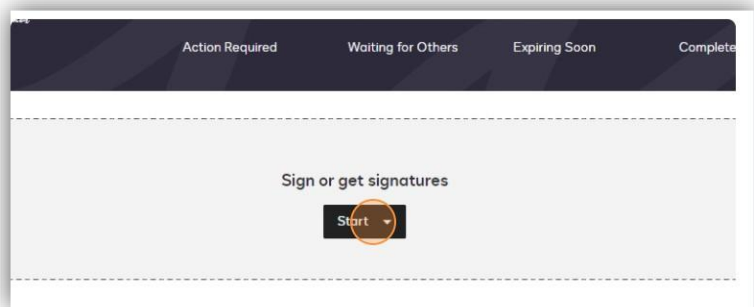
ROUTING YOUR DEPARTMENTAL STUDY ABROAD PROGRAM RATE REQUEST FORM

NOTE: If you are new to DocuSign, you may view information here: https://it.purdue.edu/services/docusign.php

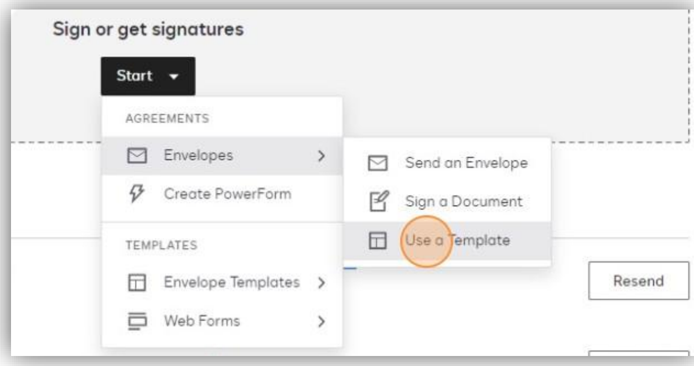
At this time we recommend you fill out the rate request form in its Excel format and only upload it when it is ready for routing for signatures. Please note: rate request forms for multiple programs should NOT be submitted together. Each program should be routed separately. **Please use this file naming convention**: RR-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY

1) Navigate to DocuSign https://one.purdue.edu/task/all/docusign

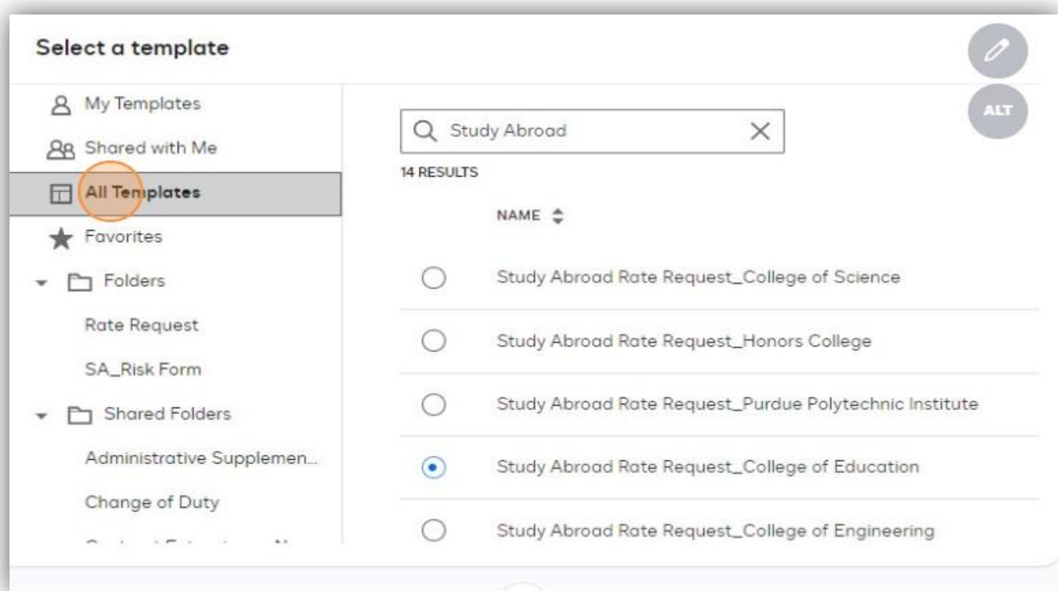
2) After logging in, click on the "START" button in the middle of the landing page.



3) Click on "Envelopes and then "Use a Template" option in the drop-down menu.

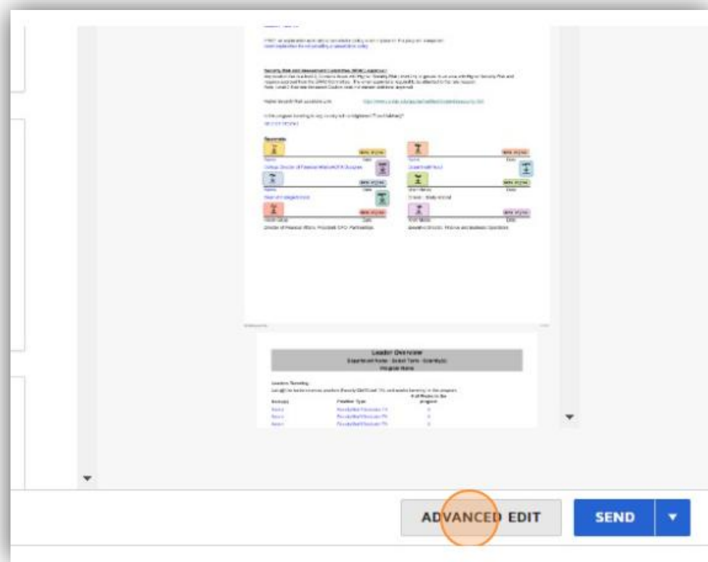


4) Click on "All Templates" on the left side of the box that pops up in the middle of the screen. Enter "Study Abroad" in the search field and find the college specific rate request template.



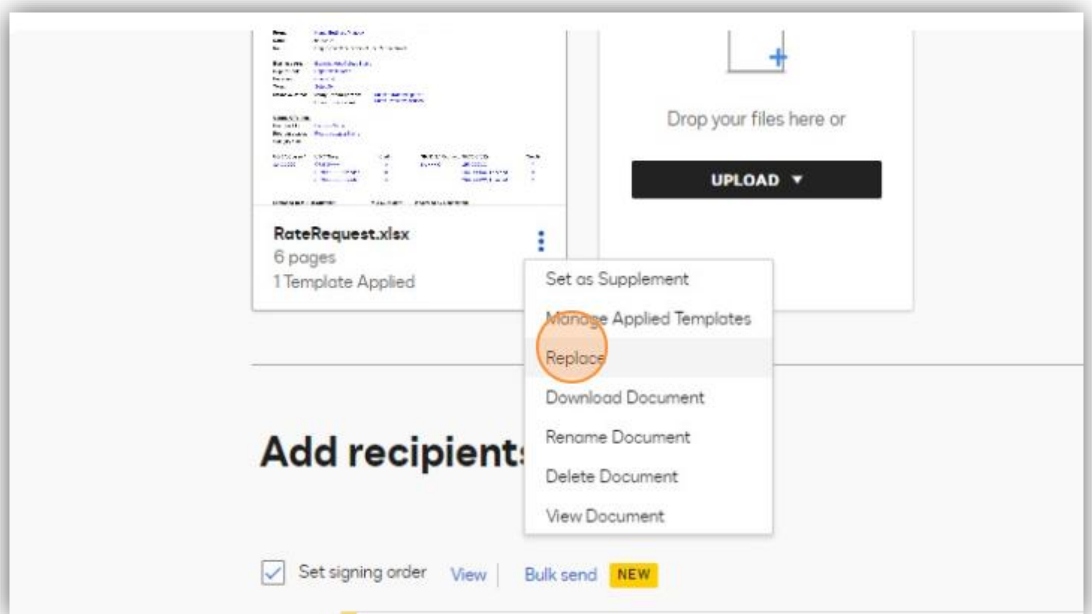
6) Click “Add Selected”

7) The box will change to a new one where you can edit the recipients. Do not make any changes yet – just click on the “ADVANCED EDIT” button in the bottom left area of the box. It does not appear to be a button, although selecting it will take you to the next step.

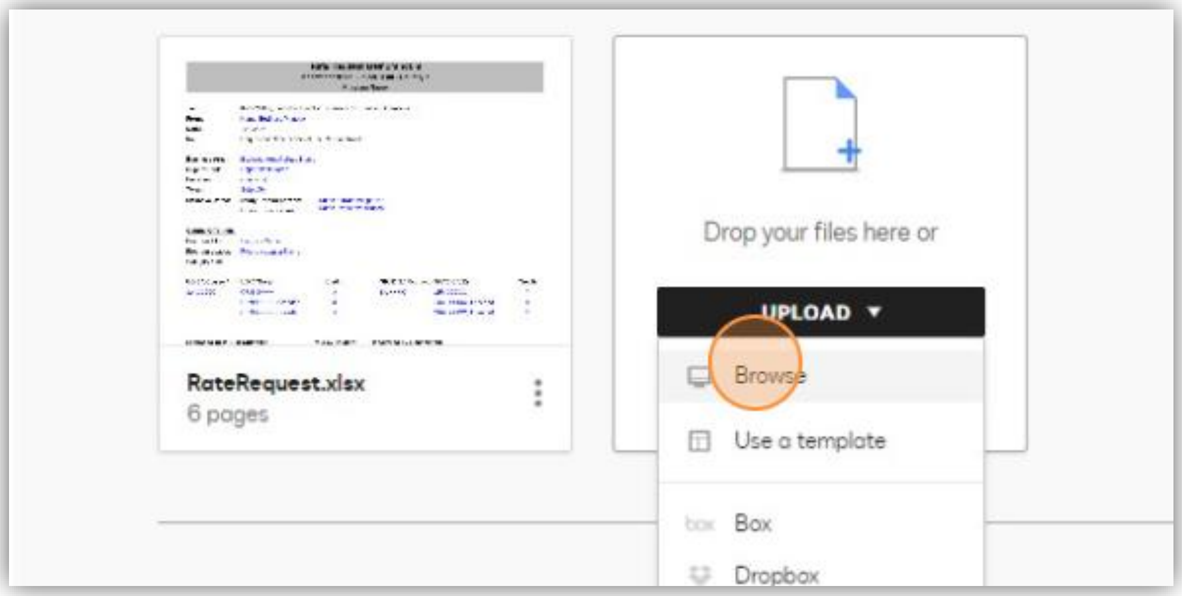


8) Click on the three dots (More options) for the document already in the envelope and select replace. Upload your completed and saved Rate Request.

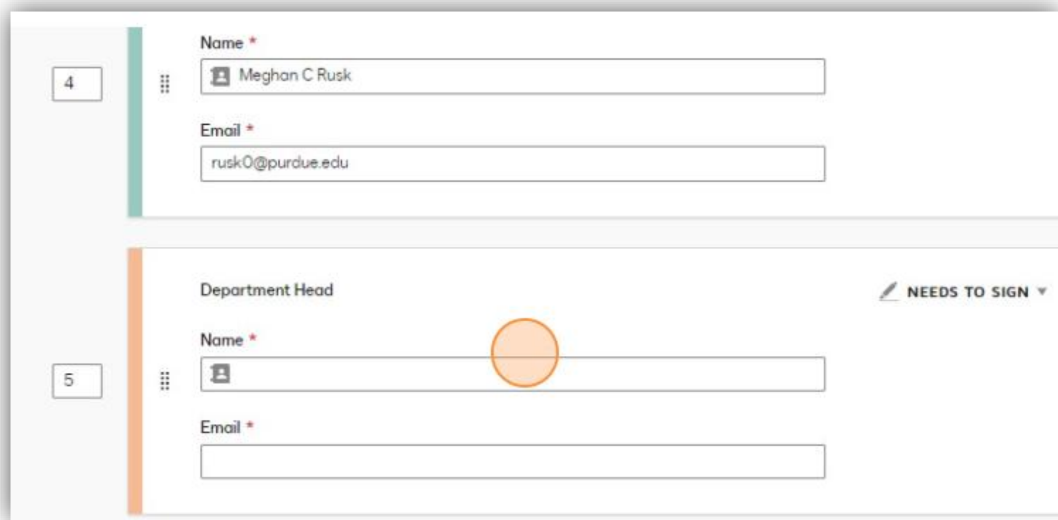
Please use this file naming convention: RR-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY



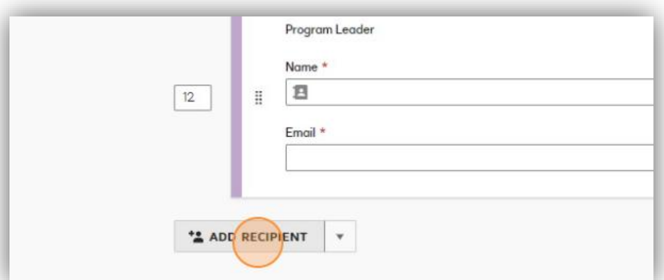
9) Next you will want to “UPLOAD” and then “Browse” to add Cancellation policy and any additional documents that need included.



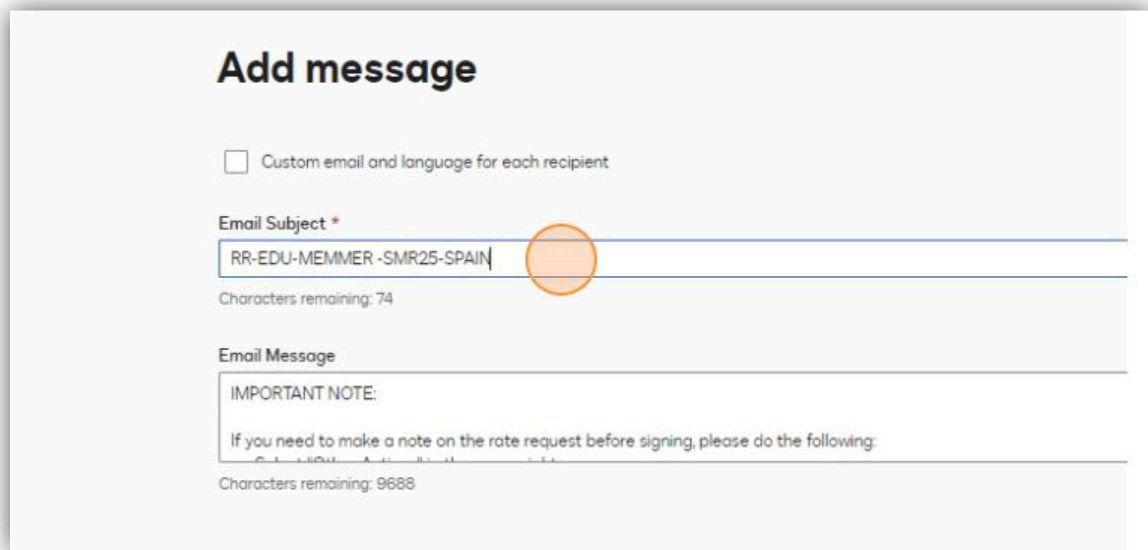
10) The routing should already be included for individuals in your college that will sign all rates. Please add individuals specific to department or program (i.e. Department Head, Program Leader, etc.).



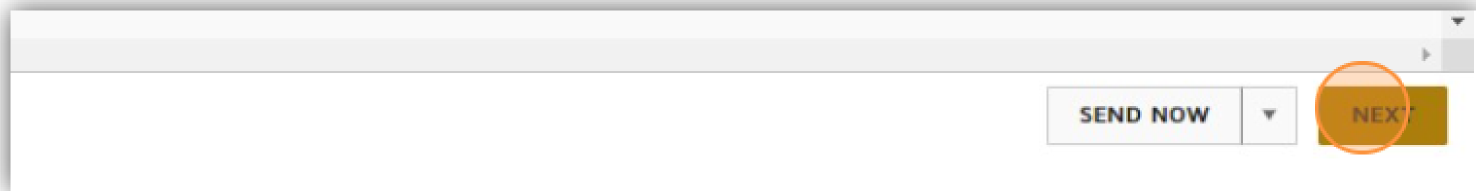
11) The “ADD RECIPIENT” button is at the very bottom of the already populated signing list. You can add additional signers or CC recipients there and then drag them to the appropriate place in the signature flow.



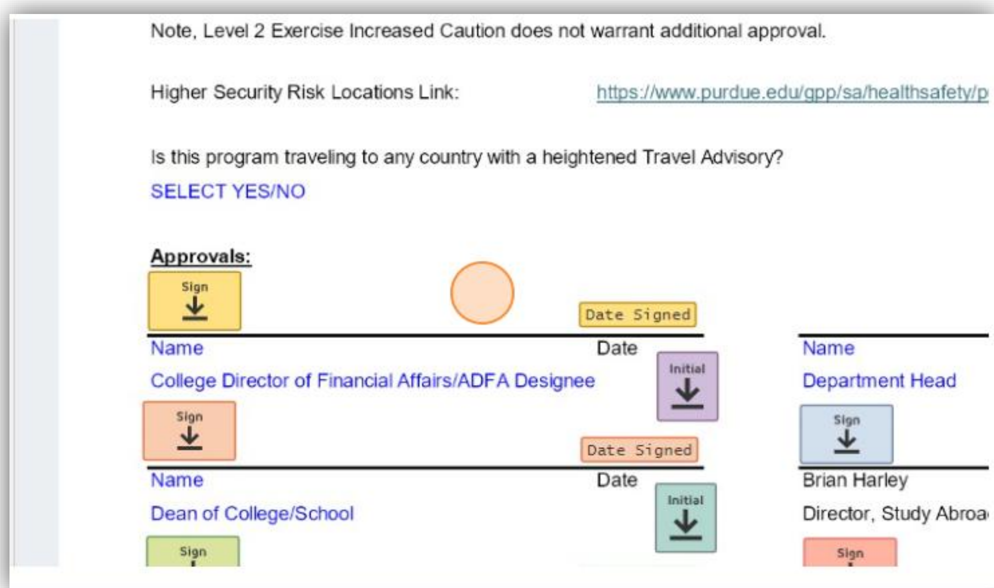
12) Click the "Email Subject*" field and update the program name with the appropriate naming convention for this program: RR-COLLEGE-PROGRAM LEADER LAST NAME-TERM-COUNTRY



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



14) Review the signature fields to make sure they are placed correctly in your document. If you have uploaded a rate request document that has the pages in a different order than the template document, these fields will not line up. You can either re-order the pages in your original document and then re-upload it, or you can drag the colored boxes to where they should be located



15) After verifying the signature and initial fields are where they should be, click the yellow “SEND” button in the upper right hand corner.

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