1. After signing into the eDocs Procurement page using your Single Sign On (SSO), click on the eVA User Application link.

2. Once the DocuSign PowerForm is opened, type in your email along with your Supervisor’s name and email and click the “Begin Signing” button.

   ![DocuSign Form](image)

   Note: Do not edit the “Procurement” role information as this is used to complete the approval flow.

3. After the DocuSign application loads, select the “Continue” button located in the top right of the screen.

4. Under “User Information”, complete the required blank red boxes.
5. Under “Expenditure Limit Approvals”, select the applicable option:

<table>
<thead>
<tr>
<th>Expenditure Limit Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete if applicant’s eVA transactions require mandatory electronic approval. Select one of the options below:</td>
</tr>
<tr>
<td>1. $0 – all requisitions need approval</td>
</tr>
<tr>
<td>2. All requisitions need approval greater than $500.00</td>
</tr>
<tr>
<td>3. No additional expenditure limit approval is needed.</td>
</tr>
</tbody>
</table>

(Purchase requests over $5,000 will automatically be routed to Procurement Services)

a. **$0 – all requisitions need approval** – All of the applicant’s eVA purchase requisitions, no matter the dollar amount, will require a designated expenditure limit approver (supervisor, business manager, etc.).

b. **All requisitions need approval greater than $500.00** – eVA requisitions submitted by the applicant greater than the specified dollar amount will require a designated expenditure limit approver (supervisor, business manager, etc.).

c. **No additional expenditure limit approval is needed.** – No additional approval will be required for any of the applicant’s purchase requisitions.

6. If the applicant’s eVA purchase requisitions will require additional approval, please list the expenditure limit approver in the required field. If no additional approval is required, please enter “N/A” into the field.

Expenditure limit approver: **Erma Baker**

(Enter "N/A" if no approval is needed)

7. Select the “Sign” button.

8. Select the style of signature that best suits and then click “ADOPT AND SIGN” to apply the electronic signature.

9. The application will then jump to the “eVA Acceptable Use Acknowledgment Form” for review and signature. Once the applicant has read through this form, select the “Sign” button to apply the applicant’s electronic signature.
10. Next, the applicant will type their appropriate job title

   Title: e-Procurement Officer

11. Select the “FINISH” button once all fields have been completed

12. The application will then be routed to the specified Supervisor for approval and signature

13. The Supervisor will receive an email to review and sign the submitted eVA application

14. Click the “REVIEW DOCUMENT” button in the email to open the DocuSign form

15. Select “CONTINUE”
16. Review the application and select “NEXT” to move to the signature line on the application.

17. Select the “Sign” button to apply the digital signature.

18. Select the “FINISH” button.

Title: e-Procurement Officer

Date: 1/18/2018 | 13:18:38 EST

The eVA Entity’s Security Officer shall maintain a copy of this form (hardcopy or electronic).

Page 3 of 3 eVA Acceptable Use Acknowledgement
19. Select “NO THANKS” to the Log in to DocuSign screen

20. The application will then be routed to Procurement Services where they will determine if Sourcing & Contracting is required then complete the application.

21. Once Procurement Services has finished, all applicable signers will receive a copy of the completed document via email