

**Archivum Travel**

**Tutorial: Signing/Declining Documents in DocuSign**

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| **Purpose:** | To assist users to sign/decline travel documents sent via DocuSign for Expense Reports and Cash advances in Archivum Travel |
| **Notes:** | Expense Reports and Cash Advances submitted in Archivum Travel can be signed via DocuSign for all USF employee and student travelers. DocuSign’s electronic signature technology will allow you to choose, draw, or upload the signature you will use to sign documents. You can visit the following link [support.docusign.com/en/guides/ndse-user-guide-change-your-signature](https://support.docusign.com/en/guides/ndse-user-guide-change-your-signature) for a guide on how to create your signature. You will be prompted to create your own signature the first time you use DocuSign. |

**Steps to Signing Documents in DocuSign for Archivum Travel:**

| **Steps** | **Description** |
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| 1 | When DocuSign is selected as an option to send the coversheet for the traveler’s signature, the traveler will receive an e-mail like the one below notifying them that they need to review and sign. Click on **Review Document.** If you are expecting a document to sign and have not received an e-mail notification, please check your ‘Clutter’ folder in case it was directed there. |
| 2. | You will be directed to the DocuSign sign in page. Click **continue.** If you did not receive an e-mail, you can also access the document directly in DocuSign. Visit <http://docusign.com> and click **Log in** in the upper right corner. Enter your USF primary e-mail address and click **continue.** |
| 3. | You will be directed to USF’s Single-SignOn page as seen below for authentication. Enter your **NetID** and **NetID password.** Click **Sign in.** |
| 4. | You will be directed to the DocuSign web page as seen below. Select the checkbox **I agree to use electronic records and signatures**. And click **continue.** |
| 5. | Scroll to the end of the document where the signature is required. Click on **Signature** on the left and drag and drop in the space for the signature. |
| 6. | The **first time** you receive the request in DocuSign a new window opens. You can directly click on **Adopt and Sign** to accept the default signature or you can click on **Select Style** and select a different option or you can click on **Draw** and draw your signature/initials using a mouse, your finger or stylus on a touchscreen. Click **Adopt and Sign** to adopt and save the signature and return to the document. |
| 7. | After signature is saved, click on **Date Signed** on the left and drag and drop in the space for the date right after the signature. |
| 8. | Once you are satisfied with the signature, click the **Finish** button at the bottom or top right hand corner of the document. |
| 9. | A message appears stating that you have completed signing your document. You have the options to download or print a copy of the document. |
| 10. | Click **Continue** and you will receive confirmation as below. Note: It can sometimes take up to 32 minutes for the submitter to receive the document in Archivum Travel |
| 11. | You will also receive an e-mail confirmation that your document signing is completed. |
| 12. | If you do not agree to what is in the coversheet you can decline to sign the document. To complete this action, click on Other Actions and select **Decline to Sign**. **Do not use any other options available under ‘Other Actions’.** Note: It can sometimes take up to 32 minutes for the submitter to receive the document in Archivum Travel |
| 13. | Click **Continue.** |
| 14. | You will need to provide a reason for declining the document. Then click **Decline to Sign.** |
| 15. | You will receive the confirmation below and the Expense Report/ Cash Advance will be routed to the submitter to update and resubmit. |
| 16 | You will also receive an e-mail confirmation that your document signing is completed. |