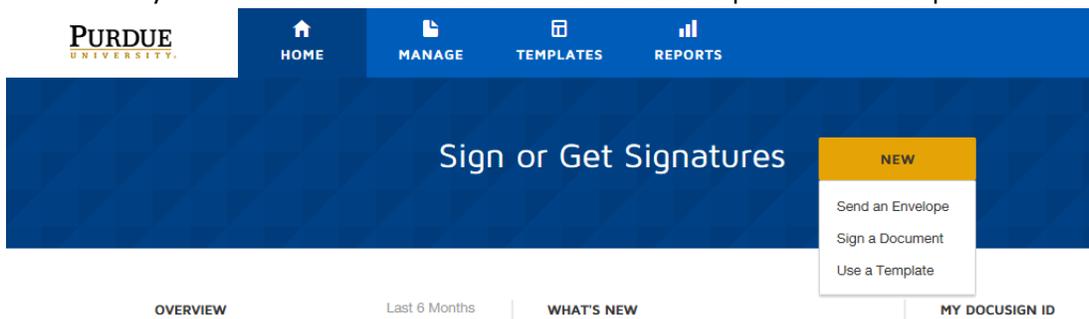


ROUTING YOUR DEPARTMENTAL STUDY ABROAD PROGRAM RATE REQUEST FORM

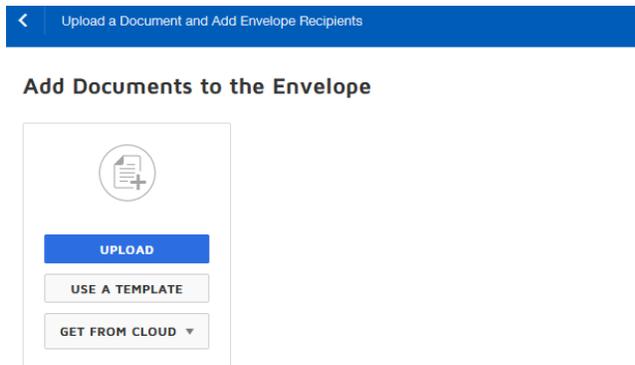
There are three different ways you can route your rate request form for the necessary signatures: entirely on paper, on paper and in DocuSign, or entirely in DocuSign. Regardless of how you choose to submit your rate request form to the Study Abroad Office, you will receive it back via DocuSign.

These directions are for departments that want to route rate request forms entirely via DocuSign. At this time we recommend you fill out the rate request form in its Excel format and only upload it when it is ready for routing for signatures. Please note: rate request forms for multiple programs should NOT be submitted all together in one file – they should each be contained in their own file. They should also be separate from the program proposal file as they have different signature routing. **Please use this file naming convention: RR-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY**

- 1) Log in to DocuSign <https://one.purdue.edu/task/all/docusign>
- 2) Click on the yellow “NEW” button and select “Send an Envelope” from the drop-down menu.



- 3) Click the blue “UPLOAD” button to upload your completed rate request form (in PDF format).



- 4) Scroll down to the “Add Recipients” section and check the “Set Signing Order” box. This is where you will enter who needs to sign the rate request form and in which order they should sign it. You should enter signers for the following roles: Department Head, Dean of School

Add Recipients to the Envelope

As the sender, you automatically receive a copy of the completed envelope.

ADD FROM CONTACTS SIGNING ORDER

Set signing order

Name			
Email			

ADD RECIPIENT

NOTE: If you are new to DocuSign, you can utilize the Quick Reference Cards posted here:
<https://spa2013.itap.purdue.edu/itea/docusign/Pages/DocuSign%20Support.aspx>

5) After you've entered the routing for your department, enter the Study Abroad Office routing information exactly as pictured below.

1	<input type="text" value="Meghan L Smith"/>	CC RECEIVES A COPY ▾	MORE ▾
	<input type="text" value="smith243@purdue.edu"/>		
1	<input type="text" value="Paula Memmer"/>	NEEDS TO SIGN ▾	MORE ▾
	<input type="text" value="pmemmer1@purdue.edu"/>		
2	<input type="text" value="Brian Harley"/>	NEEDS TO SIGN ▾	MORE ▾
	<input type="text" value="bharley@purdue.edu"/>		
3	<input type="text" value="Amy Wright"/>	NEEDS TO SIGN ▾	MORE ▾
	<input type="text" value="wrightaj@purdue.edu"/>		
4	<input type="text" value="Kristi Mickle"/>	NEEDS TO SIGN ▾	MORE ▾
	<input type="text" value="kmickle@purdue.edu"/>		
5	<input type="text" value="Tim Riley"/>	CC RECEIVES A COPY ▾	MORE ▾
	<input type="text" value="tdriley@purdue.edu"/>		
5	<input type="text" value="Shannon Williams"/>	CC RECEIVES A COPY ▾	MORE ▾
	<input type="text" value="skelley@purdue.edu"/>		
5	<input type="text" value="Michelle Fulk"/>	CC RECEIVES A COPY ▾	MORE ▾
	<input type="text" value="mfulk@purdue.edu"/>		

6) After you've correctly entered the signing order, click on the yellow "NEXT" button in the upper right hand corner.

Upload a Document and Add Envelope Recipients ACTIONS ▾ **NEXT**

GET FROM CLOUD ▾

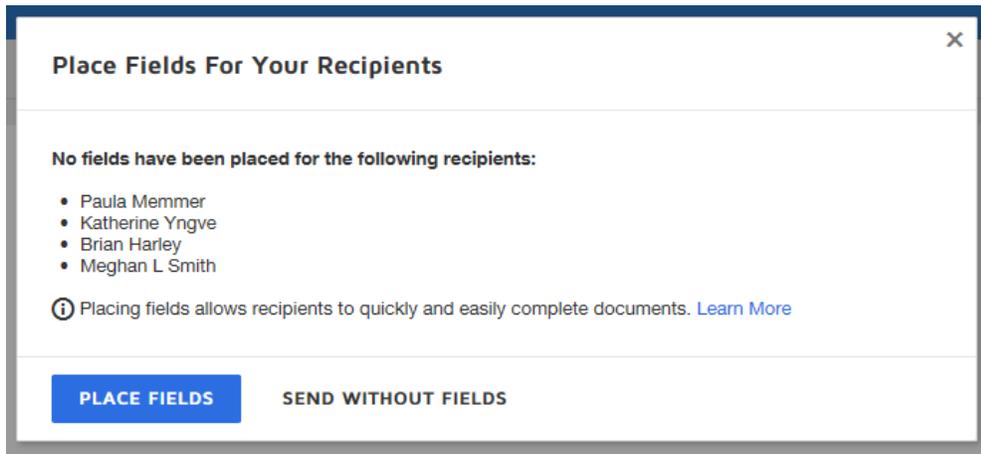
- 7) This screen is where you will assign signing fields for the members of your department/college that you listed in the signing order. You WILL NOT assign signing fields for staff outside of your department/college. After you've assigned the appropriate files, click the yellow "SEND" button in the upper right hand corner.

NOTE: If you are new to DocuSign, you can utilize the Quick Reference Cards posted here:

<https://spa2013.itap.purdue.edu/itea/docusign/Pages/DocuSign%20Support.aspx>



- 8) You will then receive a message requesting that you place fields for the staff you did not assign fields to in Step 7. Do not do this! Click the "SEND WITHOUT FIELDS" button (it doesn't look like a button, but it is). An example with a shortened list of recipients is pictured here.



- 9) That's it! You will receive a notification that the document has been completed after all parties in the Study Abroad Office have signed off on your rate request form. This notification email will include a link to your form where it is stored in DocuSign.

To track where your proposal is at in the approval process, please reference these directions:

<https://support.docusign.com/en/guides/ndse-user-guide-managing-documents>

To turn off viewing confirmation emails and other notifications, please reference these directions:

<https://spa2013.itap.purdue.edu/itea/docusign/Pages/DocuSign%20-%20Account%20Management.pdf>