1) Log into DocuSign: http://docusign.sfsu.edu/
How to Submit Dock Notice Via DocuSign

2) Click on “New” and “Use a Template”

3) Choose Dock Notice

- Click “All Templates”
- Select “Dock Notice”
- Click on “ADD SELECTED”
4) Initiator enters the routing information (i.e. recipient names and their email addresses)
   - Refer to the Payroll Services Representative contact list for more information.

Complete All Routing Information, and click on “SEND”
5) Initiator will receive an email Subject “Please DocuSign: Dock Notice”
Open the Email and click on “REVIEW DOCUMENTS”

6) Initiator will complete the Dock Form, sign, and click on “FINISH”

7) Approver will receive an email Subject “Please DocuSign: Dock Notice” to signs/approves and clicks “FINISH” to complete the document.

8) Once the Dock Notice is FINISHED, all parties in the routing and payroll will receive a copy of completed form via email.