Using the DocuSign Power Forms

DocuSign allows the creation of Power Forms, which will guide you through the procedures of filling out and signing the document in a template. There are currently 5 Power Forms for different occasions.

- Business Processing Form
- Business Processing Form Student
- OOEF & BPF Pre Approved
- OOEF & BPF Post Approved
- OOEF & BPF Post Approved Student

Starting the form

Upon clicking the link you will be taken to the power form start page for that particular form.

- Business Processing Form, OOEF & BPF Pre Approved, OOEF & BPF Post Approved
- The UT Contact and Director emails are in the EID email format (EID@eid.utexas.edu).

Business Processing Form Student, OOEF & BPF Post Approved Student

- Students are to use their Utexas mail account. The UT Purchaser and Director emails are in the EID email format (EID@eid.utexas.edu).
All forms will be asked for an Access Code to validate. Only the Student or UT Contact will have to input this code.

If you use Firefox and are asked to access your location, choose "Don't Allow". Other browsers may also ask something similar. Choose 'No' or a similar option. You should also check to "Remember this decision" or it will prompt you each time.

If at any time you see these screens to "Log in to DocuSign" or to your account, for Students it will be the Utexas email account and for staff it will be the EID email format (EID@eid.utexas.edu). If you see the normal EID login page, please log in with your EID credentials.
The forms will prompt you for everything you need.