



Using DocuSign Templates for I-9s

(Updated 8/22/2023)

4. Enter the **NAME** (first and last) and **EMAIL ADDRESS** of the individual needing to complete the I-9.
5. Enter the **NAME** and **EMAIL ADDRESS** of the authorized UNL Human Resources professional who will complete the remote document verification and employer section of the I-9.

NOTE: This field must be an individual's name and email address and cannot be a shared/department name and/or email address.

6. When ready, click **SEND** in the bottom right-hand corner. The envelope (document) will be sent to the employee, and after they complete their assigned fields, it will be sent to the department contact to complete theirs. After the envelope is complete, each individual will receive the final, completed envelope via email from DocuSign.

1

2

4

5

6

Employee ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name *

Email *

HR Representative ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼

Name *

Email *

SEND ▼



Using DocuSign Templates for I-9s

(Updated 8/22/2023)

MANAGE SENT ENVELOPES

1. Access envelopes that you have sent by clicking **MANAGE** on the ribbon.
2. Click on **SENT** on the left-hand side of the screen.
 - a. *Optional.* Hover your mouse over **WAITING FOR OTHERS** in the Status column on an incomplete envelope and a pop-up window will appear showing who still needs to complete their required fields.
 - b. *Optional.* Click the **RESEND** button on an incomplete envelope to resend the DocuSign notification email to all signers who have not completed their required fields.

Note: The I-9 template is set up to automatically resend the envelope every 3 days to signers who have not completed their required fields.
 - c. *Optional.* Click the triangle on the **RESEND** button for additional options.

The screenshot displays the DocuSign interface for managing sent envelopes. The top navigation bar includes 'Home', 'Manage', 'Templates', and 'Reports'. The 'Manage' tab is active, and a red callout '1' points to it. On the left-hand side, the 'ENVELOPES' section is expanded, and the 'Sent' folder is selected, with a red callout '2' pointing to it. The main area shows a table of sent envelopes. The first envelope is titled 'Please DocuSign: New Employee Paperwork' and has a status of '0/2 done' and 'Waiting for Others'. A red callout 'a' points to the 'Waiting for Others' status. A red callout 'b' points to the 'RESEND' button, and a red callout 'c' points to the dropdown menu on the 'RESEND' button. The dropdown menu includes options: Move, Correct, Copy, Save as Template, Void, History, Form Data, Export as CSV, and Delete. A search bar at the top right of the envelope list is labeled 'Search Sent and Folders'. The table columns are 'Subject', 'Status', and 'Last Change'.