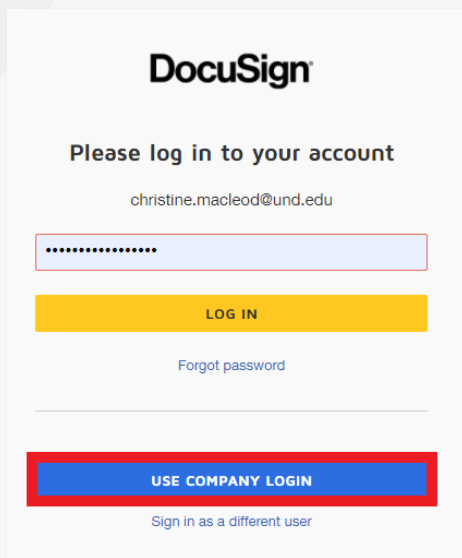## Utilizing DocuSign

The hyperlinked forms should have the required signers already included.
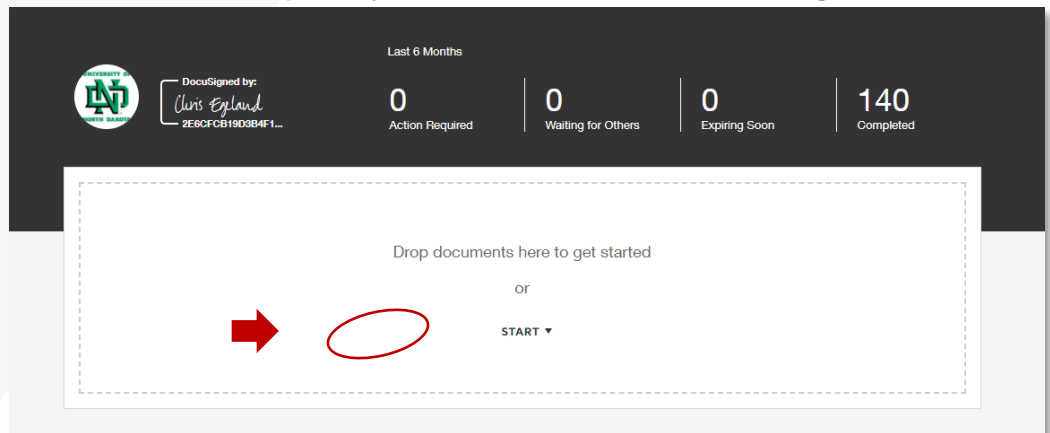
- **If utilizing DocuSign PowerForm:**
    1. The final processors will receive a copy by default. It will be up to the department submitter to identify department/process specific signers and to edit the signers/routing if necessary, by selecting "Advanced Edit".

- **If the submitter is NOT utilizing DocuSign PowerForm:**
    1. Follow the instructions below to upload to DocuSign.

    1. **Login to DocuSign using your NDUS credentials**

    2. **Select "START" to upload your blank document to DocuSign**

    3.

4. **Select "Send an Envelope"**

START ▾

Send an Envelope

Sign a Document

Use a Template

Create a PowerForm
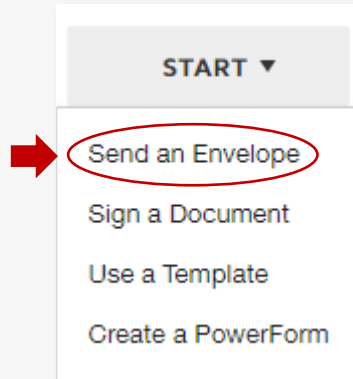
Add Documents to the Envelope

UPLOAD

USE A TEMPLATE

GET FROM CLOUD ▾
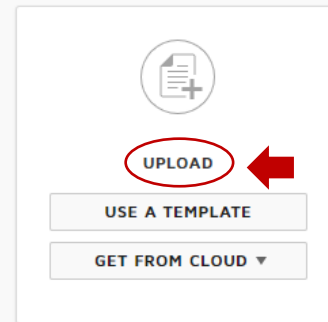
5.

6. **Select "UPLOAD" to open your file explorer.**

7. **Navigate to your saved document, select it, then click "Open".**
   - Your document will show as uploaded to the page. Confirm that the number of pages matches in both places.

8. **Add Recipients to the Envelope**
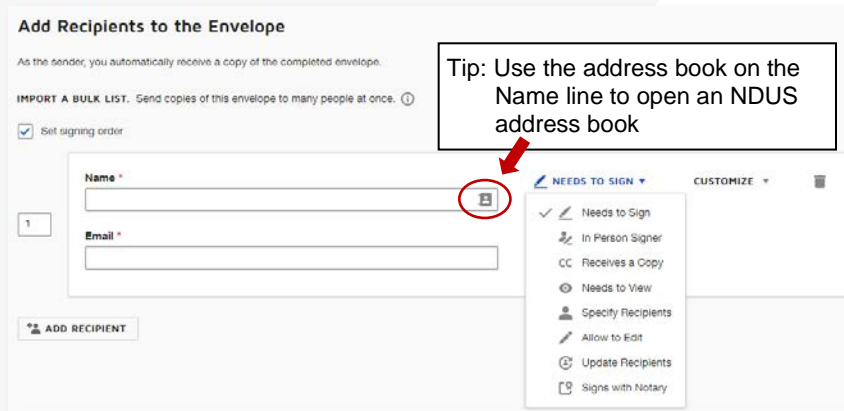   - Set a signing order. This ensures that notifications will only be sent to those who need to sign or receive a copy of the document.

Add Recipients to the Envelope

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. ⓘ

☑ Set signing order

Tip: Use the address book on the Name line to open an NDUS address book

1

Name *

Email *

✎ NEEDS TO SIGN ▾   CUSTOMIZE ▾   🗑

✓ ✎ Needs to Sign
   In Person Signer
CC Receives a Copy
   Needs to View
   Specify Recipients
   Allow to Edit
   Update Recipients
   Signs with Notary

👤 ADD RECIPIENT

9. **Confirm in the HR Manager's Toolbox User Manuals who needs to sign your document**
10. **Add the name of the signer**
11. **Add "Student Employment" as the final required signer**
    - Name: Student Employment
    - Email: **und.studentemployment@und.edu**
12. **Add processor who must receive a copy**
13. **Select "Next"**
14. **Add required signature fields for each signer, then select "Send"**

The DocuSign envelope will now send in the order you requested signatures. Once Student Employment has reviewed and signed, your document will be sent to HR for final review.