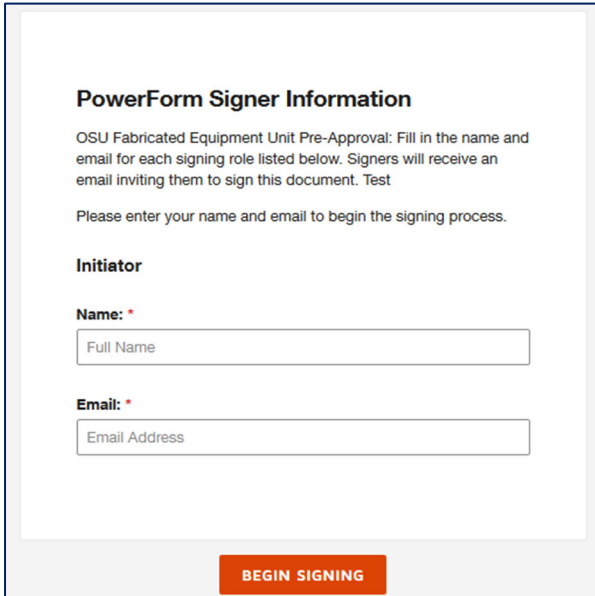**DocuSign Power Form – Fabricated Equipment Unit Pre-approval**

This is an online DocuSign version of the Fabricated Equipment Unit Pre-approval form with the ability to attach the schematic information. This will be sent directly to Fixed Assets for review. An email notification will be sent from DocuSign once the form is completed. This process requires an ONID log in.
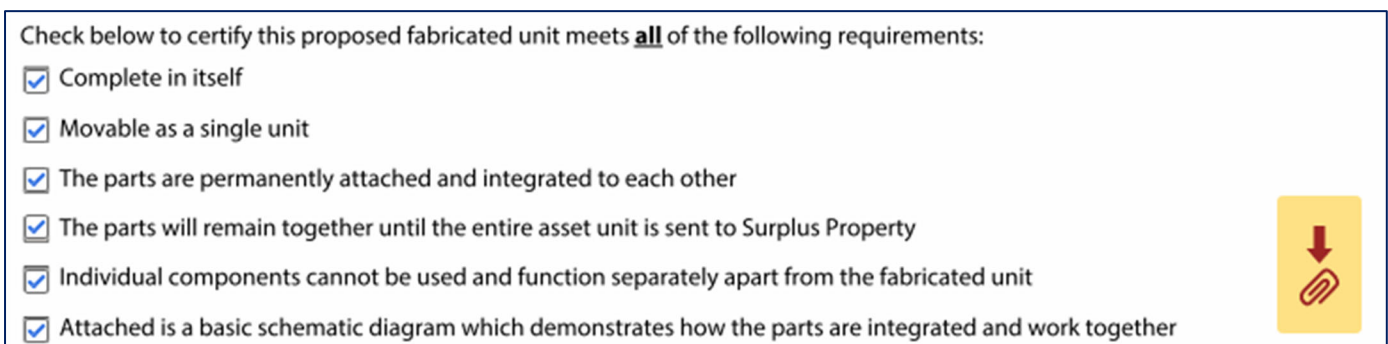
Enter your name and email address and click the "Begin Signing" button:

Click the "Continue" button at the top of the form:

Fill out the form and make sure to include the schematic diagram by click on the paperclip icon (which will show up once you check the schematic diagram box):
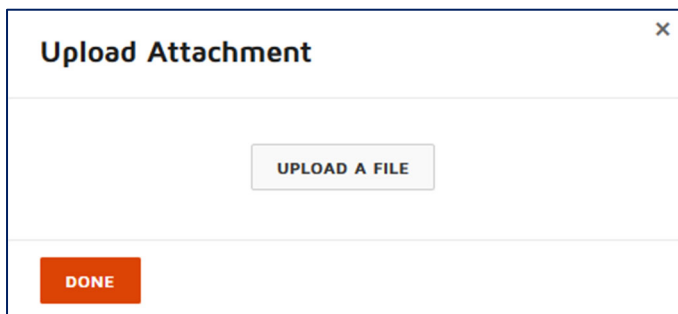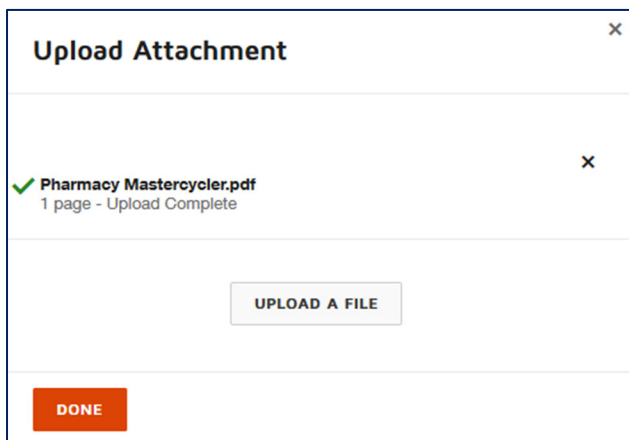
Click on the "Upload A File" button:

Upload Attachment ✕

UPLOAD A FILE

DONE

Browse to the schematic document to attach and choose "Open" from the dialogue box, then click "Upload A File" again to attach another document if needed. Then click "Done" to return to the form:
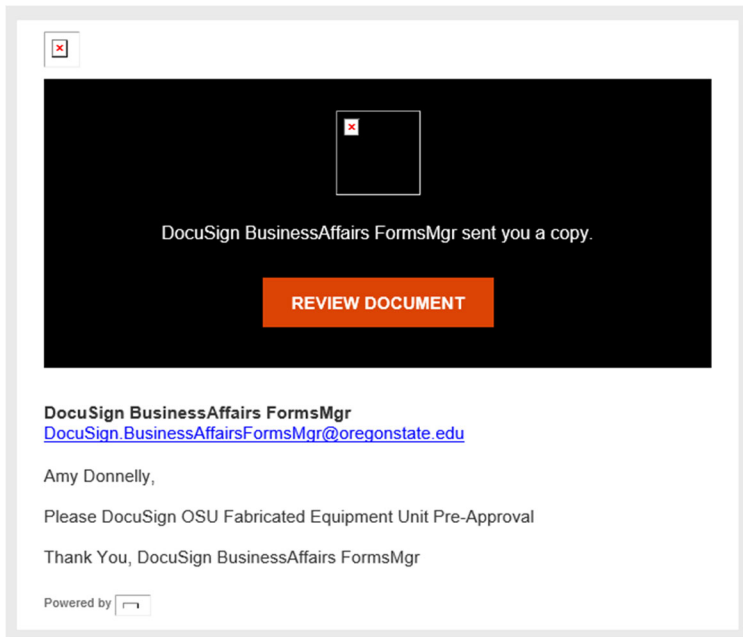
Upload Attachment ✕

✓ **Pharmacy Mastercycler.pdf** ✕
1 page - Upload Complete

UPLOAD A FILE

DONE

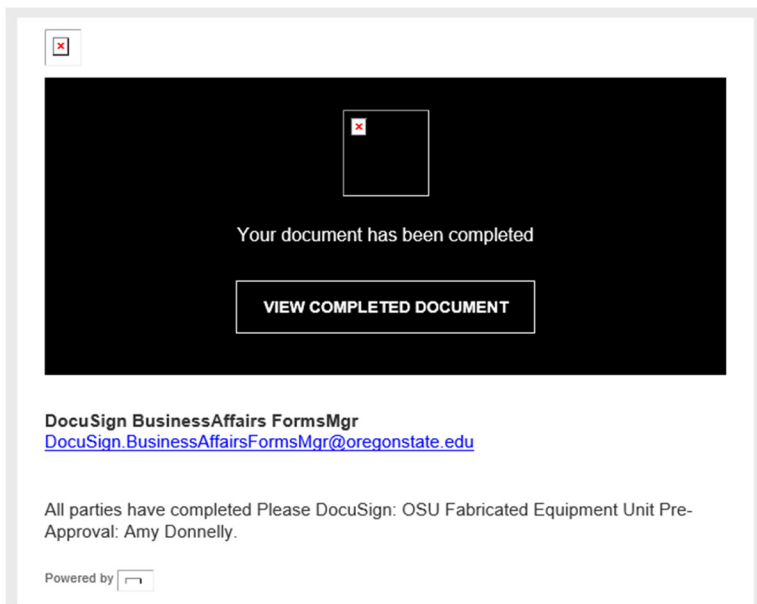Once all information is filled in, documents are attached and the form is signed, click the "Finish" button:

FINISH

You will receive a confirmation email when the form is submitted:

You will receive another email when the form has been reviewed and processed. Click on the "View Completed Document" button to view the form:

You can download or print the form using the buttons at the top of the form (the print option creates a PDF):