

Position Request Form Process

Here is a link to the program. Please save as a favorite for future access:

<https://app2.docusign.com/home>

We have finalized the Position Request Form in its new iteration and you can find it on the [Partner Resources](#) web page.

The expectation completing the form includes the following steps:

1. Open the form from the web page (see link above)
2. "Save as" the PDF copy to an I Drive location
3. Complete all form fields pertinent to the current request
4. Ensure all documentation needed to support the request are available and in the same folder
5. Combine all documents with the form on top with Adobe Pro
6. Log into DocuSign
7. Select "New" & "Send an Envelop"
8. Upload the combined form to DocuSign
9. Select "Set signing order"
10. Add signers name and email address
11. Include an email message as needed
12. Select "NEXT"
13. Select "Keep PDF form data"
14. Select and drag Signature and Date Signed fields into the form to their appropriate location
15. Ensure the correct name is attached to each signature and date from the drop down menu as you insert them
16. When all the fields have been set, "Send" the document and it will go to the first signer in line to approve
17. When that signer completes the process it will automatically be sent to the next signer and so on
18. You should be able to see who the document is with at any given time

I am at your disposal to help you through this entire process, so don't hesitate to reach out to me if you have any questions!

Here are a couple of links with helpful content!

UW IT Connect Webpage: <https://itconnect.uw.edu/work/administrative-systems/esignatures/>

DocuSign support webpage: <https://support.docusign.com/>

Thanks,

Partner Resources