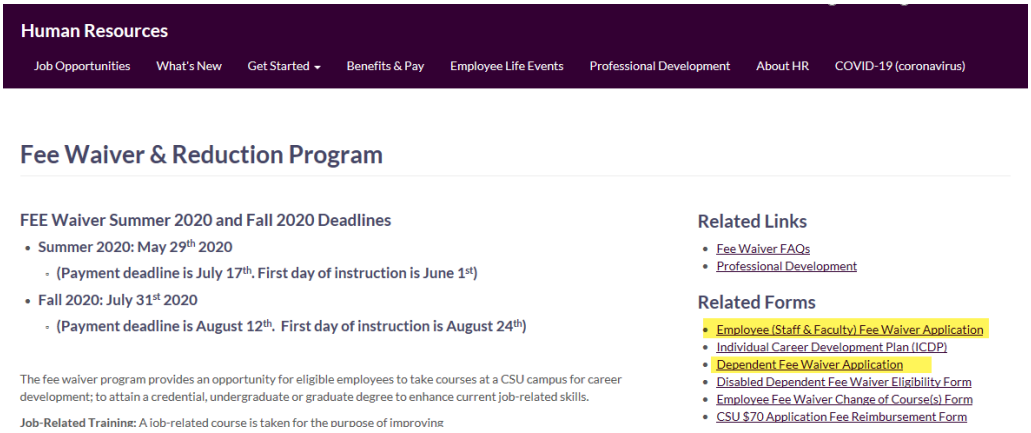
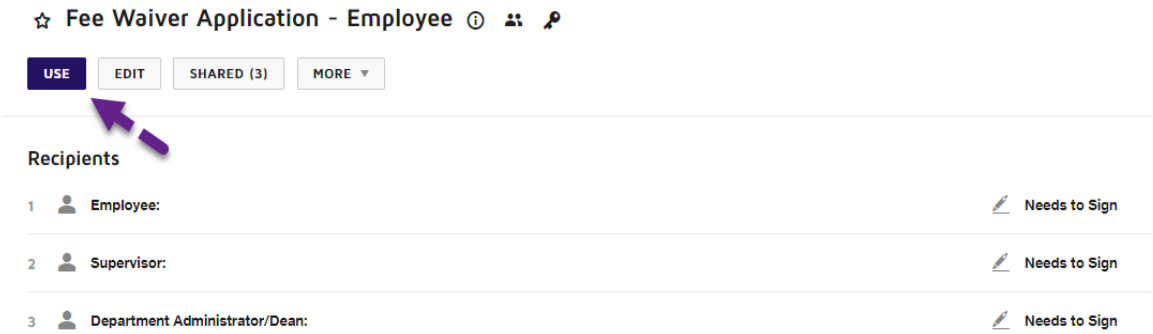
FEE WAIVER DOCUSIGN PROCESS

1. Go to Human Resources website:
    a. Select the "Benefits & Pay" tab
    b. Select the "Fee Waiver" section

2. Select Fee Waiver Application (Employee or Dependent)

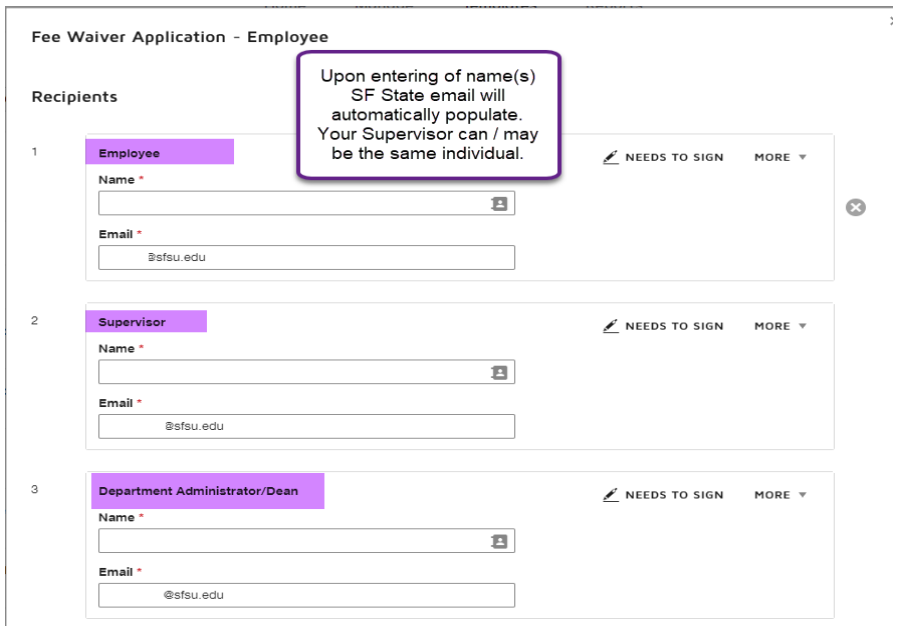


3. Log into DocuSign with your SF State credentials and Duo Authentication
4. Fee Waiver Application will open (Employee or Dependent)
5. Select "Use" to open form

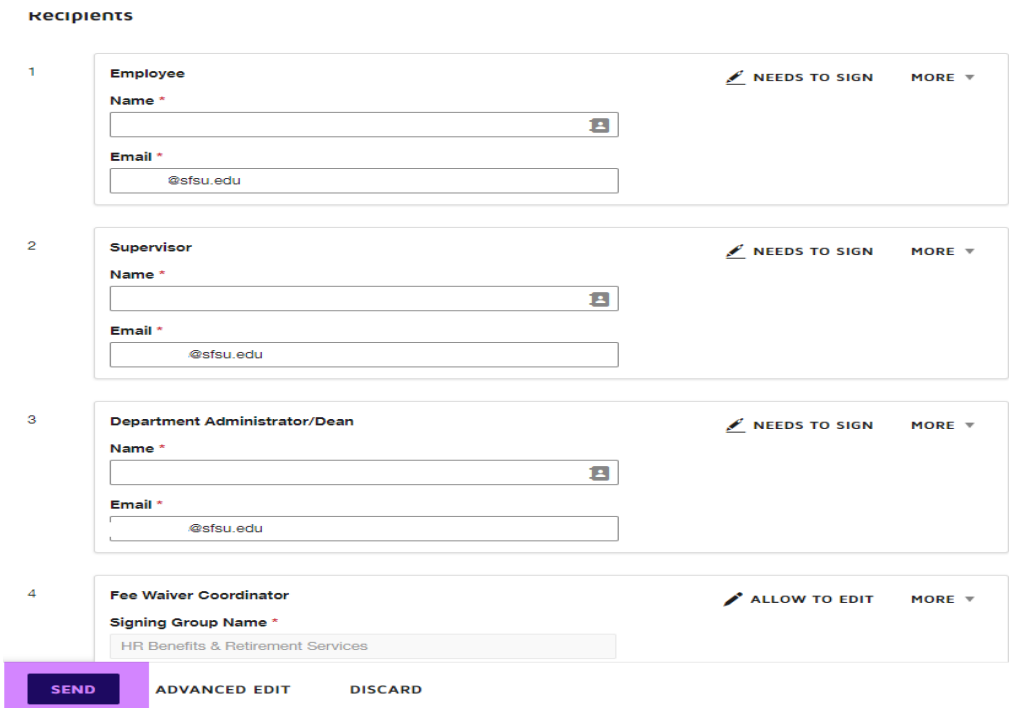


FEE WAIVER DOCUSIGN PROCESS

6. Complete your signature routing (**Employee Fee Waiver Application Only**):
    a. Employee
    b. Supervisor
    c. Department Administrator/Dean

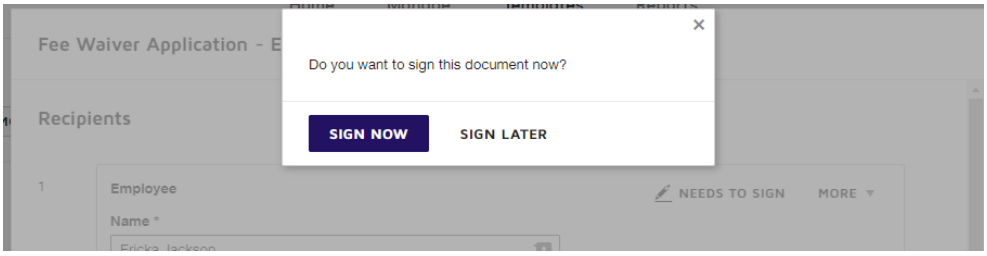


7. Select "Send"

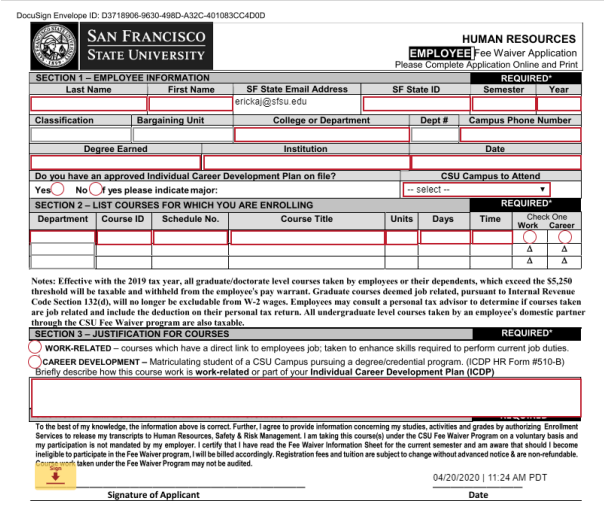


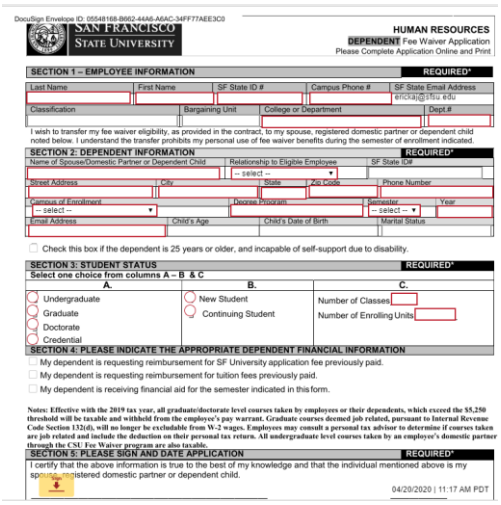
FEE WAIVER DOCUSIGN PROCESS

8. Select “Sign Now”



9. Select “Continue”. Document will open





10. Complete & Sign (If you do not have an electronic signature on file, you will be prompted to create one.

11. Select “Finish”. The document will route to the authorized individuals / departments.

12. Upon completion of all signatures, the employee will receive an email notification and will be able to download for their records.