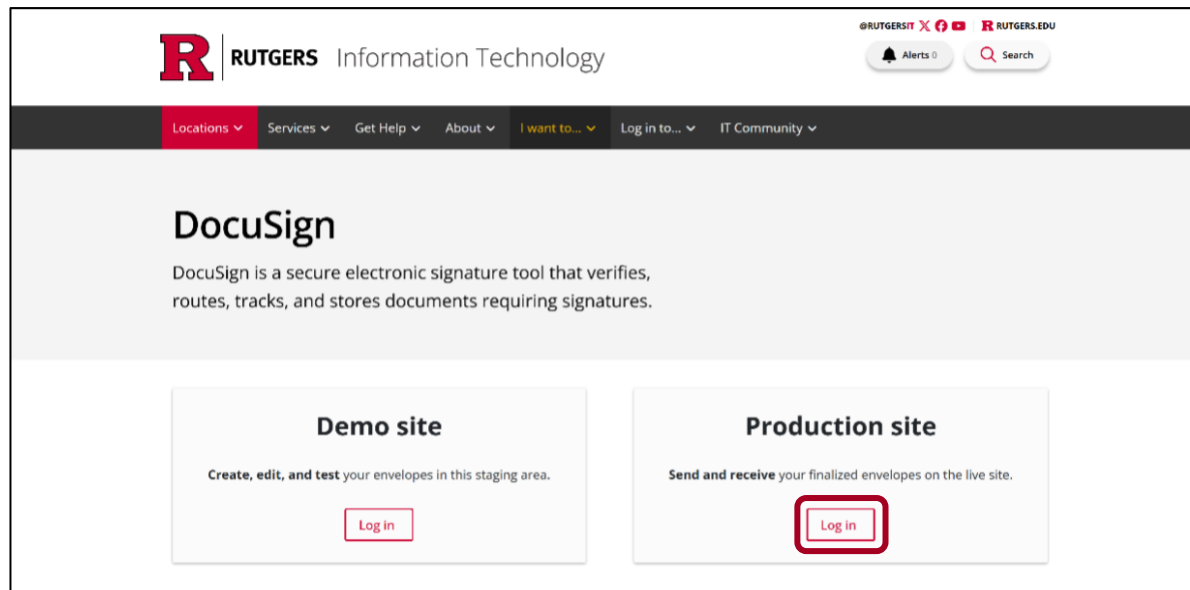


Login to DocuSign

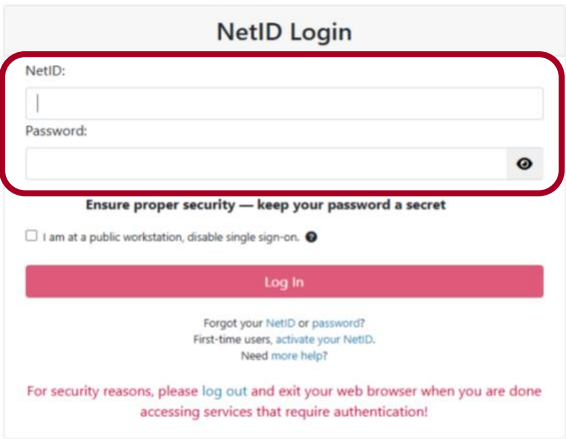
1. The link for Rutgers DocuSign is <https://it.rutgers.edu/docusign/>. Under **Production site**, click **Log in**.



2. Enter your Rutgers email, then click **Next**.

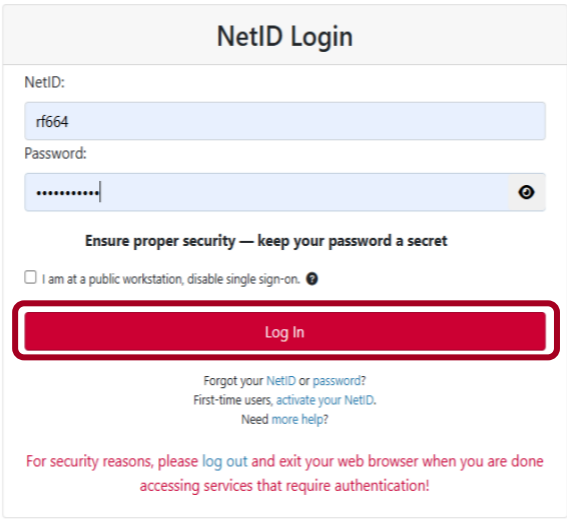
The screenshot shows the DocuSign login form. The title is 'Log in to DocuSign'. Below the title, it says 'Enter your email to log in.' There is a text input field labeled 'Email *' with the email address 'jdoe@ipo.rutgers.edu' entered. The input field is highlighted with a red rectangle. Below the input field is a blue button labeled 'NEXT'. At the bottom of the form, there is a link that says 'Sign Up for Free'.

3. Enter your **NetID** and **Password**.



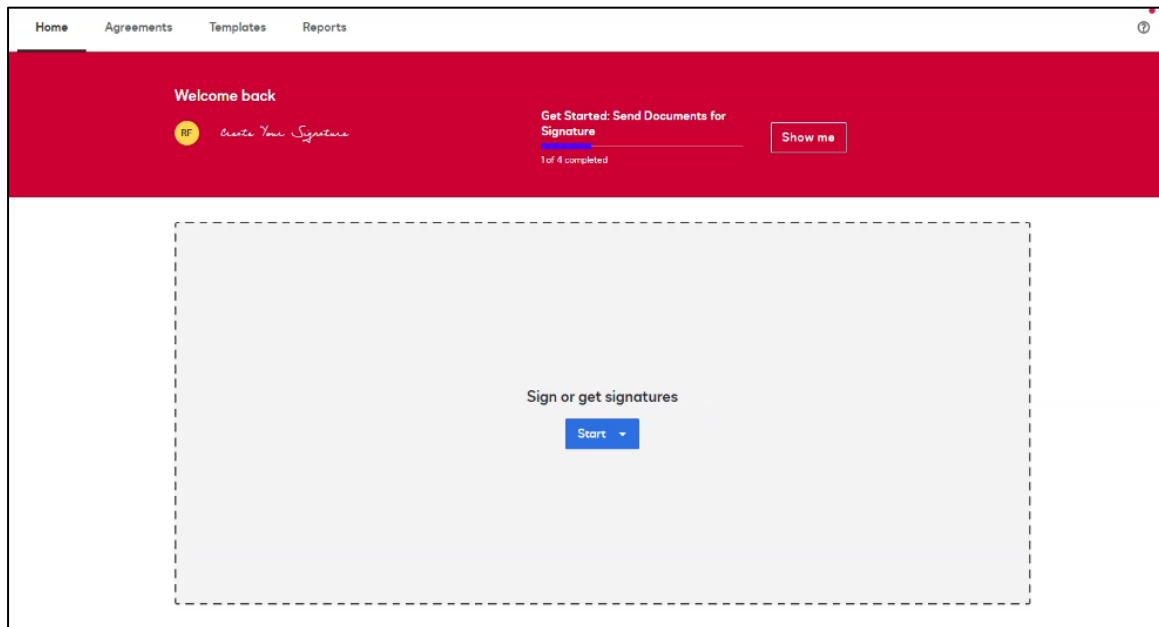
The screenshot shows the Rutgers NetID Login page. At the top is the Rutgers logo. Below it is the title "NetID Login". There are two input fields: "NetID:" and "Password:". The "NetID:" field contains a vertical cursor. The "Password:" field is empty. A red rounded rectangle highlights both input fields. Below the fields is a security notice: "Ensure proper security — keep your password a secret". There is a checkbox labeled "I am at a public workstation, disable single sign-on." with an information icon. Below that is a red "Log In" button. Under the button are links for "Forgot your NetID or password?", "First-time users, activate your NetID.", and "Need more help?". At the bottom is a security warning: "For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!".

4. Click **Log in**.



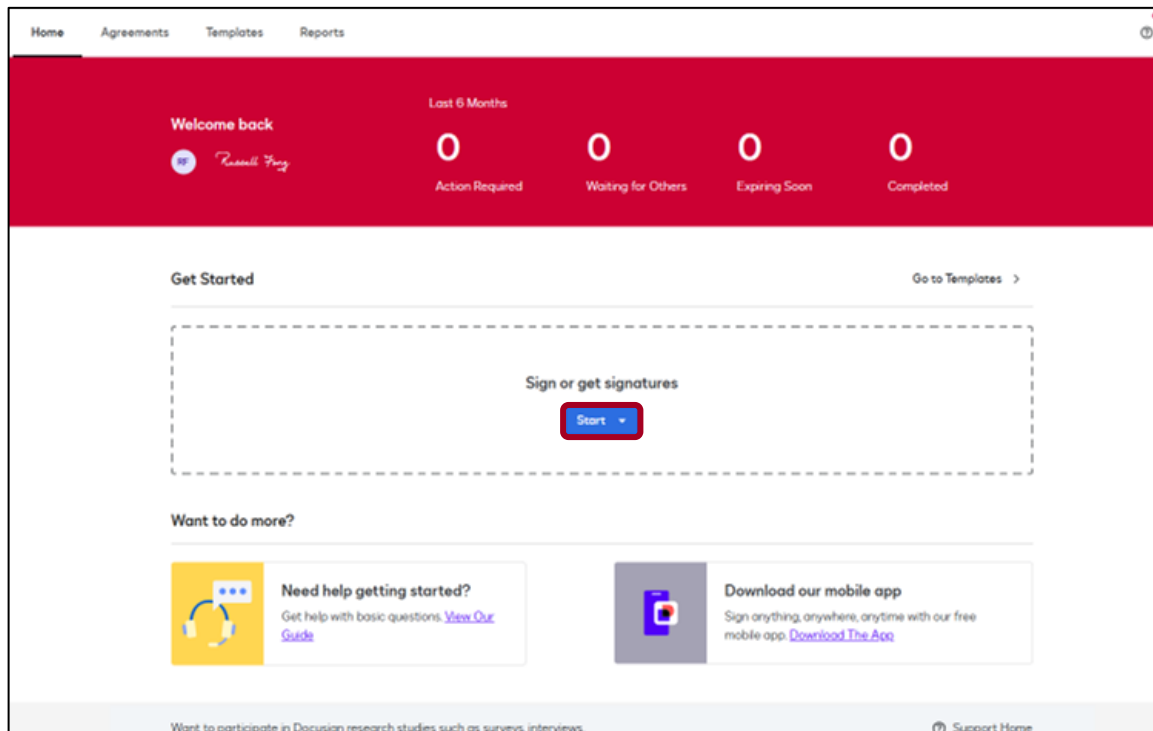
The screenshot shows the Rutgers NetID Login page with the same layout as the previous one. The "NetID:" field now contains the text "rf664". The "Password:" field contains a series of dots. A red rounded rectangle highlights the red "Log In" button. The rest of the page content, including the security notice, checkbox, links, and warning, remains the same.

5. Once logged in, you can create or edit your signature, sign a document that originated in DocuSign, sign a document that didn't originate in DocuSign, or set up an envelope for signing.

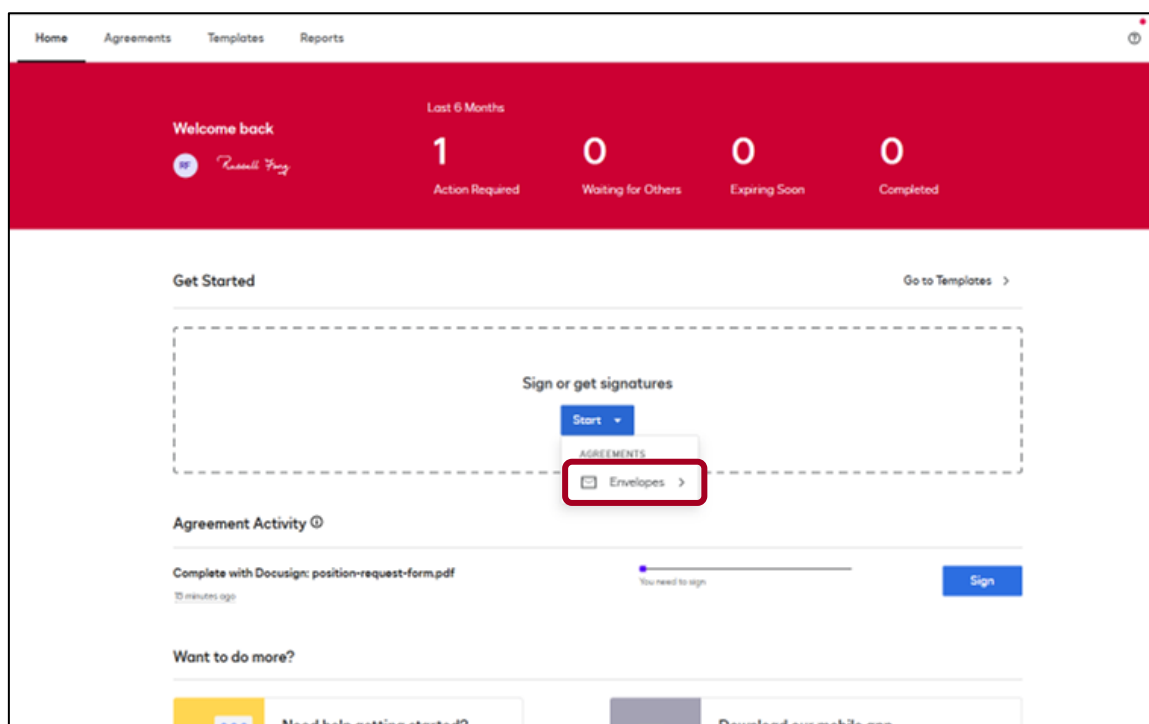


Setting up an Envelope for Signatures

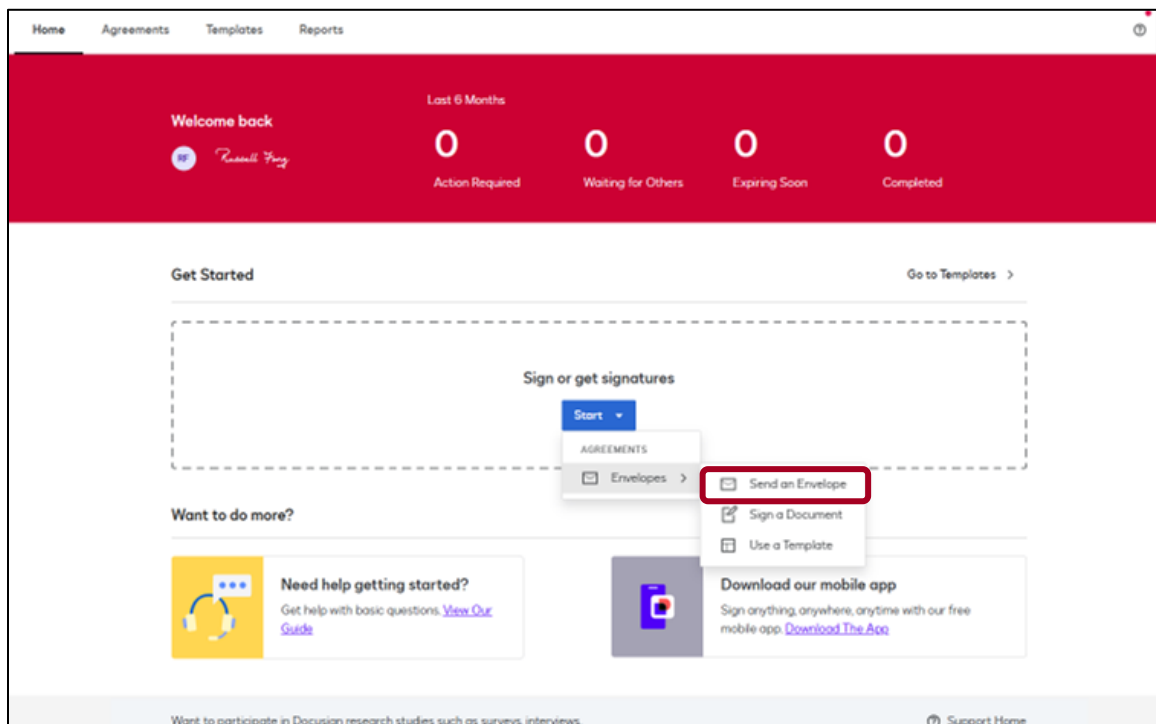
1. Click **Start**.



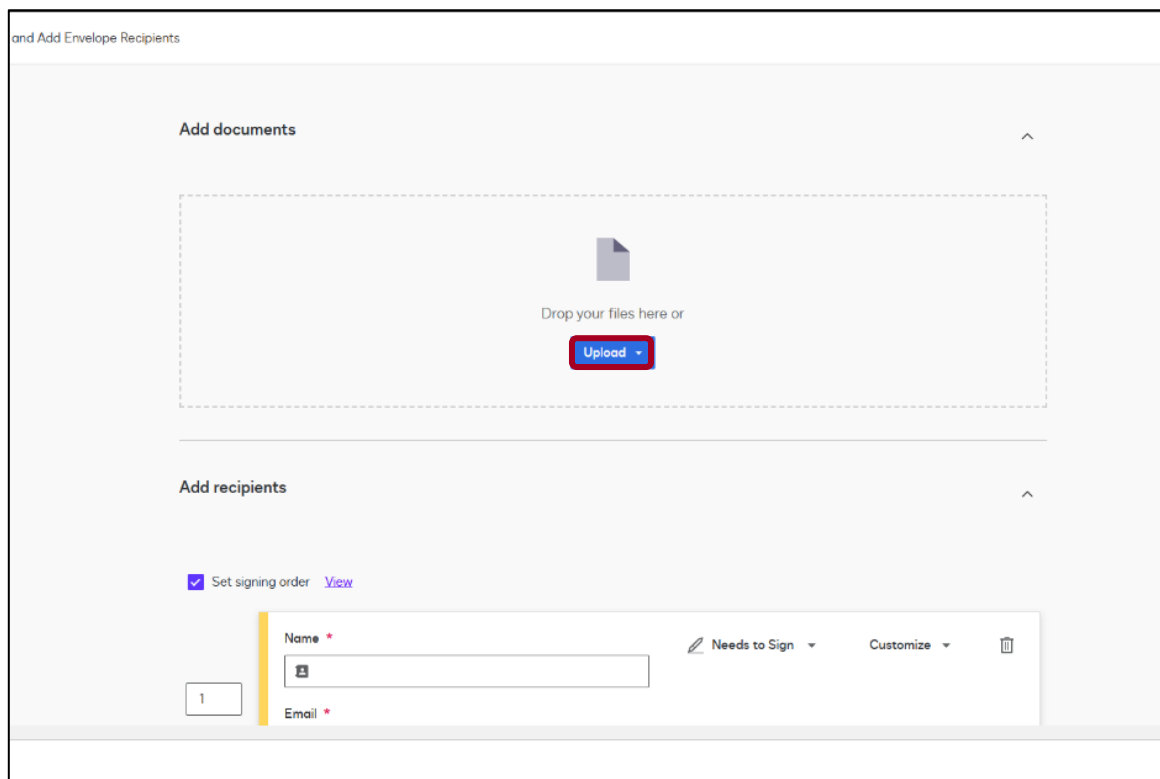
2. Hover over **Envelopes**.



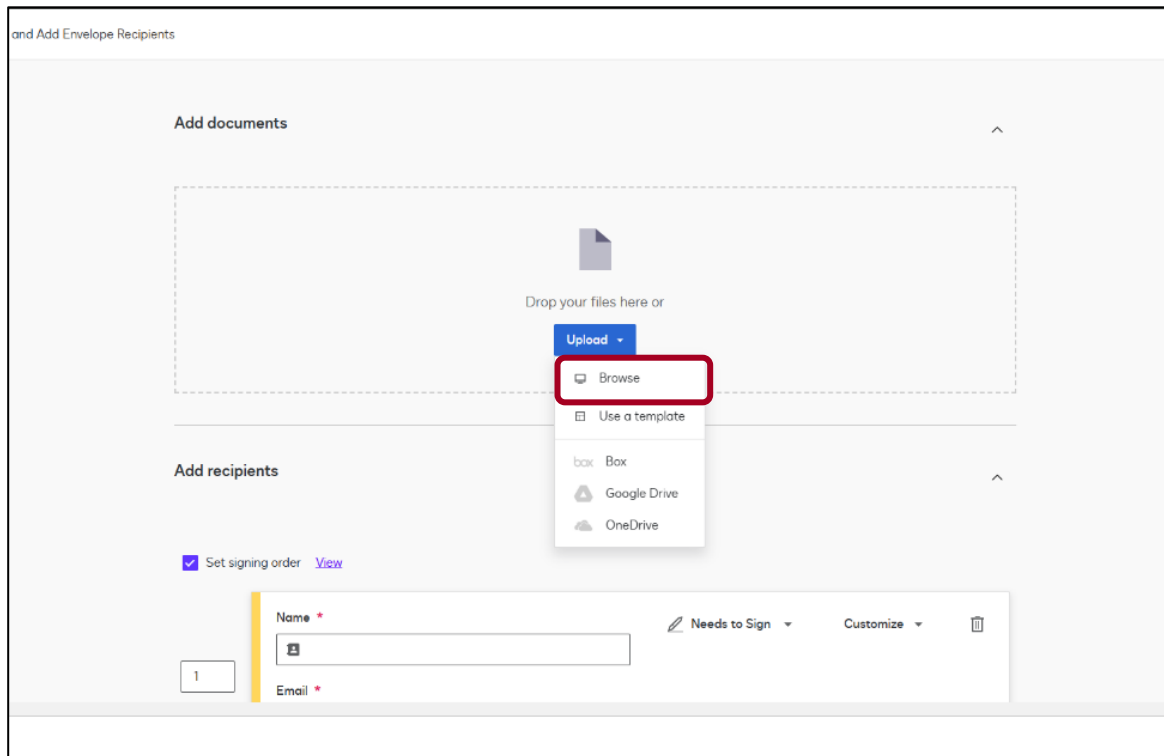
3. Click **Send an Envelope**.



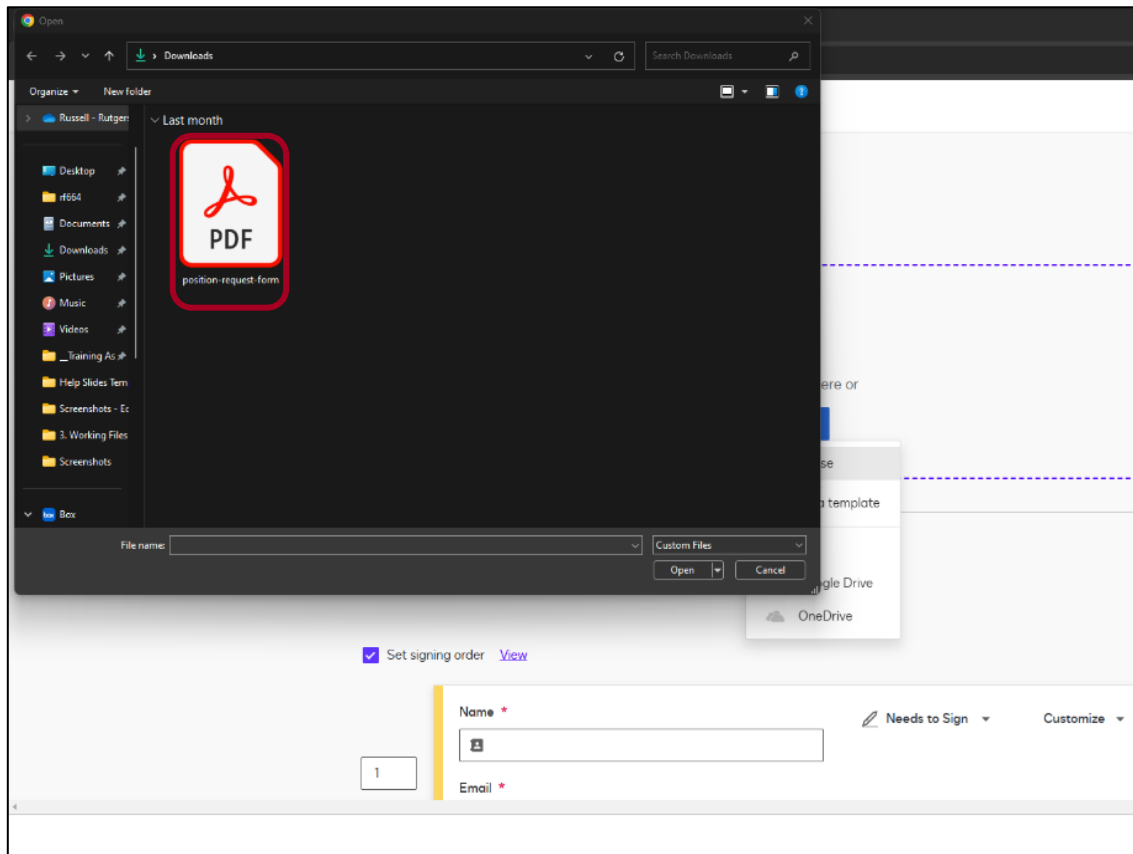
4. Click **Upload**.



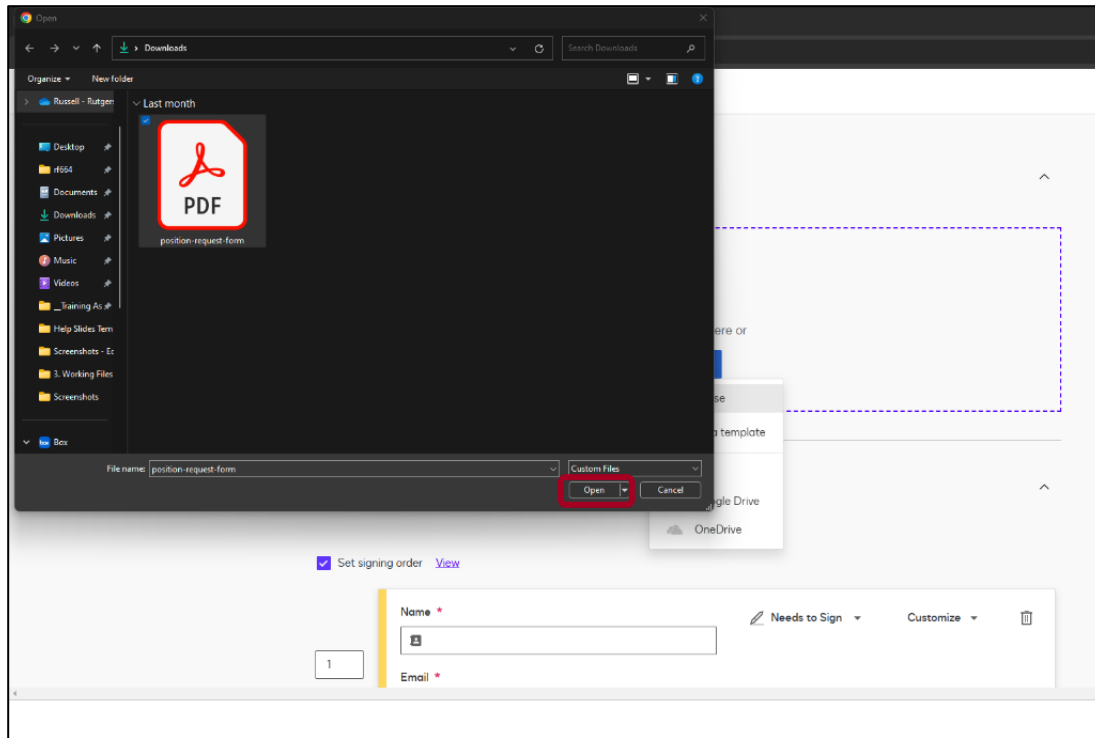
5. Click **Browse**.



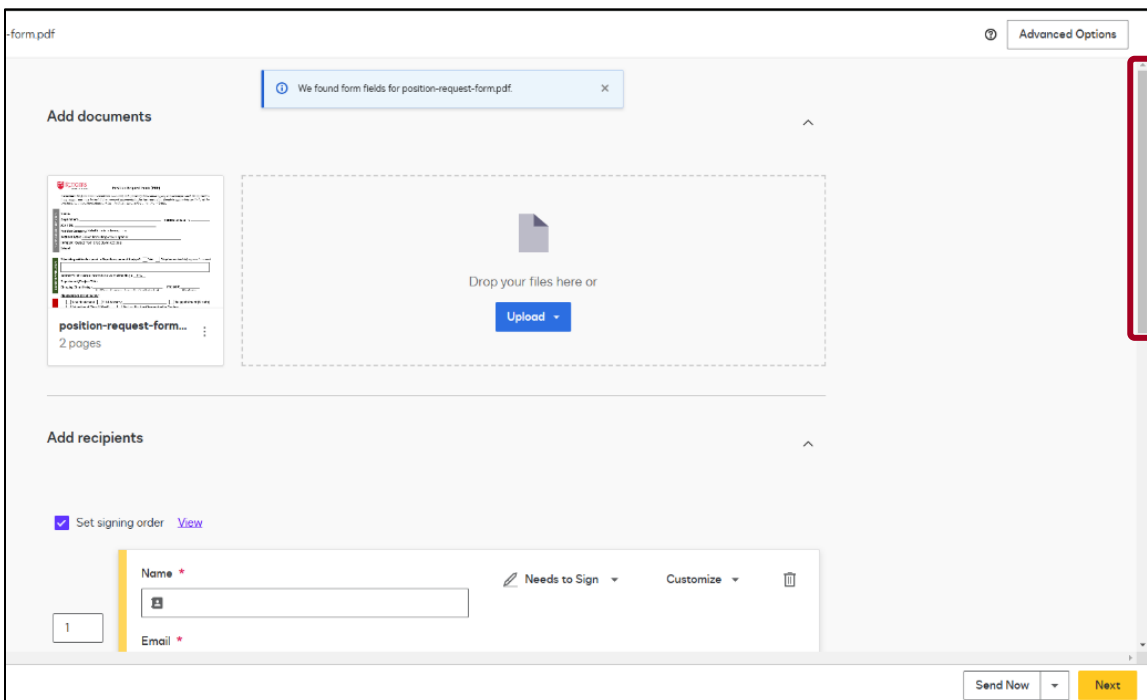
6. Select the file you would like to upload.



7. Click **Open**.



8. Use the scroll bar to scroll down.



9. Enter the **Name** and **Email** of the first recipient.

The screenshot shows the 'request-form.pdf' interface. At the top, there's a notification bar that says 'We found form fields for position-request-form.pdf'. Below this, the 'Add recipients' section is active. It includes a checkbox for 'Set signing order' which is checked, and a 'View' link. A list of recipients is shown, with the first recipient's details in a highlighted box. The 'Name' field is empty, and the 'Email' field is also empty. To the right of the fields are icons for 'Needs to Sign', 'Customize', and a trash icon. Below the list, there's a button labeled 'Add Recipient' and a link for 'Add Delay'. The 'Add message' section is below, with a checkbox for 'Custom email and language for each recipient' which is unchecked. At the bottom, there's an 'Email Subject' field. The 'Send Now' and 'Next' buttons are at the bottom right.

10. Click **Add Recipient** to add another recipient.

The screenshot shows the 'request-form.pdf' interface after adding a recipient. The 'Add recipients' section is still active. The first recipient's details are now filled in: 'Name' is 'Sue Bhuyan' and 'Email' is 'sbhuyan@ipo.rutgers.edu'. The 'Add Recipient' button is highlighted with a red box. The 'Add message' section is still below, with the 'Custom email and language for each recipient' checkbox unchecked. The 'Email Subject' field is still empty. The 'Send Now' and 'Next' buttons are at the bottom right.

11. Enter the **Name** and **Email** of the second recipient.

The screenshot shows a web interface for adding recipients to a document. The title bar says "request-form.pdf" and there is an "Advanced Options" button. The main section is titled "Add recipients". Below this, there is a checkbox "Set signing order" which is checked, with a "View" link. There are two recipient cards. The first card is for "Sue Bhuyan" with email "sbhuyan@ipo.rutgers.edu". The second card is for an unnamed recipient, with the "Name" and "Email" fields highlighted by a red rectangular box. At the bottom of the list are buttons "Add Recipient" and "Add Delay". At the bottom right of the interface are "Send Now" and "Next" buttons.



NOTE: You can change the signing order by switching the numbers next to each recipient.

This screenshot shows the same "Add recipients" form, but with the second recipient's information filled in: "Jessie Garon" with email "jg1890@rutgers.edu". The numbers "1" and "2" next to the recipient cards are each enclosed in a red rectangular box, indicating that the signing order can be changed by moving these numbers. The rest of the interface, including the "Set signing order" checkbox and the "Add Recipient" and "Add Delay" buttons, remains the same.

12. Click **Next**.

request-form.pdf

Advanced Options

Add recipients

☒ Set signing order [View](#)

1

Name *
Sue Bhuyan

Email *
sbhuyan@po.rutgers.edu

Needs to Sign Customize

2

Name *
Jessie Garon

Email *
jg1890@rutgers.edu

Needs to Sign Customize

Add Recipient + Add Delay

Send Now Next

13. Use the scroll bar to scroll to the bottom of the document.

Complete with DocuSign: position-request-form.pdf

Sue Bhuyan

Search Fields

Standard Fields

Signature Initial Date Signed

Name Email Company Title

Text Number Checkbox Dropdown Radio Payment Item

Drawing Formula Attachment Note & more

English (US) Contact Us Terms of Use Privacy

RUTGERS UNIVERSITY - NEWARK

Position Request Form (PRF)

Instructions: this form must be completed, submitted, and approved prior to initiating any transaction for which the approval is being sought, and must be included as approval documentation for the transaction. Complete appropriate section(s) of the form based on the Position Category. Attach the Classification & Recruitment Form (CARF).

REQUESTOR'S INFORMATION

Name: _____

Department: _____ HCM Dept Code #: _____

Job Title: _____

Position Category: Select from drop down options

Request Type: Select from drop down options

Campus: Select from drop down options

School: _____

Was this position included in Workforce annual budget? ☐ Yes ☐ No (if no, provide brief explanation below)

Indicate % of salary allocated to external funding = 0%

Next

14. Click **Signature** then drag and drop it to the location where the first recipient needs to sign.

Complete with DocuSign: position-request-form.pdf

Sue Bhuyan

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Number
- Checkbox
- Dropdown
- Radio
- Payment Item
- Drawing
- Formula
- Attachment
- Note
- Annotation

Requestor's Signature _____ Date _____

AUTHORIZED SIGNATURES
By signing below, I am indicating my support for this position request.

Department Head (print name & title) _____ Signature _____ Date _____

Budget Review (print name & title) _____ Signature _____ Date _____

Dean (print name & title) _____ Signature _____ Date _____

ELT Members Approvals

Budget Review (print name & title) _____ Signature _____ Date _____

15. Click **Date Signed** then drag and drop it to the location for date.

Complete with DocuSign: position-request-form.pdf

Sue Bhuyan

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Number
- Checkbox
- Dropdown
- Radio
- Payment Item
- Drawing
- Formula
- Attachment
- Note
- Annotation

Requestor's Signature _____ Date _____

AUTHORIZED SIGNATURES
By signing below, I am indicating my support for this position request.

Department Head (print name & title) _____ Signature _____ Date _____

Budget Review (print name & title) _____ Signature _____ Date _____

Dean (print name & title) _____ Signature _____ Date _____

ELT Members Approvals

Budget Review (print name & title) _____ Signature _____ Date _____

16. Click **Signature** then drag and drop it to the location where the second recipient needs to sign.

Complete with DocuSign: position-request-form.pdf

Sue Bhuyan

Search Fields

Standard Fields

- ☒ Signature
- ☐ Date Signed
- ☐ Name
- ☐ Email
- ☐ Company
- ☐ Title
- ☐ Text
- ☐ Number
- ☐ Checkbox
- ☐ Dropdown
- ☐ Radio
- ☐ Payment Item
- ☐ Drawing
- ☐ Formula
- ☐ Attachment
- ☐ Note
- ☐ Anonymous

Requestor's Signature _____ Date _____

AUTHORIZED SIGNATURES
By signing below, I am indicating my support for this position request.

Sign
↓

Department Head (print name & title) _____ Signature _____ Date Signed _____

Budget Review (print name & title) _____ Signature _____ Date _____

Dean (print name & title) _____ Signature _____ Date _____

ELT Members Approvals

Budget Review (print name & title) _____ Signature _____ Date _____

17. On the menu on the left, click the drop-down box for the recipient's name.

Sun Shuhan

Search Fields

Standard Fields

Signature

Initial

Date Signed

Name

Email

Company

Title

Text

Number

Checkbox

Dropdown

Radio

Payment Item

Drawing

Formula

Attachment

None

Requestor's Signature

Date

AUTHORIZED SIGNATURES

By signing below, I am indicating my support for this position request.

Sign

Date Signed

Department Head (print name & title)

Signature

Date

Budget Review (print name & title)

Signature

Date

Dean (print name & title)

Signature

Date

ELT Members Approvals

Budget Review (print name & title)

Signature

Date

18. Select the name of the second recipient from the drop down.

Complete with DocuSign: position-request-form.pdf

Sue Bhuyan

Sue Bhuyan

Jessie Garon

AUTHORIZED SIGNATURES

By signing below, I am indicating my support for this position request.

Sign

Date Signed

Department Head (print name & title) Signature Date

Budget Review (print name & title) Signature Date

Dean (print name & title) Signature Date

ELT Members Approvals

Budget Review (print name & title) Signature Date

Chancellor/SLT (print name & title) Signature Date

19. The field will change to the color corresponding to the selected person. Click **Signature** then drag and drop it to the location where the second recipient needs to sign.

Jessie Garon

Search Fields

Standard Fields

Signature

Initial

Date Signed

Name

Email

Company

Title

Text

Number

Checkbox

Dropdown

Radio

Payment Item

Drawing

Formula

Attachment

AUTHORIZED SIGNATURES

By signing below, I am indicating my support for this position request.

Sign

Date Signed

Department Head (print name & title) Signature Date

Budget Review (print name & title) Signature Date

Dean (print name & title) Signature Date

ELT Members Approvals

Budget Review (print name & title) Signature Date

Chancellor/SLT (print name & title) Signature Date

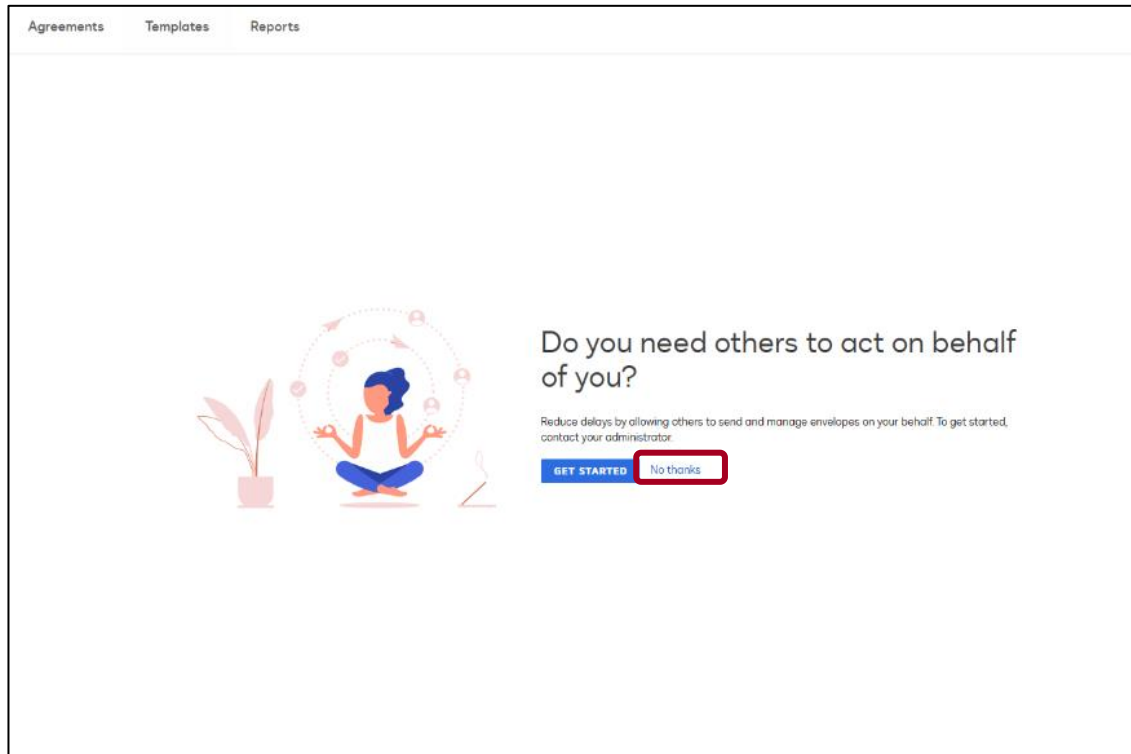
20. Click **Date Signed** then drag and drop it to the location for date.

The screenshot shows the DocuSign interface for a document titled "position-request-form.pdf". On the left, a sidebar lists "Standard Fields" including "Signature", "Initial", and "Date Signed", with "Date Signed" highlighted by a red box. The main area displays the "AUTHORIZED SIGNATURES" section with the instruction "By signing below, I am indicating my support for this position request." Below this, there are signature lines for "Department Head (print name & title)", "Budget Review (print name & title)", and "Dean (print name & title)". Each line has a "Sign" button and a "Date" field. The "Date" field for the "Budget Review" line is highlighted with a red box. Below the signature lines, there is a section for "ELT Members Approvals" with similar signature and date fields. The bottom of the interface shows a "SEND" button.

21. Click **Send**.

This screenshot shows the same DocuSign interface as the previous one, but with the "SEND" button highlighted in red. The "AUTHORIZED SIGNATURES" section is visible, showing the signature lines for "Department Head", "Budget Review", and "Dean". The "Date" field for the "Budget Review" line is highlighted with a red box. The bottom of the interface shows a "SEND" button highlighted in red. The sidebar on the right shows the "Rules" section with "OPEN RULES" and "Formatting" options.

22. This screen may appear. Click **No thanks**.



24. The process is complete. You will be taken to your **Inbox** which will display your completed forms and sent envelopes. **Status** keeps track of how many people still need to sign. Once the document is signed by all designated signers, you'll receive a completed copy in email.

