

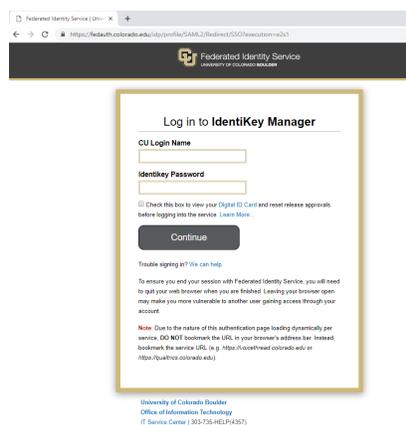
# Compensation Project Position Description – DocuSign Instructions

## CIRES IT

How to get your position description for the compensation project uploaded to DocuSign and digitally signed.

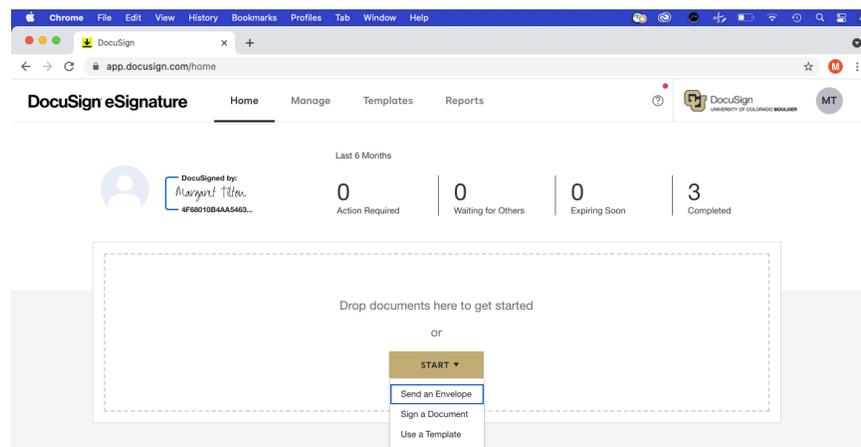
### Step 1

Browse to <http://docusign.colorado.edu/> and login with your IdentiKey and IdentiKey password.



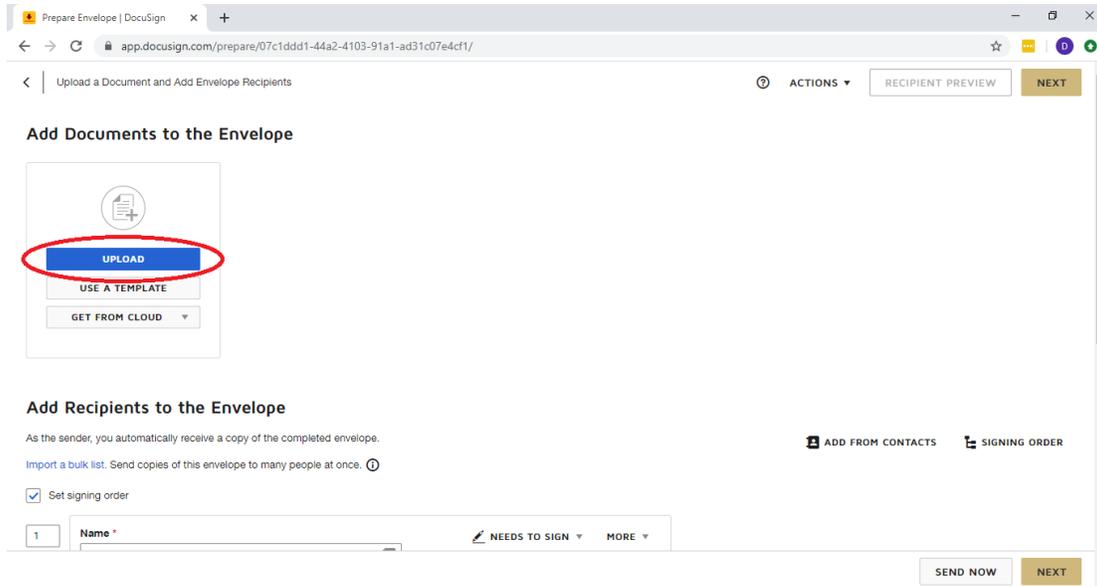
### Step 2

Once logged in, click the “Start” button and click “Send an Envelope”



### Step 3

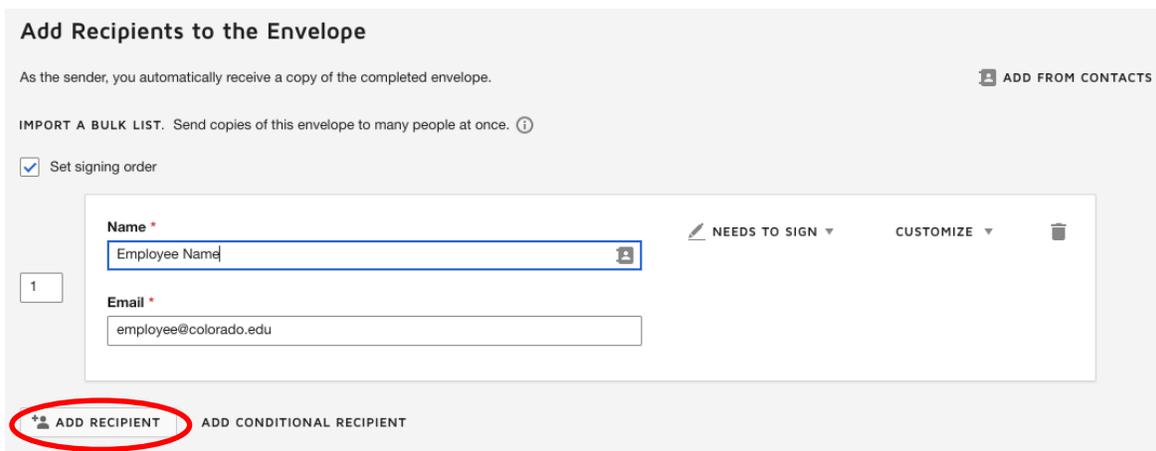
Click the Upload button and browse to where you saved your position description that you need signed. Select the document and click open.



You will see a small preview of the document that you just uploaded.

### Step 4

Now it's time to add the recipients that will need to sign the document (this includes yourself). Scroll down to the "Add Recipients to the Envelope" section. Enter your name and email in the first recipient box. Then click the Add Recipient button.



## Step 5

Enter the name of your supervisor and their email address.

Set signing order

1

**Name \***  
Employee Name

**Email \***  
employee@colorado.edu

NEEDS TO SIGN CUSTOMIZE

2

**Name \***  
Supervisor Name

**Email \***  
supervisor@colorado.edu

NEEDS TO SIGN CUSTOMIZE

**Note:** you do *not* need to list [cireshr@colorado.edu](mailto:cireshr@colorado.edu) as a recipient. CIRES HR will automatically receive your position description when it is uploaded to InsideCIRES.

## Step 6

Scroll down and make any adjustments to the message that your supervisor will receive. Click Next when done.

**Message to All Recipients**

Custom email and language for each recipient

**Email Subject \***  
Please DocuSign: Employee\_Job\_Description.docx

Characters remaining: 54

**Email Message**  
Hi, here's my job description for you to DocuSign.

If a window pops up with the title “Manage PDF form field data,” choose the bullet point that says “Keep PDF Form Data.”

## Step 7

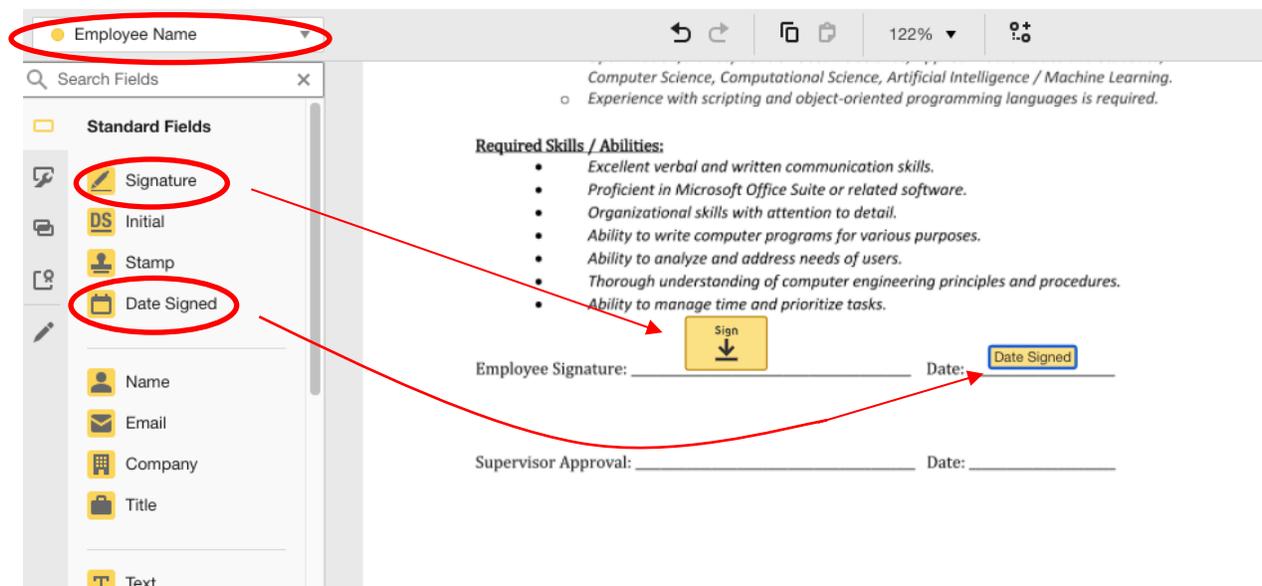
In the bottom right corner, click the Next button:



Then scroll down to the bottom of the document in the window that displays the position description.

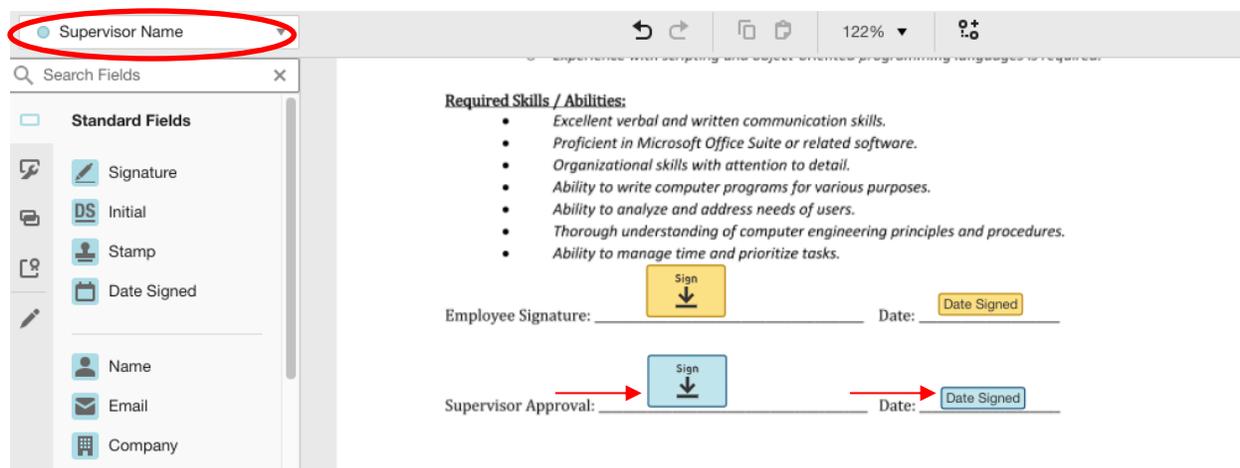
## Step 8

Make sure that the dropdown box in the top left corner shows your name (This is “Employee Name” in the screenshot below). Drag and drop the signature box to underneath your name. Drag and drop the date into the date field.



## Step 9

Change the dropdown box to your supervisor’s name, and drag and drop the Signature and Date icons into the proper locations.



## Step 10

Click the Send button in the bottom right corner of the window.

## Step 11

Since your name is the first recipient, you will receive an email asking if you want to sign the document. If you don't see this, click on the Manage tab in DocuSign and you will see a message about DocuSigning your document:

Subject	Status	Last Change
<input type="checkbox"/> Please DocuSign: Employee_Job_Description.docx	0/1 done Need to Sign	9/22/2021 05:00:46 pm

## Step 12

Follow the DocuSign prompts to sign the document. Once you are done, an email will automatically be sent to your supervisor notifying them that they need to sign the document. After they've signed the document, you'll receive an email from DocuSign letting you know the document has been completed. It includes a link to the signed document.

## Step 13

Download your signed document. You only need to download the document itself, not the signed certificate of completion. Navigate to <http://insidecires.colorado.edu/hr/my/personnel/> and upload the the signed PDF.

# Need Additional Help?

Please contact CIRES IT with any question or comments you may have.

Email: [ciresithelp@colorado.edu](mailto:ciresithelp@colorado.edu)

Phone: 303-735-4200

Main Office: CIRES 216

