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](#).