Procedure Guidelines and Business Process Guide

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:

![DocuSign Login](image1.png)

![Cal Poly Login](image2.png)
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:
7. 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:

The document above was declined because it was a test.

8. If you have any questions about accessing the decline/void reasons, please contact Netherly Martinek at ucp@calpoly.edu 756-5164.