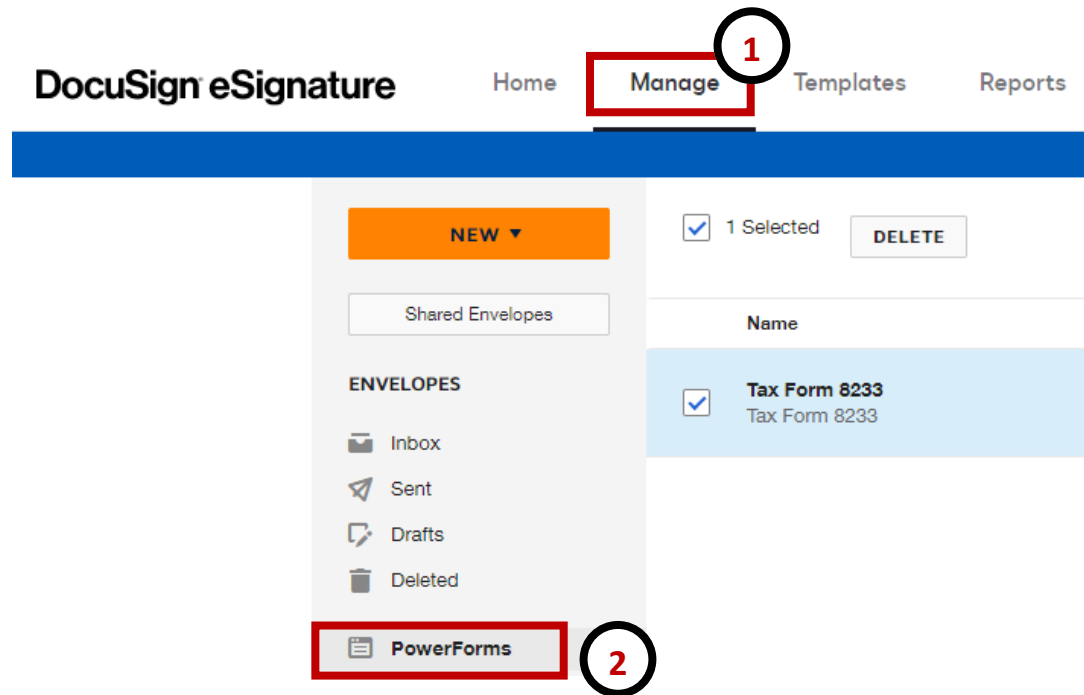


# DocuSign PowerForms

Follow the steps below for instructions on how to send and sign a PowerForm in DocuSign.



## For Owners & Designated Senders:

1. Select **Manage** from the top menu in DocuSign.
2. Select **PowerForms**.
3. Click on the PowerForm you want to use.
4. Click the **COPY URL** button on the

Name	Responses	Status	Sender
<input checked="" type="checkbox"/> Tax Form 8233 Tax Form 8233	9	● Active	UTEP DocuSign

The table shows a single row for 'Tax Form 8233'. The 'Name' column contains a checked checkbox, the text 'Tax Form 8233', and a smaller 'Tax Form 8233' below it. The 'Responses' column shows '9'. The 'Status' column shows a green dot and the text 'Active'. The 'Sender' column shows 'UTEP DocuSign'. A 'COPY URL' button is circled with a red box and a '4' in a circle.

# DocuSign PowerForms

5. Copy the URL link and paste it onto a website or send it to a user to sign.

The screenshot displays the DocuSign eSignature application interface. A modal dialog box titled "PowerForm URL" is open, showing two tabs: "URL LINK" (selected) and "EMBED CODE". The "URL LINK" tab contains a text input field with the URL: `https://demo.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=db5f6549-3570-4fc4-af55-2`. Below the input field is a red "COPY" button. A red circle with the number "5" is overlaid on the "COPY" button. The background interface shows a sidebar with "ENVELOPES" (Inbox, Sent, Deleted, PowerForms) and a main area with "2 Selected" items, including "Adult S" and "Minor S".

# DocuSign Envelope

**For users:**

6. To sign a PowerForm, open the PowerForm link.

Please Review & Act on These Documents



The University of Texas at El Paso

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▶	Please read the <a href="#">Electronic Record and Signature Disclosure</a> . <input checked="" type="checkbox"/> I agree to use electronic records and signatures.			CONTINUE
7	definitions of terms used in this section and detailed instructions on required withholding forms for each type of income, see <b>Definitions</b> in the instructions.	Compensation for independent personal services performed in the United States	A tax treaty withholding exemption (Independent personal services, Business profits) for part or all of that compensation.	8
		Compensation for dependent personal services performed in the United States	A tax treaty withholding exemption for part or all of that compensation.	
		Noncompensatory scholarship or fellowship income <b>and</b> personal services income <b>from the same withholding agent</b>	A tax treaty withholding exemption for part or all of <b>both</b> types of income.	
	DO NOT Use	IF you are a beneficial owner who is . . .	INSTEAD, use . . .	

7. Click the checkbox to the agree statement.

8. Select **CONTINUE**.

# DocuSign Envelope

- 9. Sign the required fields.
- 10. Fill out the **Adopt Your Initials** box.
- 11. Click **FINISH**.
- 12. Select **CLOSE**

I release The University of Texas at El Paso and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I and/or Participant may have in connection with such use. This release is executed gratuitously and/or for any self-satisfaction which I and/or Participant may derive from any publication or programs in which Participant's likeness or voice may appear. I understand that all such recordings, in whatever medium, shall permanently remain the sole property of the University.

- I do authorize The University of Texas at El Paso, Professional and Public Programs, and those acting pursuant to its authority for this Media Consent and Release. \_\_\_\_\_ Parent/Guardian Initials.
- I do not authorize The University of Texas at El Paso, Professional and Public Programs, and those acting pursuant to its authority for this Media Consent and Release. \_\_\_\_\_ Parent/Guardian Initials.

**I HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS OF ALL RELEASES ON THIS FORM INCLUDING THE, SPECIAL ACCOMODATIONS AND NEEDS, RULES FOR ONLINE YOUTH PARTICIPANTS AND CAMPERS, THE RELEASE AND INDEMNIFICATION AGREEMENT, AND THE MEDIA CONSENT**

<input type="text"/>	<input type="button" value="Sign"/>	7/2/2021   9:19 AM MDT
_____	_____	_____
<i>Name of Parent/Guardian (PRINT)</i>	<i>Signature of Parent/Guardian</i>	<i>Date</i>

**Adopt Your Initials**

Confirm your name, initials, and signature.

\* Required

Full Name\*Name required  Initials\*Initials required

SELECT STYLE DRAW UPLOAD

PREVIEW YOU MUST SUPPLY A NAME AND INITIALS FOR YOUR SIGNATURE. [Change Style](#)

DocuSigned by: DS

DE9BA93BA8E34F6...

By selecting Adopt and Initial, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**Save a Copy of Your Document**

**Your document has been signed**

If you would like a copy for your records, select Download or Print and save.