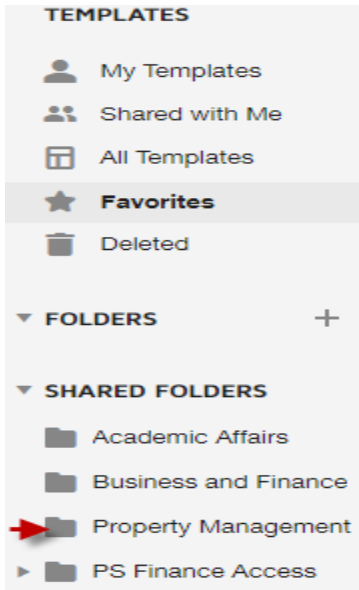
Home

Manage

Templates

Reports

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



c. Click on the **USE** button for using the form respectively. In this case you will use the Designation of Departmental Property Custodian.

### Property Management

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

- d. Under the Add recipients, 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

1	<b>Designated Department Property Custodian</b> <span>✍️ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> <span>🗑️</span> <b>Name *</b> <input type="text"/> <b>Email *</b> <input type="text"/>
2	<b>College/Division Administrator</b> <span>✍️ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> <span>🗑️</span> <b>Name *</b> <input type="text"/> <b>Email *</b> <input type="text"/>
3	<b>Department Chair/Unit Head</b> <span>✍️ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> <span>🗑️</span> <b>Name *</b> <input type="text"/> <b>Email *</b> <input type="text"/>
4	<b>Property Management</b> <span>✍️ NEEDS TO SIGN ▾</span> <span>CUSTOMIZE ▾</span> <b>Name *</b> <input type="text" value="Property Management Group"/> <b>Email *</b> <input type="text" value="Propertyacctg@uh.edu"/>

## Add envelope custom fields

### Add message

Custom email and language for each recipient

To: Designated Department Property Custodian

**Email Language \***

English (US) ▾

**Email Subject \***

Designation of Property Custodian Form for: [[Designated Department Property Custodian\_UserName]]

Characters remaining: 3

**Email Message**

Please review and approve attached Designated Department Property Custodian form.

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



### 3. COMPLETING THE REQUIRED FORMS

- 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. 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 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).