


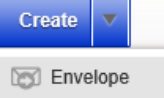

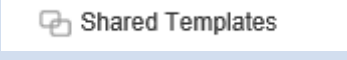
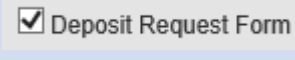







DEPOSIT REQUEST FORM – CHEAT SHEET

REQUESTER Step 1 – Setup:

<p>https://my.pitt.edu</p> 	<p>DocuSign</p> 	<p>Manage</p> 	<p>Create > Envelope</p> 
<p>Choose an Online Document</p> 	<p>Shared Templates</p> 	<p>Deposit Request Form</p> 	<p>Add</p> 


Step 2 – Attachments: e.g., Provost's approval.

<p>Browse from My Computer</p> 	<p>or Choose an Online Document (e.g., for a Box document)</p> 	<p>Add</p> 
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Step 3 – Recipients: 1. **Requester** – fill in your name and email. 2. **Dean, Director or Campus President** - fill in recipient name and email. 3. **Senior Officer** – fill in recipient name and email, ****Health Sciences only****. All other areas should click the “x” button  to remove this signer. Do not edit the Provost role.

Step 4 – Email Message and Envelope Settings: Put a description of the form in the subject line and customize the Email Message as desired. **Do not remove the New Item Type or DocuSign Help URLs from the body of the email.** Do not edit the Envelope Settings section.

Step 5 – Sending the Form: Double check that all attachments have been included. Attachments cannot be added after exiting this screen.

<p>Next</p> 	<p>Send</p> 	<p>Send Anyway > Yes</p>  	<p>Fill in highlighted fields > Finish</p> 
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To view the form's progress, go to **DocuSign > Manage > Search Folders > Out for Signature > Summary**. You will receive an email notification when each role completes the form, and a final email with the completed document attached. If you need to cancel the form, open the form and go to **Other Actions > Void**.

DEAN, DIRECTOR or CAMPUS PRESIDENT / SENIOR OFFICER (Health Sciences only) / PROVOST: You will receive an email stating that you have been sent a document to review and sign. Click the **Review Documents** link in the email, and click in the highlighted field on the form to sign. Click **Finish** to finalize your changes and route the document to the next recipient.

**ALL RECIPIENTS WILL RECEIVE A FINAL EMAIL WITH THE COMPLETED DOCUMENT ATTACHED.
DOUBLE-CHECK THE COMPLETED DOCUMENT FOR ANY COMMENTS OR CHANGES.**

DocuSign Support: <https://support.docusign.com> (DocuSign > Home > Need Help?)

“Other Actions” Guide: <https://support.docusign.com/en/guides/cdse-user-guide-signing-sign-other-actions-new>