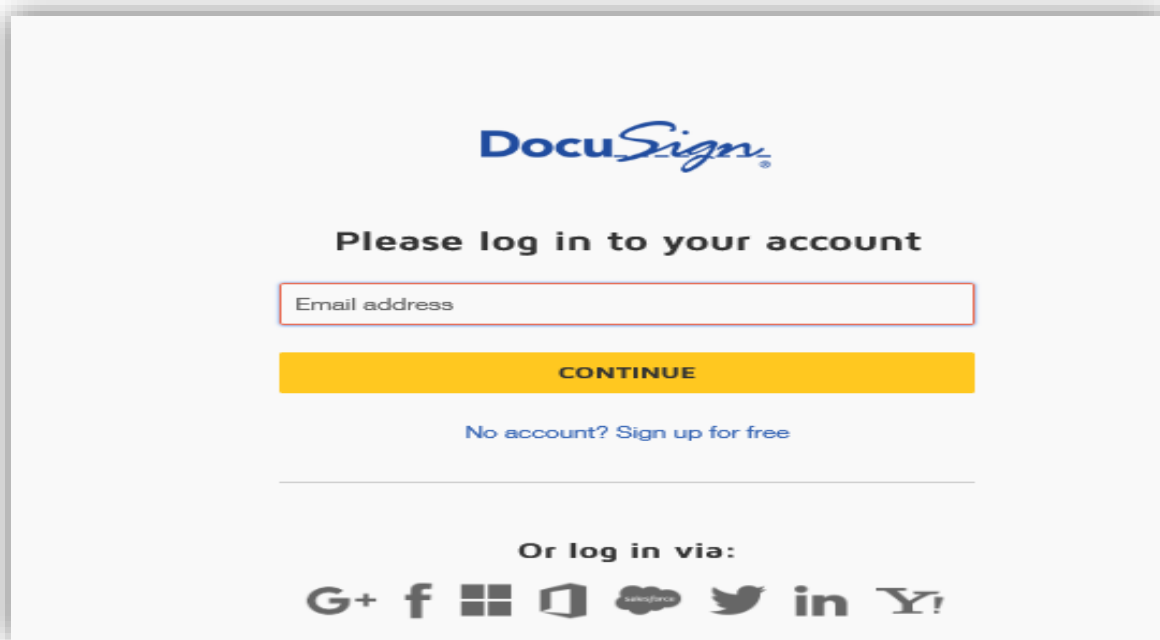
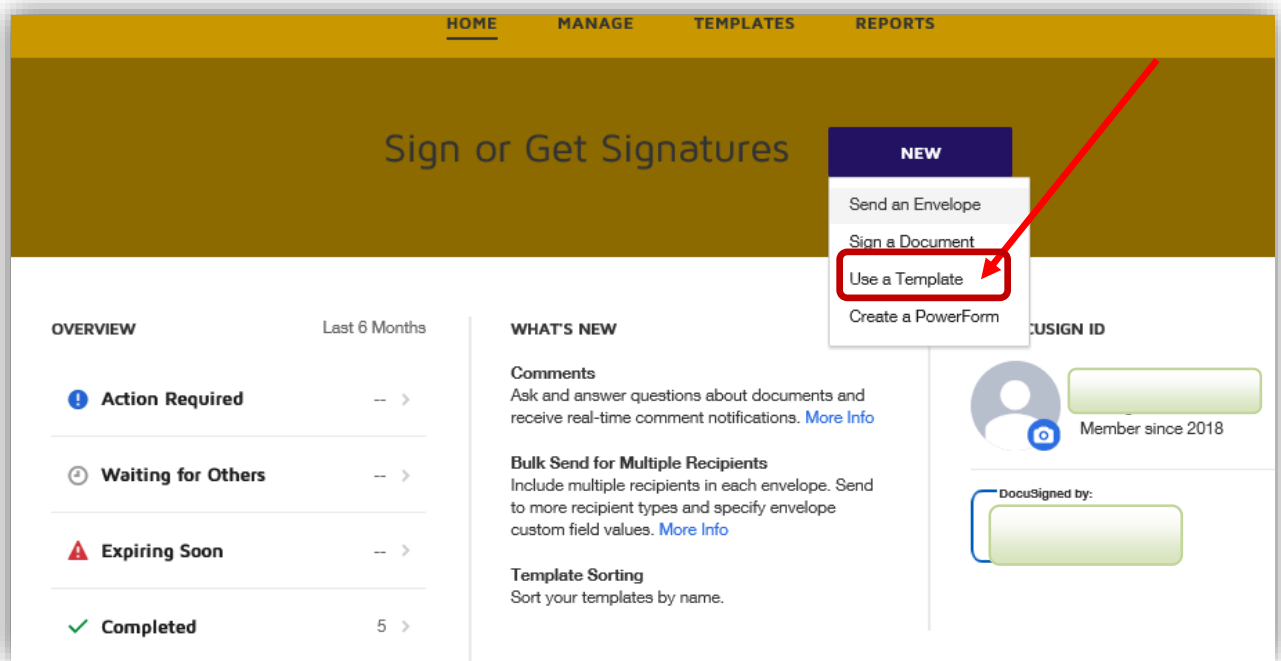


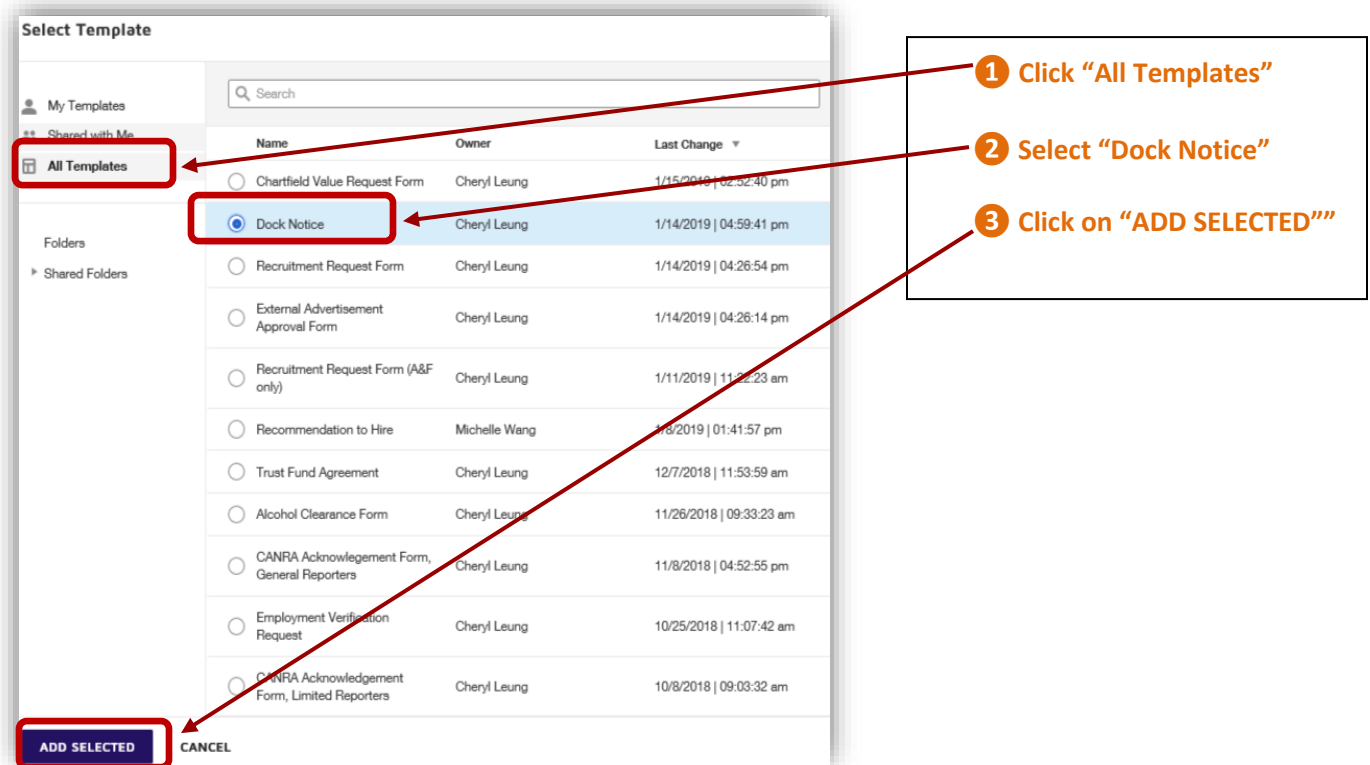
1) Log into DocuSign: <http://docusign.sfsu.edu/>



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



3) Choose Dock Notice



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.

Dock Notice

Recipients

1 **Preparer**
Name *
Email *

2 **Approver**
Name *
Email *

3 **Employee**
Name *
Email *

3 **Payroll Services Representative, Human Resources**
Name *
Email *

Message to All Recipients

Custom email and language for each recipient

Email Subject *
Please DocuSign: Dock Notice, [[Employee_UserName]]
Characters remaining: 49

Email Message
Hello,

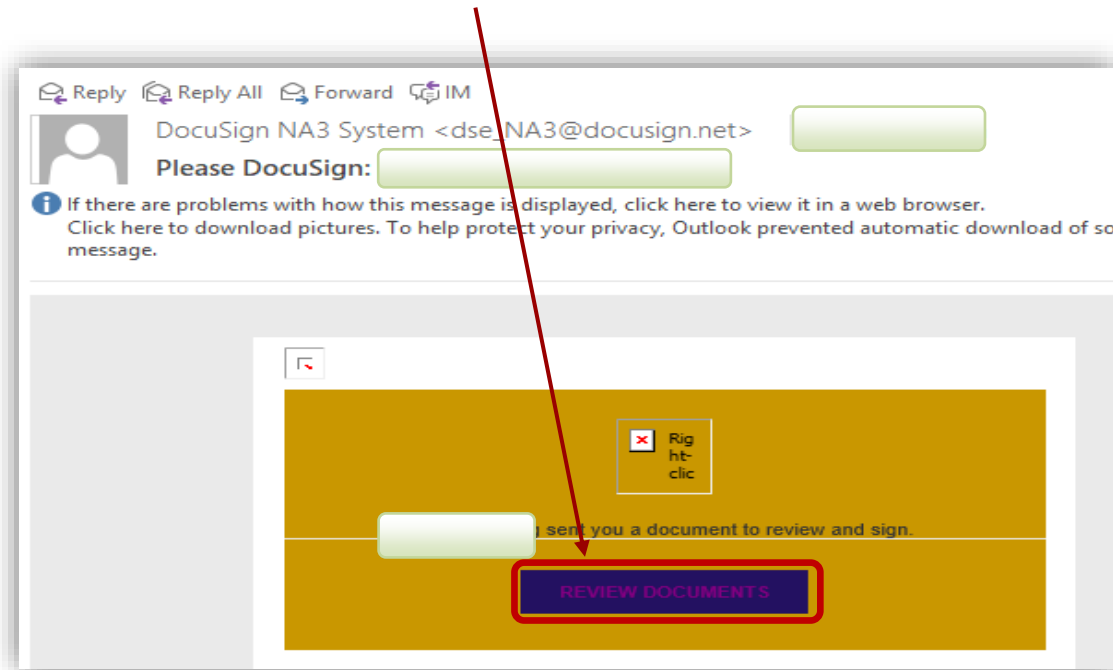
SEND **ADVANCED EDIT** **DISCARD**

Complete All Routing Information, and click on "SEND"

How to Submit Dock Notice Via DocuSign

01.2019

- 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.