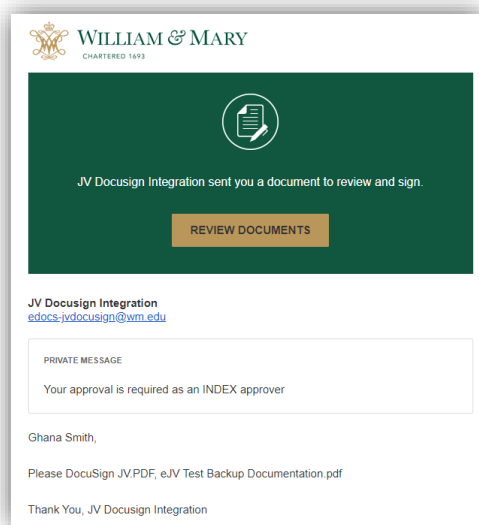


## Approving an Electronic-Journal Voucher

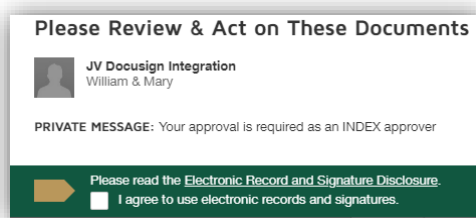
The electronic- journal voucher (e-JV) allows for journal vouchers and supporting documents to be prepared, submitted, and approved electronically in a fast and secure process.

### 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.



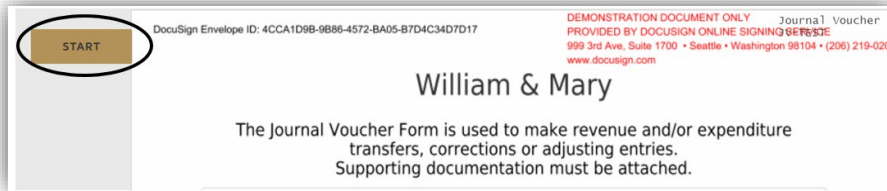
2. Select **Review Documents**.
3. Click the box to agree to use electronic records and signatures.



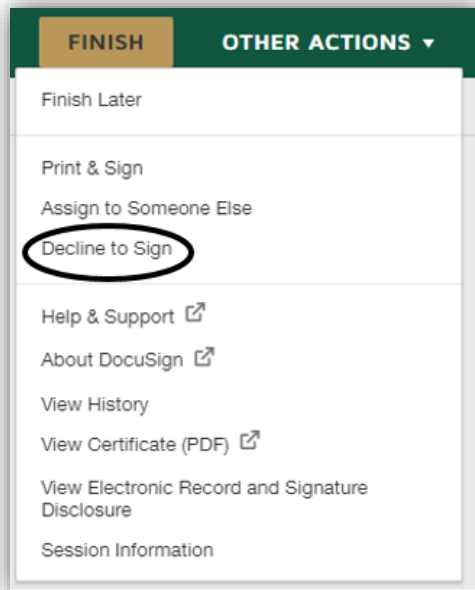
4. Click **Continue**.
5. Scroll down to view the backup documentation.

## Approving an Electronic-Journal Voucher

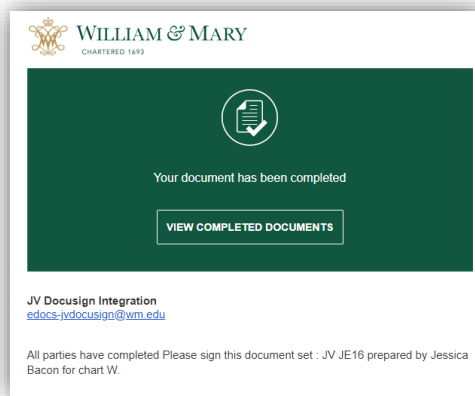
6. If you would like to **Approve** the e-JV, select **Start**, and follow the prompts.



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



8. Once all parties approve the document, you will receive an email from **dse\_na2@docuSign.net**.



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>.