

**How to Electronically Sign the
Teleworking Hand Receipt to Renew a Loan of Agency Property (F-1134)**

From the link provided in email or from the MSDH website, click to open the initial page. The Power Form Signer page will open.

This form is required by the Office of the State Auditor for any state items removed from work areas and must be renewed every 90 days. *Complete this form every 90 days for the MSDH property items you listed as using for teleworking purposes on page 5 of your Telework Agreement in the “Equipment, Supplies, and Department Assets” Section.* This form must be signed by the employee. The Office/Program Director or Regional Administrator will sign for the Responsible Person (i.e. Property Keeper) and the Office/Program Director or Regional Administrator field to expedite the process. The form will automatically route to OHIT Property to review the loan the any tech equipment or devices. All signers will receive a copy of the signed and completed form.

1. The employee /contract worker is the Teleworking Workforce Member and must provide the name and email address for each position on the list. The Teleworking Workforce Member will have to provide their name and email address twice.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Teleworking Workforce Member

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Teleworking Workforce Member (Enter your information again)

Name:

Email:

2. The Teleworking Workforce Member must complete the name and email address of the approving supervisor, i.e. Office Director, Program Director or Regional Administrator. **VERIFY YOU ENTERED THE EMAIL ADDRESS CORRECTLY.**

Role:

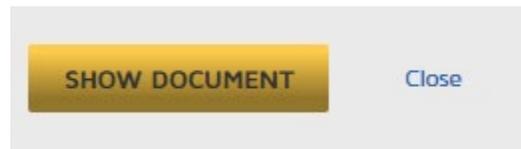
Supervisor (Double check the spelling of the name in the email address)

Name:

Email:

Begin Signing

3. Click on the **Begin Signing box** in the bottom right corner. When the Addressing Complete window opens, click on the **DONE** box. Then click on Close on the next page.



This will close the DocuSign initiation step and should send the employee an email.

4. Go to your email box, open the DocuSign email and click on the yellow **Review Document** box or go to your DocuSign account Inbox and start the signing process.
5. When the document opens, a yellow **START** tag will be evident in the upper right corner. Click on this to begin the process of completing the forms.
6. The yellow **START**, **FILL IN** and **NEXT** tags help guide you to complete all the required fields and add appropriate signatures. Required fields are outlined in RED. Optional fields are outlined in GRAY.
7. Click on the yellow **SIGN** tag to add required signatures. DocuSign will add the Name and Date Signed in the designated fields.
8. When all forms are completed the employee will click on the yellow **FINISH** box. This will send the completed forms by email to the designated supervisor for approval. When all signers have completed the documents, email copies will be sent to all signers and the designated copy holders.