

DocuSign – Prize Verification Form

DocuSign is an alternative, contactless process to obtain signatures for your reimbursement forms. While it is optional and wet signatures are still accepted, keep in mind that this may be the quickest way to gather your signatures. If you have questions on this process, please reach out to your Lead Staff.

Step 1: Go to <https://docusign.lsit.ucsb.edu/using-docusign> and click on *Log Into DocuSign*. Enter your UCSBnetID and UCSBnetID password and click Login.

Step 2: On the *Home* tab of DocuSign, click “New” and then select “Send an Envelope”

Step 3: To use the Check Request form, select “Use a Template” and click on the *Shared with Me* folder. Select the R&CL Prize Verification Form and then click “Add Selected”.

Name	Owner
<input type="checkbox"/> Heat Treatment Notice	Julia Choi
<input type="checkbox"/> Reimbursement Request	Julia Choi
<input type="checkbox"/> WE CARE Voucher	Tanya Munoz
<input checked="" type="checkbox"/> R&CL Prize Verification Form	Tanya Munoz

Step 4: Under the “Add Recipients to Envelope” section, add the name and email of the prize recipient. If you have many prize recipients (5+), contact Tanya Munoz to help issue a bulk send through DocuSign.

Step 5: In the “Message to All Recipients” section, add a message to the recipient. Then, Click “Next”.

Message to All Recipients

Custom email and language for each recipient

Email Subject*

Please DocuSign: Prize Verification Form

Characters remaining: 60

Email Message

Enter Message

Advanced Options

- Recipients can view documents on mobile devices with responsive design **NEW**
- Incomplete envelopes expire on the send date
- Recipients are warned 2 days before the envelope expires
- Comments are enabled
- Senders can use either quick edit or advanced edit

Step 6: Fill out the event name, date, host name and write the prize item and value. To write in the fields, click on the particular text box and type the information directly or type in the “Add text” box that pops up on the right side of the form.

R&CL Raffle / Prize Recipient Verification

Event Name: RA Program Event Date: 10/8/2020

Hosted by (staff name): Joe Gaucho

I, , received

(specify item and value), as a winner of a raffle drawing or recipient of a prize given at the aforementioned community

Step 7: Once the form is filled out, click “Send”.

BACK SEND

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