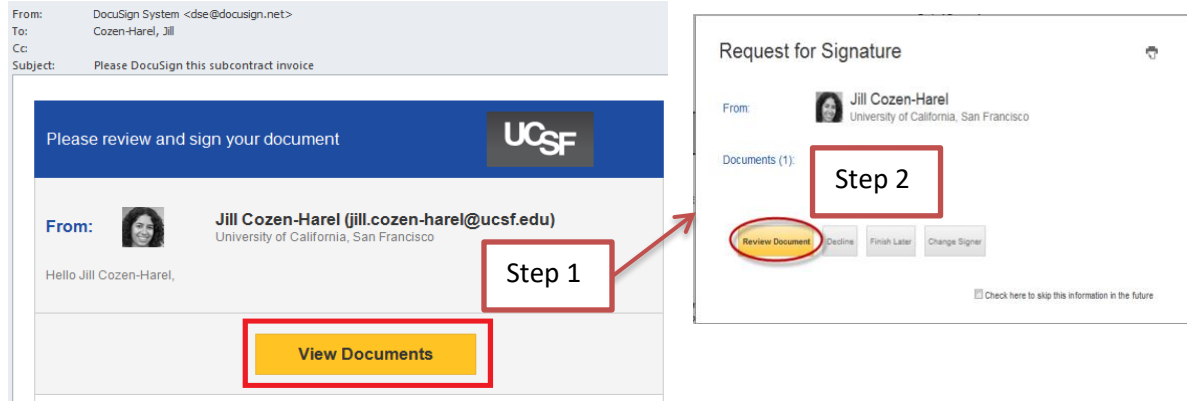


When a subcontract invoice is ready for your approval, you will receive an email notification from DocuSign with the subject line: **Need PI Approval – Voucher# (xxxxxxx), SUB# (xxxx)sc, (Vendor Name)**.

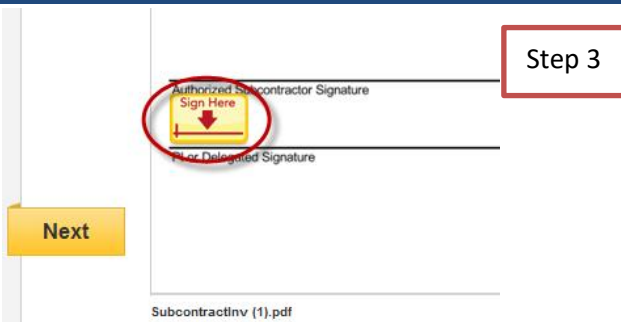
To Review and Sign the Invoice:

1. Click the **View Documents** button in the email. This will open a browser and the invoice. (Note: if not already logged into MyAccess you will need to log in)
2. A pop up 'Request for Signature' window displays. Click **Review Document**. If you **do not** want to see that window in the future, click the "Check here to skip this information in the future" checkbox in the corner **first**.

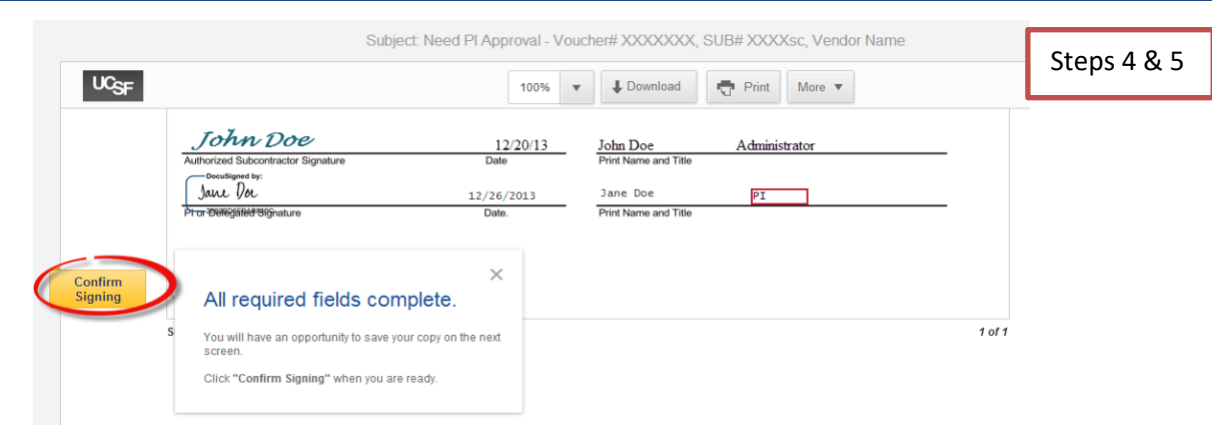


Review the invoice thoroughly

1. When you are ready to sign the invoice, scroll to the yellow and red **Sign Here** tab and click it to begin the signing process.

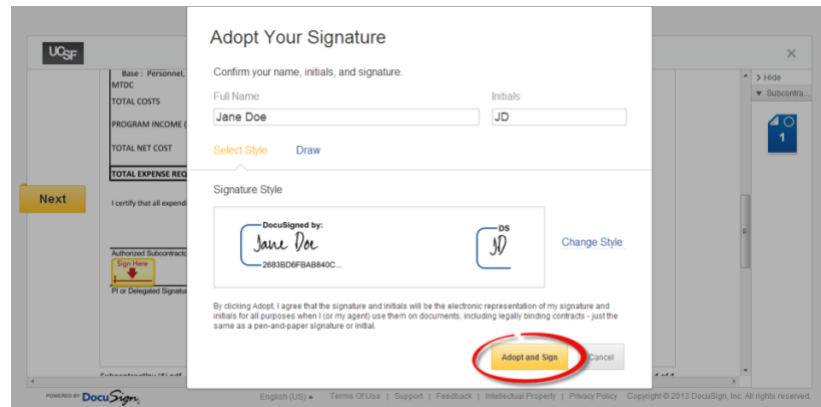


2. Your signature is populated into the **Sign Here** tab. The **Next** flag changes to a **Confirm Signing** button. When you are ready, click **Confirm Signing** to complete the document.
3. Once you click **Confirm Signing** you and your department administrator will both receive email notifications with a link to the completed invoice. The signed document is also automatically routed back to the Accounts Payable's office to begin the payment process. **IF YOU DO NOT CLICK CONFIRM SIGNING, YOUR SIGNATURE WILL NOT BE PROCESSED OR ROUTED TO THE NEXT STEP.**



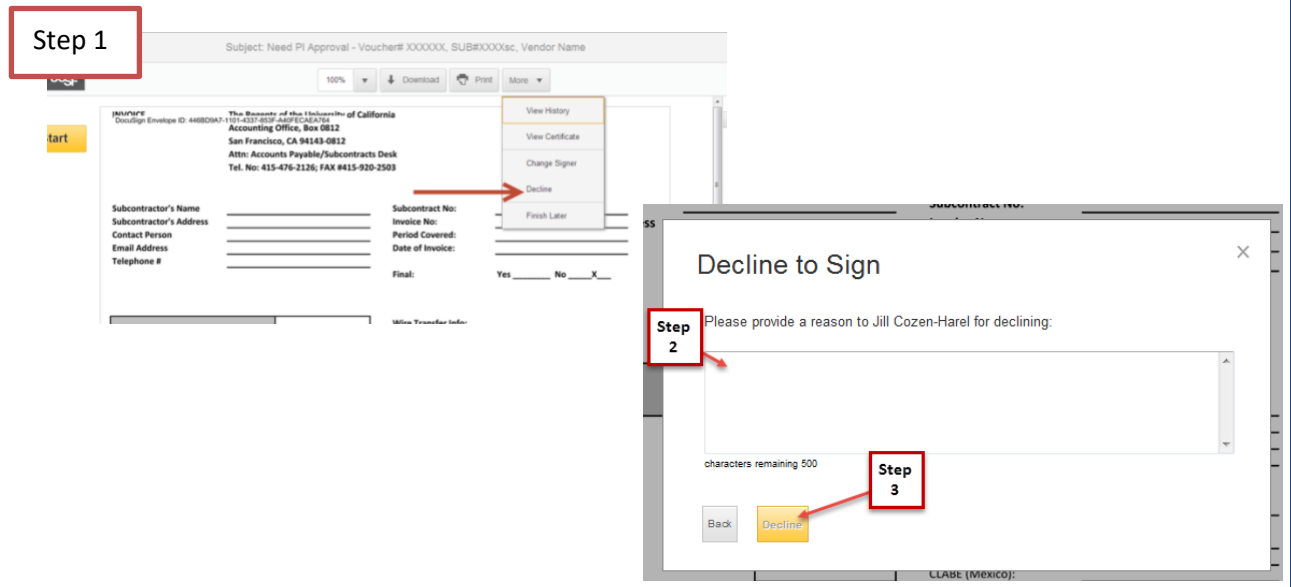
*****If this is your first time signing with DocuSign, you will be asked to select a signature.**

You only need to do this the first time that you sign a document. You can edit your name or initials, if needed, and also select a font if you don't want to use the default. You can select another font by clicking on **Change Style**. You can also choose to draw your own signature and initials by clicking on the **Draw** link under the full name field. When you are satisfied with the way your name, signature, and initials display, click **Adopt and Sign**. Your signature is then populated into the **Sign Here** tab.



Declining to Sign

1. If you have reasoning not to sign, click on **More** and then select **Decline** from the drop-down menu.
2. Provide the reason you are declining to sign in the field provided.
3. Click **Decline**. This message will be delivered to Accounts Payable.



Changing Signatory (not pictured)

1. If you need to change the signatory, click on the **More** drop-down menu (see above) and instead select **Change Signer**.
2. Enter the new signer's name, email address, and a reason for changing signatories in the fields provided.

More information is available at [Supply Chain Management website](#).