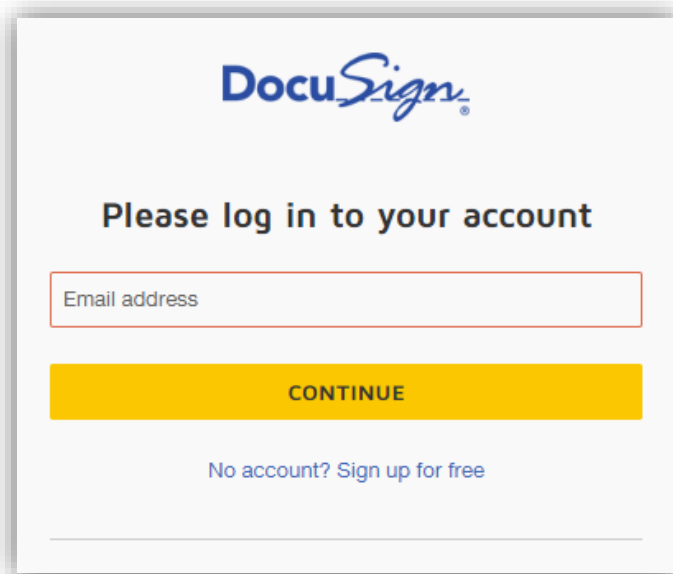
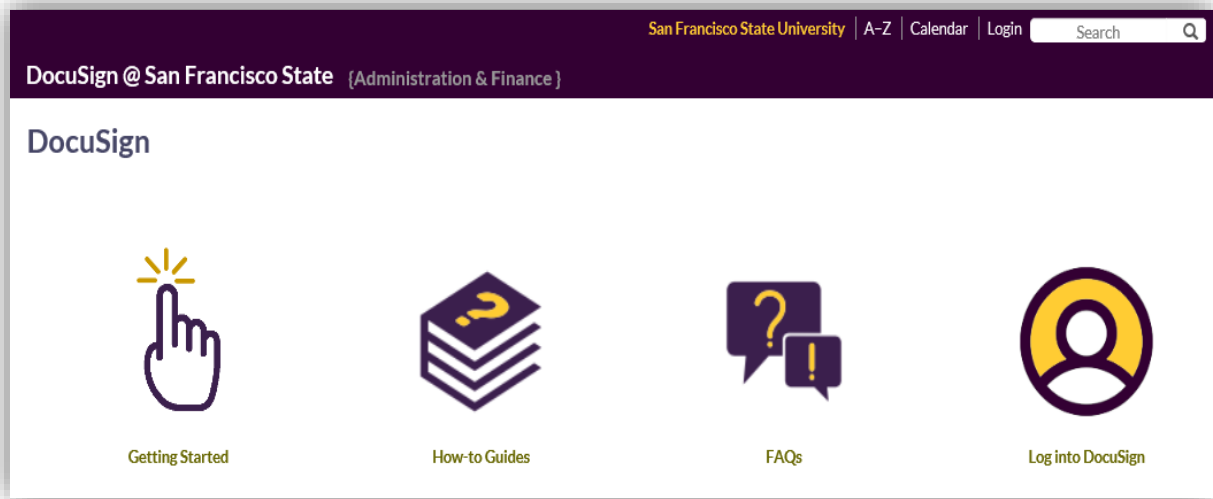


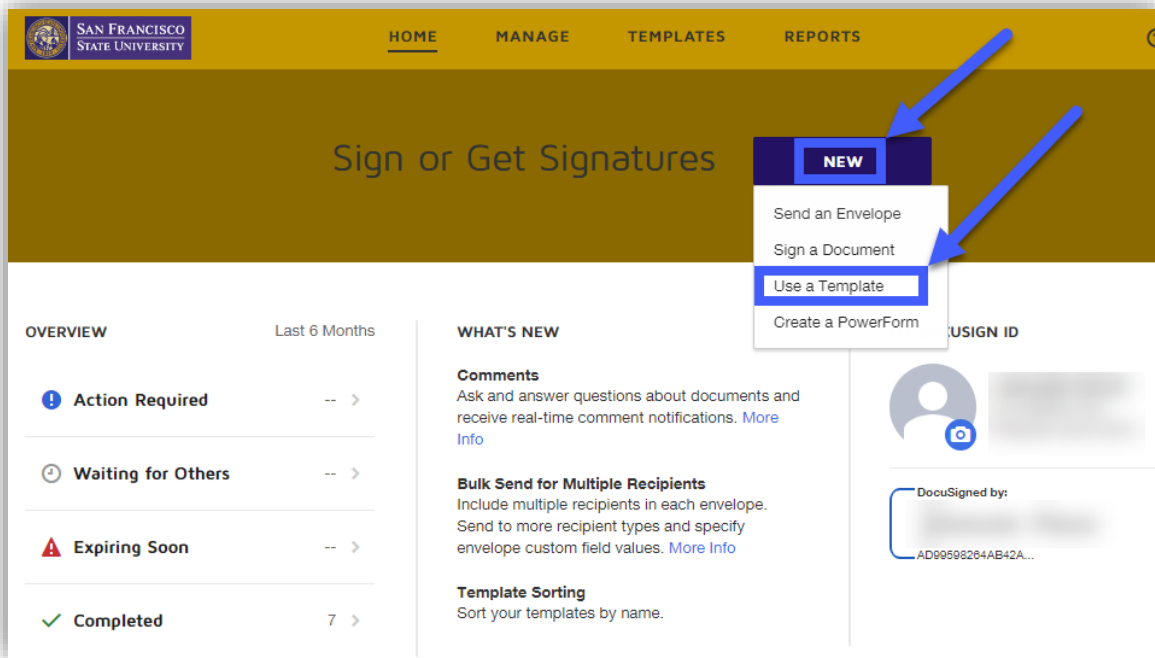
# SFSU - How to Submit an Employment Verification Request via DocuSign

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

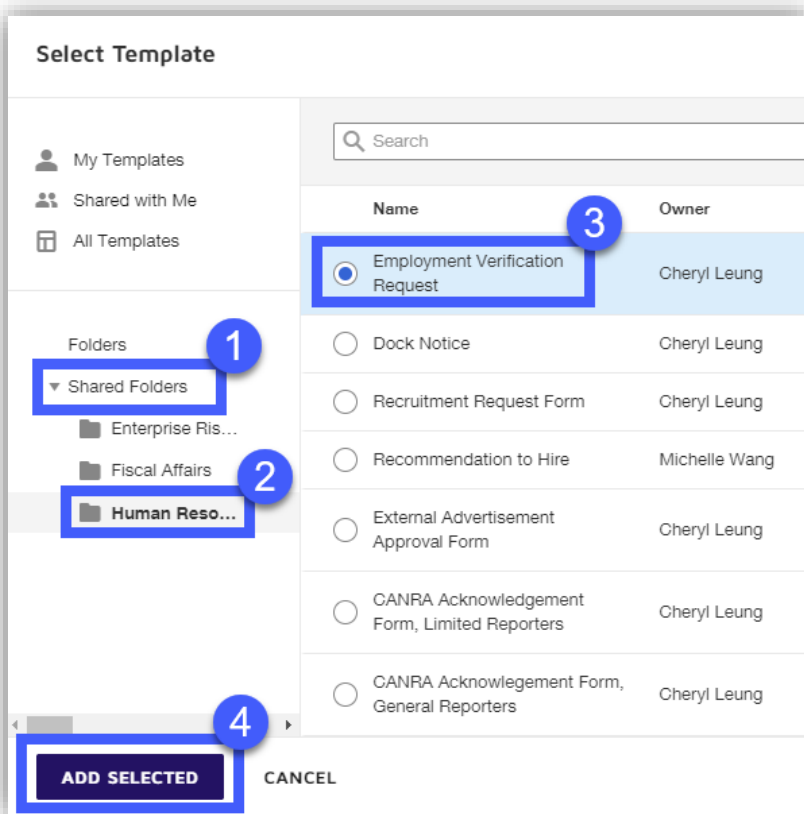


# SFSU - How to Submit an Employment Verification Request via DocuSign

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



## 3) Choose the Employment Verification Request form



- 1 Click “Shared Folders”
- 2 Click “Human Resources”
- 3 Select “Employment Verification Request”
- 4 Click on “ADD SELECTED”

# SFSU - How to Submit an Employment Verification Request via DocuSign

## 4) Initiator completes the required fields

Employment Verification Request

Recipients

1 Employee

Name \*

Email \*

2 Human Resources Payroll Services

Human Resources Payroll Services

Signing Group

Message to All Recipients

Custom email and language for each recipient

Email Subject \*

Please DocuSign: Employment Verification Request, [[Empl

Characters remaining: 29

Email Message

Hello,

Please complete the Employment Verification Request form and be sure to specify the required information and delivery

Characters remaining: 9744

SEND ADVANCED EDIT DISCARD

- 5 Complete Name and email address
- 6 Click "Send"

## 5) Initiator is given the choice to sign the document now, or sign later. Click "Sign Now"

HOME MANAGE TEMPLATES REPORTS

Do you want to sign this document now?

SIGN NOW SIGN LATER


and "Continue"

CONTINUE OTHER ACTIONS

# SFSU - How to Submit an Employment Verification Request via DocuSign

## 6) The form opens in DocuSign. Initiator completes the form

DocuSign Envelope ID: 81B1F18D-323B-4A97-95DC-C13A08BAE450

 **SAN FRANCISCO STATE UNIVERSITY**

**Human Resources, ADM 252**  
1600 Holloway Avenue  
San Francisco, CA 94132-4252  
Tel: (415) 338-1872  
Fax: (415) 338-0521

**MEMO TO: Human Resources, San Francisco State University**  
**Employment Verification Request**

**7**

FROM: Jeannette Warren  
(Please Print Full Name)

Contact Info: jmcw@sfsu.edu  
(email)

SFSU ID#: 900000000

888-888-8888  
(phone)

This is to request written verification, on SF State letterhead, regarding my employment at San Francisco State University for the following:


- Payroll Position Title
- Date of Employment
- Monthly Salary
- Year-to-date Earnings, Current Year
- Prior Year Earnings
- Other

**8**

I understand that your policy is to only verify information which is confirmed by your payroll records.

DATE: 01/30/2019 11:01 AM PST

**9**

SIGNED: 

Special Instructions:

If the request is submitted through DocuSign, you will receive a copy of the completed form and the electronic format of the employment verification via email.

Employment Verification Request  
SFSU | September 2018

1 of 1

**10**

**FINISH**

- 7 Complete SFSU ID# and phone number (xxx-xxx-xxxx)
- 8 Choose items wanted in the letter
- 9 Click "Sign"
- 10 Click "Finish"

## 7) Human Resources will receive an email notification that there is a request to be fulfilled.

## SFSU - How to Submit an Employment Verification Request via DocuSign

- 8) Once the Employment Verification Request is COMPLETED, all parties in the routing will receive a copy of the completed form and letter via email.

Documents can be viewed by opening the pdf attachments, or by clicking the link and viewing them in DocuSign.

The screenshot shows an email interface. At the top, there are options for 'Reply', 'Reply All', and 'Forward'. The sender is identified as 'DocuSign NA3 System <dse\_NA3@docusign.net>' with the subject 'Completed: Please DocuSign: Employment Verification Request, [redacted]'. The email is dated 'Wed 1/30/2019 6:34 PM'. Below the header, there is a note: 'You forwarded this message on 1/30/2019 6:42 PM. If there are problems with how this message is displayed, click here to view it in a web browser.' The email contains three PDF attachments: 'Employment Verification Request Sept 2018 accessible.pdf' (324 KB), '1.VOE Template.pdf' (195 KB), and 'Summary.pdf'. A blue arrow points to the '1.VOE Template.pdf' attachment. Below the attachments is a large yellow banner with the San Francisco State University logo and the text 'Your document has been completed.' A blue arrow points to a button labeled 'VIEW COMPLETED DOCUMENTS'. Below the banner, it states 'All signers completed Please DocuSign: Employment Verification Request, [redacted]'. At the bottom, it says 'Powered by DocuSign'.