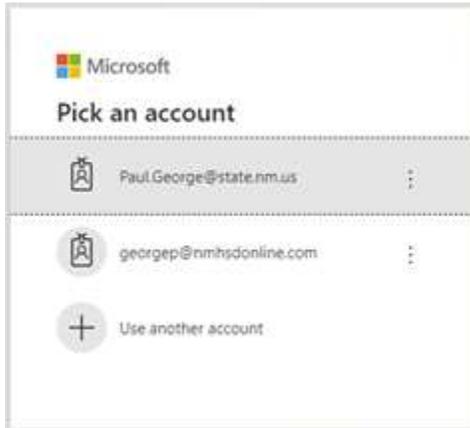


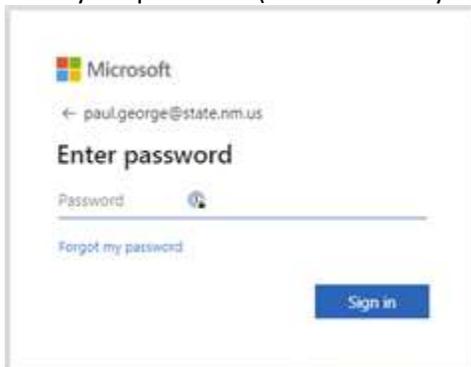
Logging into DocuSign

Every Commissioner has a DocuSign Account using your PEC email address and the password that you use to access your email account on Webmail. (See Below)

1. Choose **Log In** (you may also be automatically taken to step 3)
2. You will see this screen:



3. Click only on your.name@state.nm.us.
NOTE: If you do not see your state email address listed, click 'Use Another Account' and enter it manually, then click **Next**
4. Enter your password (the same one you use to log in to your email) and click **Sign-In**



5. If you would like to stay signed in, choose **Yes** and click the checkbox as shown:



PEC Reimbursement DocuSign Process

Transmitting reimbursement requests through DocuSign enables the Public Education Commissioners to complete Claim Reimbursement requests in DocuSign and transmit them immediately to Beverly Friedman, the PEC Liaison Officer. The Liaison Officer reviews the claims prior to approval signatures routing and systematic submission to Accounts Payable.

Commissioner Reimbursement Claim Procedures

- Commissioner creates their DocuSign account, if not already setup
- Select the Templates tab on the top of the DocuSign home page
- Click "Shared with Me" in the Templates folder on the left side of the page
- Locate template "Board/Commission Reimbursement Claim Form" in the middle of the page
- Click "USE" in the blue box on right of the page
- After "Recipients" box loads, complete Commissioner Name and e-mail address
- Revise e-mail message and/or subject line, if desired, to indicate dates of claim
- Click "SEND" to send the blank form to the commissioner submitting a claim
- DO NOT complete the form prior to e-mailing it
- Select "Sign Now"
- When the form loads, click "start"; complete all fields with a red box
- All red boxes must be completed to submit the reimbursement claims form
- Sign the document, then click "Finish" to automatically create a DocuSign envelope
- The DocuSign envelope is then sent to the PEC Liaison Office for processing