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:// Into DocuSign. Enter y	Step 2: On the <i>Home</i> tab of DocuSign, click "New" and then select "Send an Envelope"							
Login. UC santa barbara	Home	Manage	Templates	Report	s			
Docu Sign	UC Santa Barbara eSignature & Digital Transaction Management	1						
Getting Started		Using DocuSign	Sign	or Get	Signatu	res	NEW	
DocuSign at UCSB Docusign Accounts and Roles Request Additional Permissions in DocuSign	CUSign at UCSB: ign can be used to send documents electronically for approval, signature and initials. The UCSB instance of ign should only be used to send documents related to the work of the University. <u>All UCSB users, when they sign</u> bocuSign, using their UCSBnetD@ucsb.edu, are designated as UCSB DS Senders, Additional permissions are						Send an Envelope	1
Do Do in t							Sign a Document	
gra An;	d depending on the type of work that the UCSB staff or faculty member wishes to perform within DocuSign.						Use a Template	
up this information, access the identity People Finder and search for the firstname lastname of the user. Look for the UCSBnetID and add @ucsb.edu after the ID. Documents should not be sent to a party's departmental email address as this will create a profile for that user, not ide to put ILCSB account.			Last 6 Months WHAT'S NEW				Create a PowerForm	сι
							-	
Step 3: To use the Ch	Step 4: Under the "Add Recipients to Envelope" section, add the name							
Form and then click	contact Tanya Munoz to help issue a bulk send through DocuSign.							
Select Templates	Add Recipients to the Envelope							
BROWSE SELECTED (1)			As the sender, you automatically receive a copy of the completed envelope.					
			Import a bulk list. Send copies of this envelope to many people at once. (i)					
 My Templates Shared with Me All Templates Favorites Folders Shared Folders 	Q Search		Set signing order					
	Name	Owner	Prize Recipient Name *					
	Heat Treatment Notice	Julia Choi						
	Reimbursement Request	Julia Choi	Tanya Munoz					
	WE CARE Voucher	Tanya Munoz	Email * tanyamunoz@ucsb.edu					
	R&CL Prize Verification Form	Tanya Munoz						

Step 5: In the "Message to All Recipien	ts" section, add a message to	Step 6: Fill out the event name, date, host name and write the prize item					
the recipient. Then, Click "Next".		and value. To write in the fields, click on the particular text box and type					
Message to All Recipients	Advanced Options	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					
Custom email and language for each recipient	Recipients can view docum on mobile devices with responses NEW Incomplete envelopes expi						
Email Subject*	send date						
Please DocuSign: Prize Verification Form	Recipients are warned 2 da	Event Name: RA Program Event Date: 10/8/2020					
Characters remaining: 60	Comments are enabled	Hosted by (staff name): Joe Gaucho					
Email Message	 Senders can use either qui advanced edit "Send". 	I,					
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