

## Procedure Guidelines and Business Process Guide

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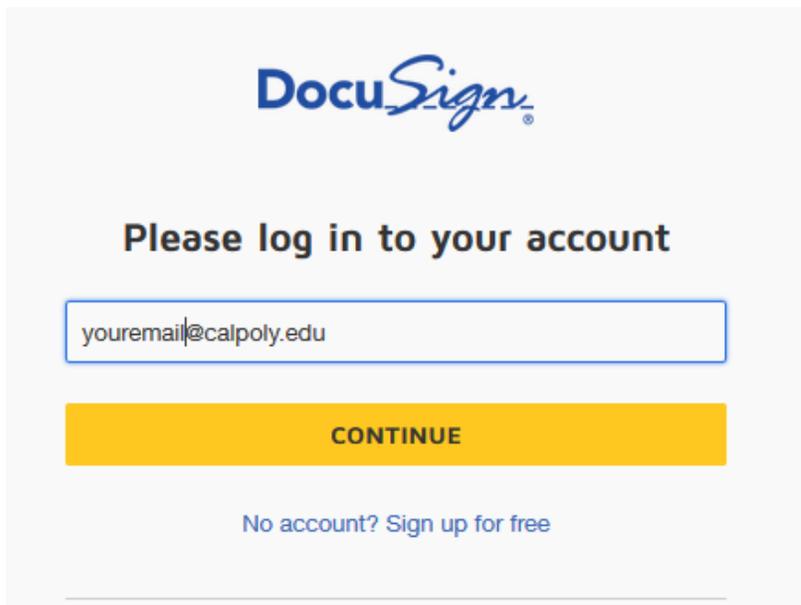
**Department:** Campus Wide

**Procedure Title:** View UCP Fund Decline/Void Reason in DocuSign Walkthrough Guide

**Date:** 10/31/2017

**Requestor Process:**

1. Log into your DocuSign account and then Cal Poly portal:

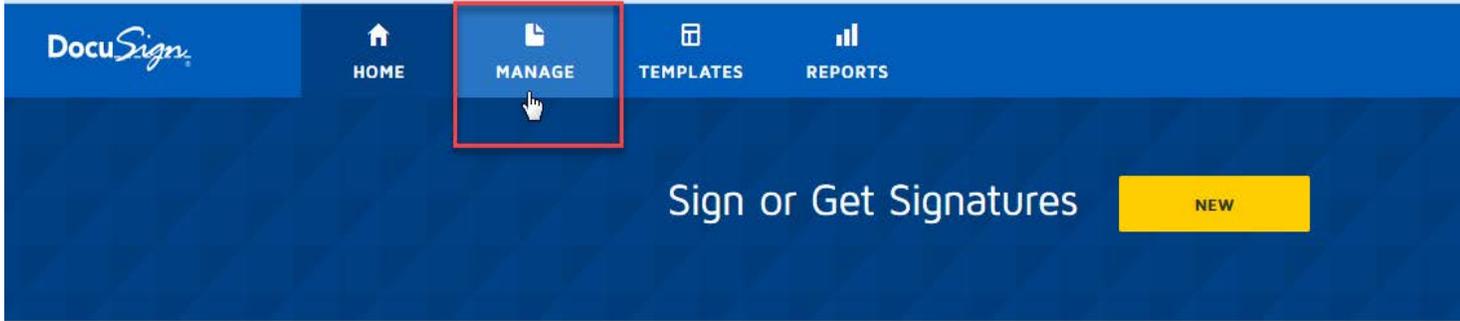


The image shows the DocuSign login interface. At the top is the DocuSign logo. Below it is the text "Please log in to your account". There is a text input field containing "youremail@calpoly.edu". Below the input field is a yellow button labeled "CONTINUE". At the bottom, there is a link that says "No account? Sign up for free".

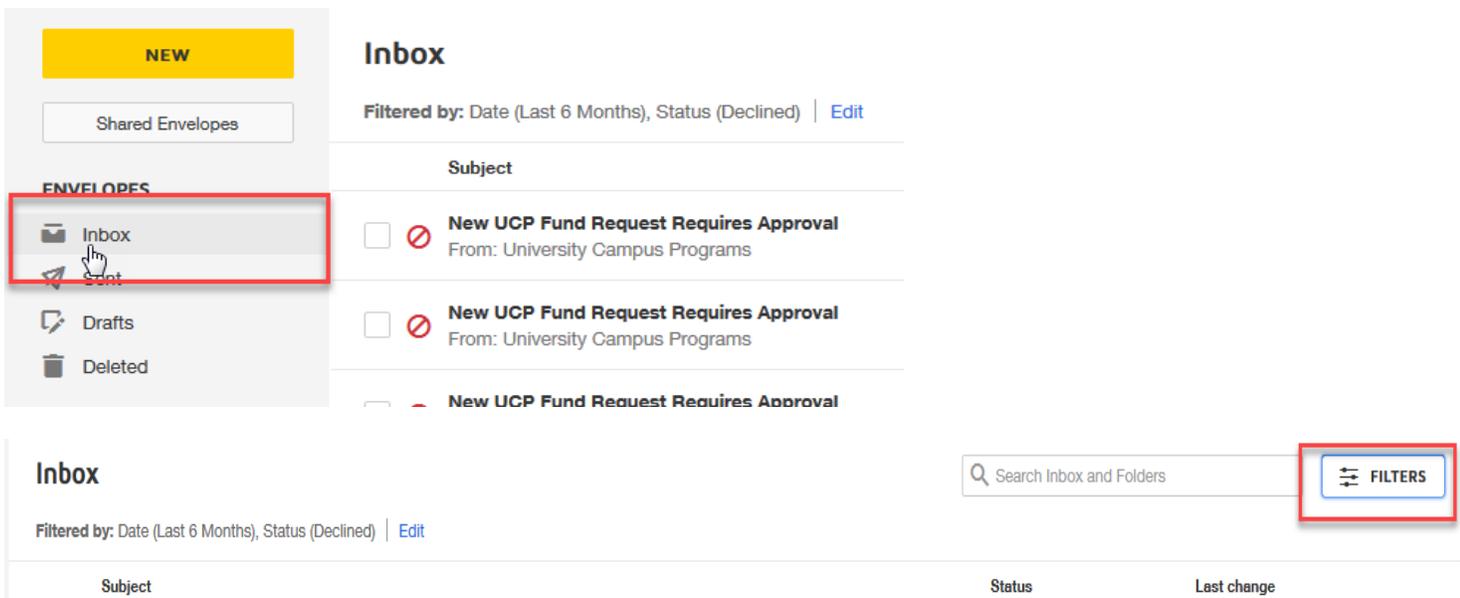


The image shows the Cal Poly login interface. At the top is the Cal Poly logo with "SAN LUIS OBISPO" underneath. Below the logo are two input fields: "Username" with the text "username" and "Password" with a masked password of ten dots. Below the password field is a link that says "Need Help?". At the bottom is a "Sign In" button.

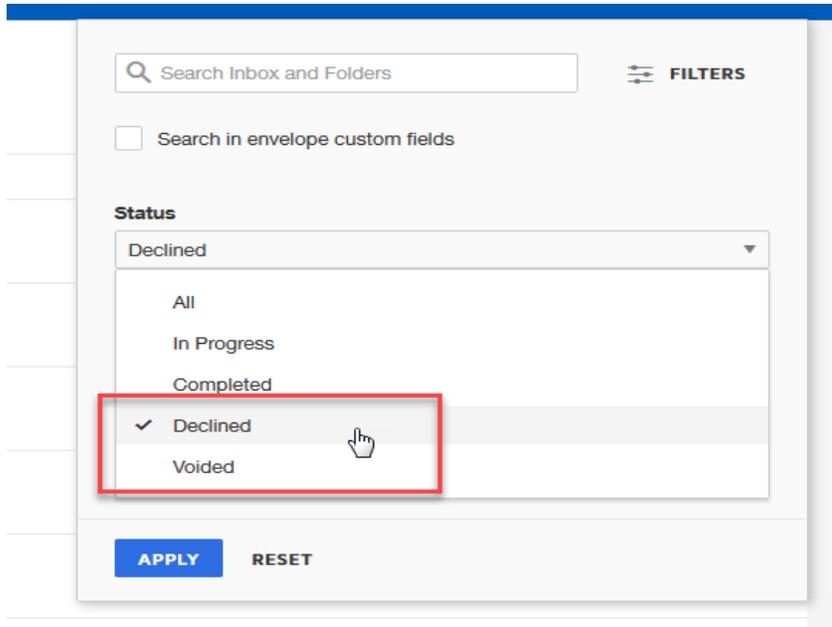
2. Click on the Manage tab:



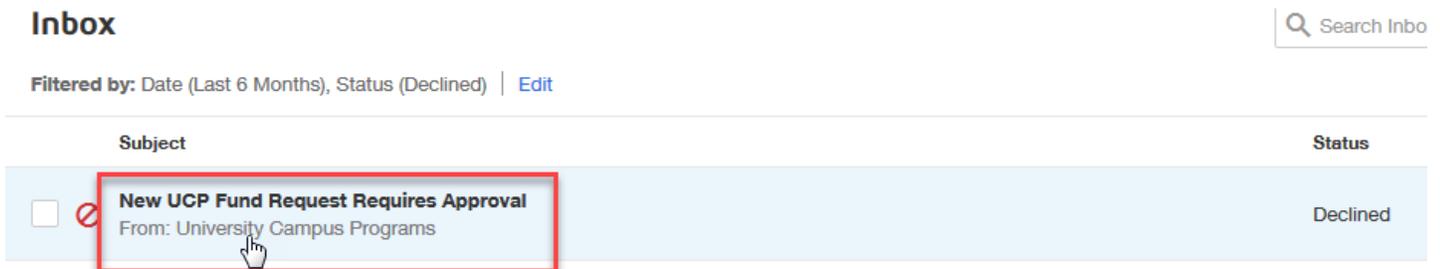
3. Click on the Inbox and then click Filters:



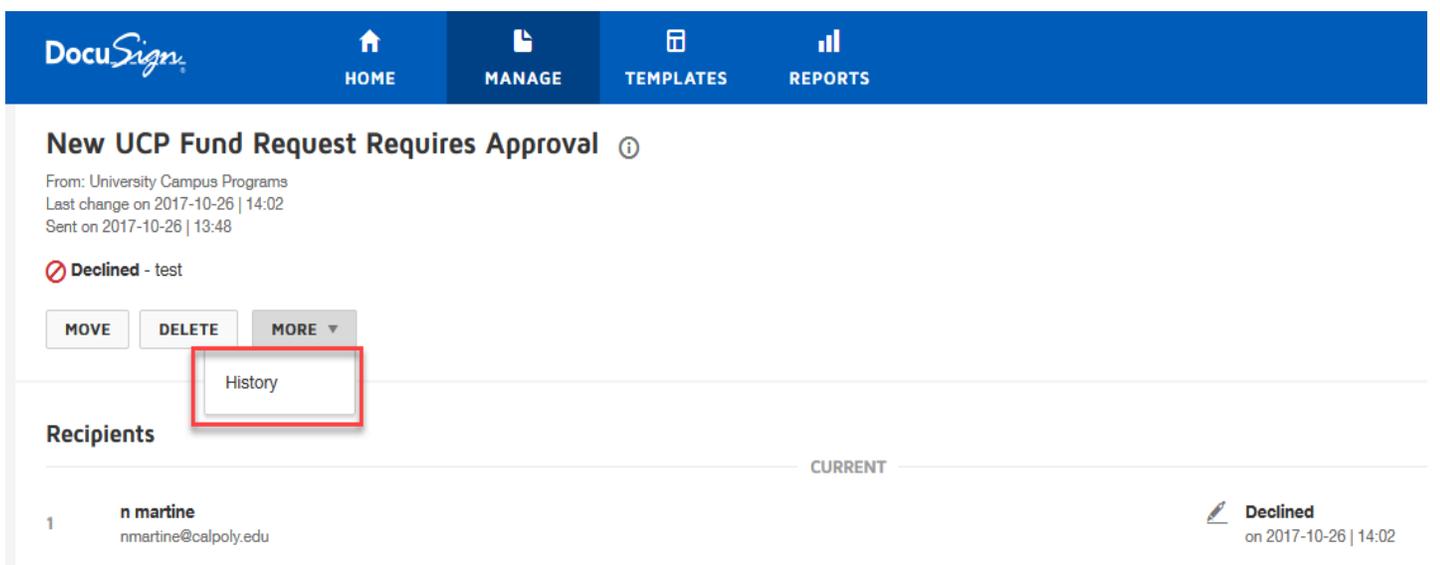
4. Click on Declined or Voided to sort for your declined or voided request and click Apply:



5. Click on the request that was declined/voided:



6. Click on the More dropdown tab and click History:



- The Envelope and Document History pops up. Under the Activities section, look for the entry that has a Declined status. The decline/void reason will be listed in brackets:

## Envelope and Document History



### Details

DOWNLOAD CERTIFICATE

PRINT

**Subject**

New UCP Fund Request Requires Approval

**Enclosed Documents**

UCP - Fund Request Form.pdf

**Envelope ID**

8eface9c-8135-4b15-9435-42b7cdd988cc

**Envelope Recipients**

n martine, Netherly Martinek, David Marshall, Marc Benadiba, Lisa Rockwell - Harpster, Victor Brancart

**Date Sent**

2017-10-26 | 13:48

**Status**

Declined

**Date Created**

2017-10-26 | 13:48

**Status Date**

2017-10-26 | 14:02

**Location**

Online

**Holder**

University Campus Programs

**Time Zone**

My computer's time zone

### Activities

Time	User	Action	Activity	Status
2017-10-26   13:48	University Campus Programs (English (US)) [web:129.65.213.66]	Registered	The envelope was created by University Campus Programs	Created
2017-10-26   13:48	University Campus Programs (English (US)) [web:129.65.213.66]	Sent Invitations	University Campus Programs sent an invitation to n martine [nmartine@calpoly.edu Requester]	Sent
2017-10-26   14:02	n martine (English (US)) [web:129.65.213.66]	Opened	n martine opened the envelope [documents:(UCP - Fund Request Form.pdf)]	Sent
2017-10-26   14:02	n martine (English (US)) [web:129.65.213.66]	Viewed	n martine viewed the envelope [documents:(UCP - Fund Request Form.pdf)]	Sent
2017-10-26   14:02	n martine (English (US)) [web:129.65.213.66]	Declined	n martine declined the envelope [Reason: test]	Declined

CLOSE

The document above was declined because it was a test.

- If you have any questions about accessing the decline/void reasons, please contact Netherly Martinek at [ucp@calpoly.edu](mailto:ucp@calpoly.edu) 756-5164.