The electronic-journal voucher (e-JV) allows for journal vouchers and supporting documents to be prepared, submitted, and approved electronically in a fast and secure process.

**Approving an e-JV**

1. An email alert will arrive from **JV DocuSign Integra** when an e-JV is ready for you to sign. You have 48 hours after you open the link to take action.

2. Select **Review Documents**.

3. Click the box to agree to use electronic records and signatures.

4. Click **Continue**.

5. Scroll down to view the backup documentation.
6. If you would like to **Approve** the e-JV, select **Start**, and follow the prompts.

   ![Image of DocuSign interface with 'Start' button highlighted]

   **William & Mary**
   The Journal Voucher Form is used to make revenue and/or expenditure transfers, corrections or adjusting entries. Supporting documentation must be attached.

7. If you would like to **Decline** the e-JV, go to the **Other Actions** drop-down menu and select **Decline to Sign**.

   ![Image of DocuSign interface with 'Decline to Sign' option highlighted]

8. Once all parties approve the document, you will receive an email from **dse_na2@docusign.net**.

   ![Image of DocuSign completion notification]

   **William & Mary**
   Your document has been completed
   VIEW COMPLETED DOCUMENTS

   JV DocuSign Integration
dse_na2@docusign.net

   All parties have completed Please sign this document set. JV 2E15 prepared by Jessica Bacon for chart 14.
9. Select **View Completed Documents** to review the approved documents.

10. You can view a list of all the document that have been approved and declined by going to [https://app.docusign.com/authentication](https://app.docusign.com/authentication).