

DocuSign

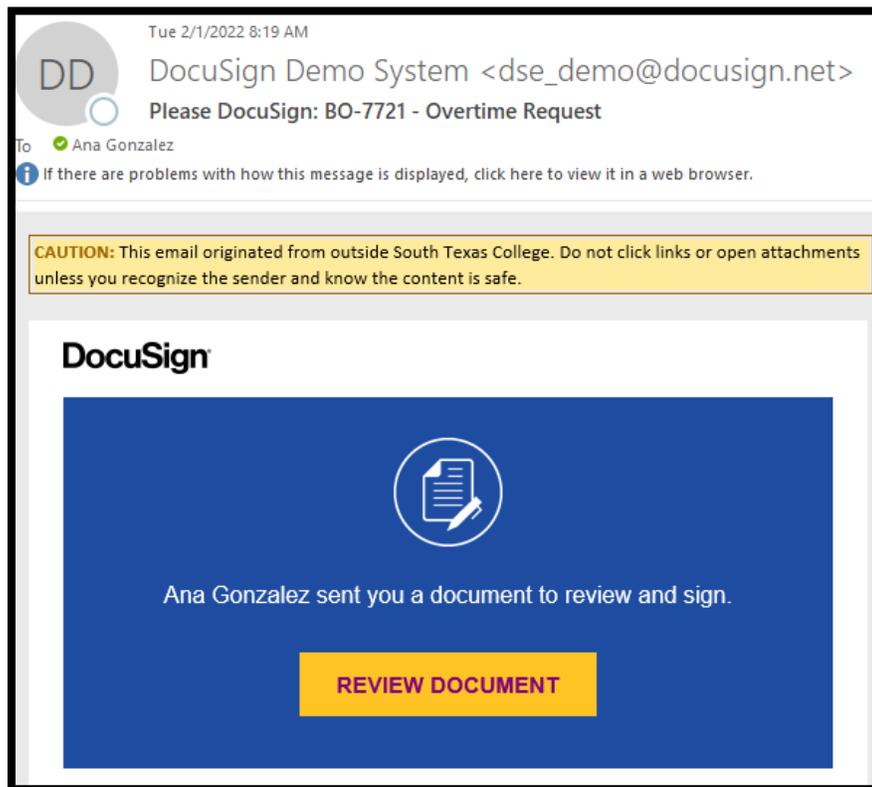
Supervisor/Deans/FM's and VP's

DocuSign is an electronic signature application that was recently acquired by the College for electronic documents and eSignatures.

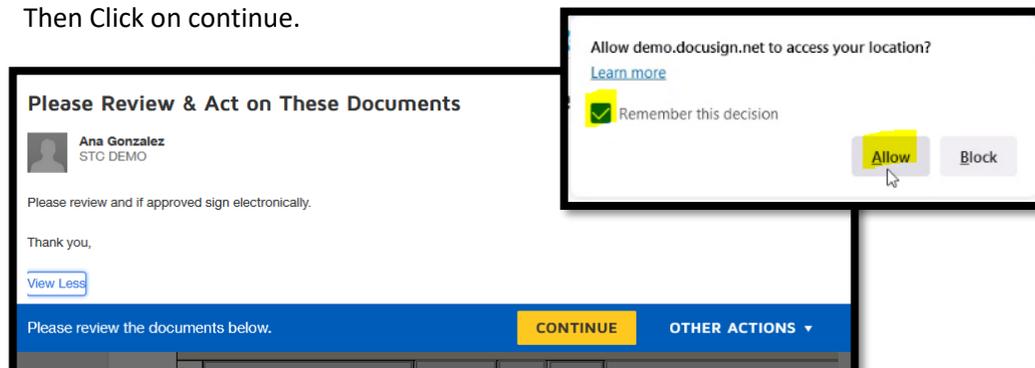
1. Once the initiator sends a document for your review you will receive an e-mail from DocuSign.

Note: E-mail reminders will be sent via DocuSign every three days until signature is completed.

- a. Click on "Review Document".



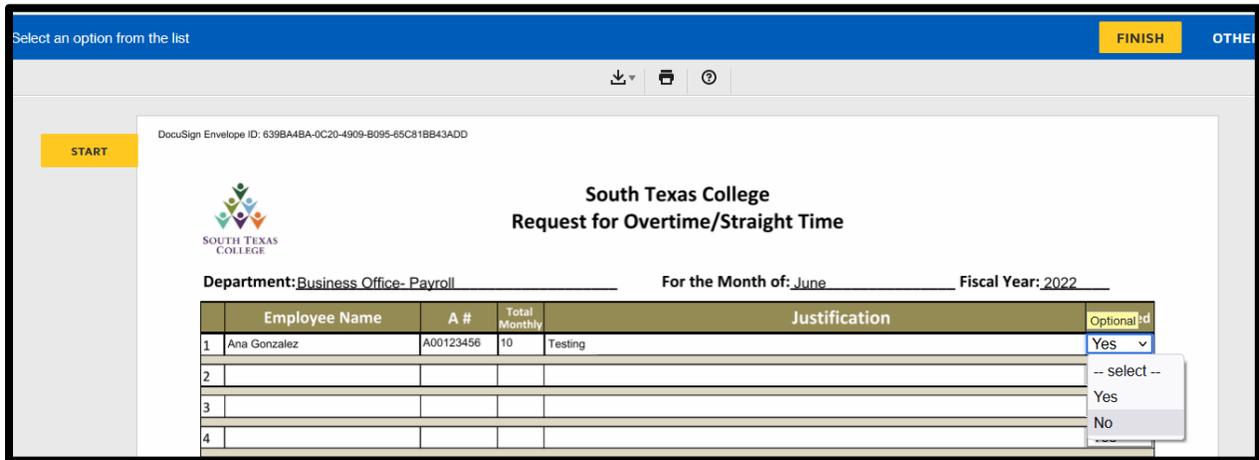
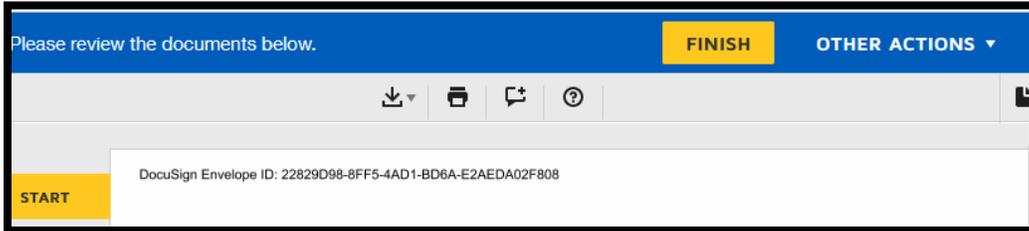
2. You will now be routed to the following page where you will review the Overtime Request form.
 - a. You will get a pop-up to access location. Click "Allow".
 - b. Then Click on continue.



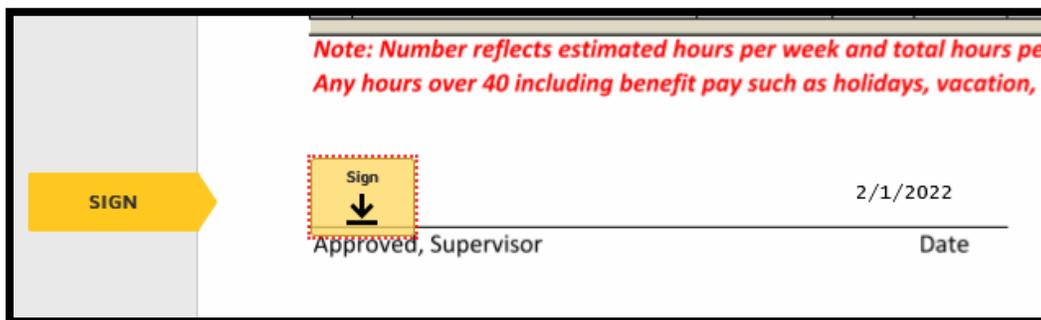
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Supervisor/Deans/FM's and VP's

3. Once review and approved click on Finish.
 - a. Please note that should you not approve one or any of the staff indicated on the form you may select the drop-down option in the "Approved" column (Supervisors Only).



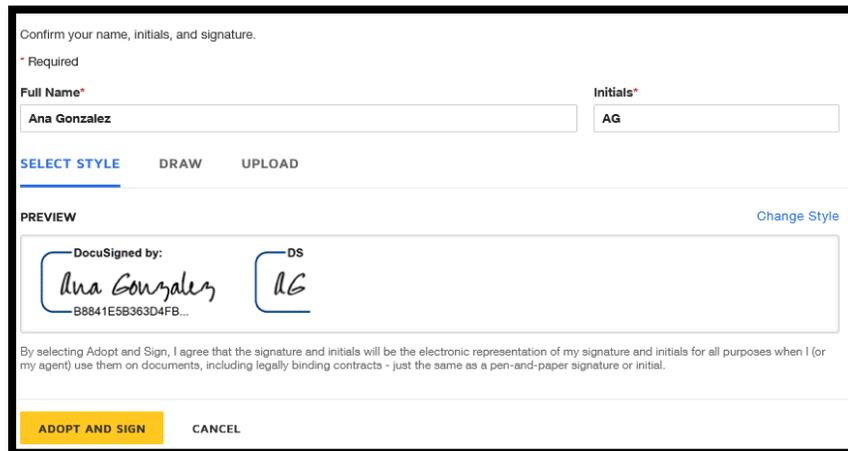
4. This should take you to the bottom of the page where you will electronically sign the document Click on the Sign box.
 - a. In this example we can see it's for the supervisor. (It will be the same process for Dean's, FM's and VP's Only different fields).



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5. This will give you the option to choose a style, draw or upload your signature.
 - a. Once chosen style you may click on "Adopt and Sign".



Confirm your name, initials, and signature.

* Required

Full Name* Initials*

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)

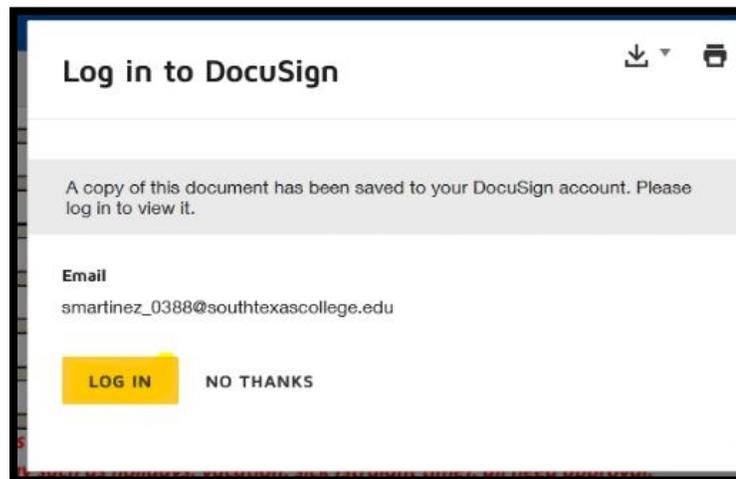
DocuSigned by:  
B8841E58363D4FB...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADOPT AND SIGN](#) [CANCEL](#)

6. Once you have signed an e-mail will be sent to individuals to whom it corresponds to in sequential order after reviewing and approving. It will prompt you to log in to check the status but this is optional.

Note: Documents have a 31-day expiration date and will be voided if not completed by all signers within the time frame.



Log in to DocuSign

A copy of this document has been saved to your DocuSign account. Please log in to view it.

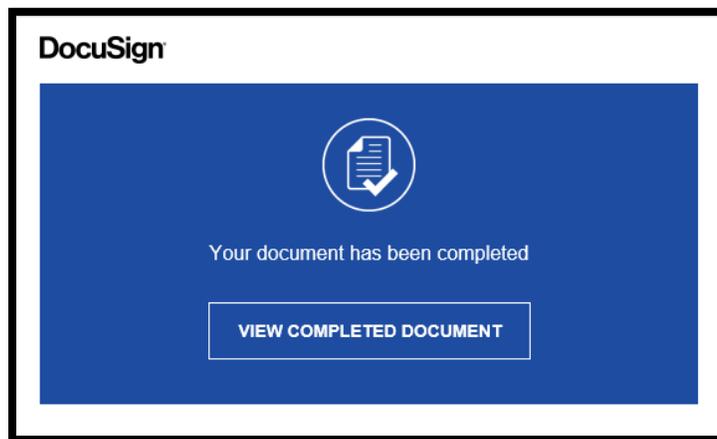
Email
smartinez_0388@southtexascollege.edu

[LOG IN](#) [NO THANKS](#)

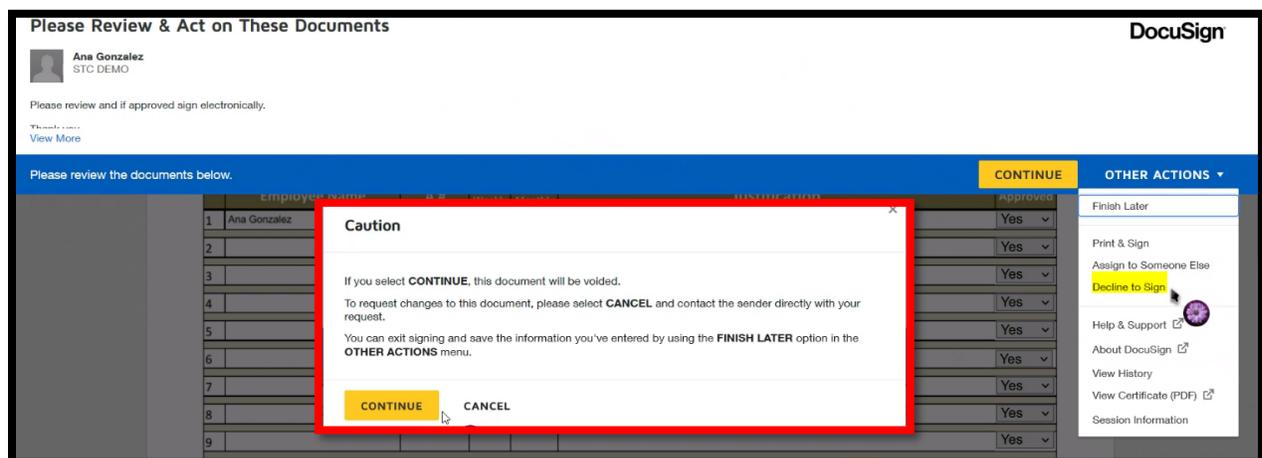
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7. Once the Documents has been reviewed and approved by all then an e-mail notification will be sent along with the attachment.
 - a. Please note that you will not have to do anything further as this completed attachment will also be sent to the payroll office.

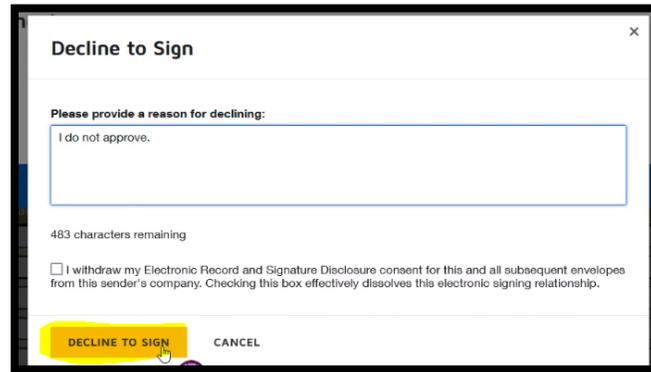


8. Please note that if you do not approve the overtime request you can Decline the Overtime Request Form.
 - a. When reviewing the document Click on "Other Actions".
 - b. Select "Decline to Sign" then press "Continue" on the Caution pop-up.



DocuSign Supervisor/Deans/FM's and VP's

- c. Provide a reason for declining. Then press “Decline to Sign” see example below.



- d. Once declined you will receive the message below and all parties who have signed will be notified including the initiator.



Helpful TIP's:

If you would like to see if you have any items pending you may log into DocuSign. Once logged in you will see the “Actions Required” section on your dashboard this will indicate the number of pending items. To access the documents, click on “Actions Required”. <https://account.docusign.com/>

