

# Application for Parking Refund Instructions

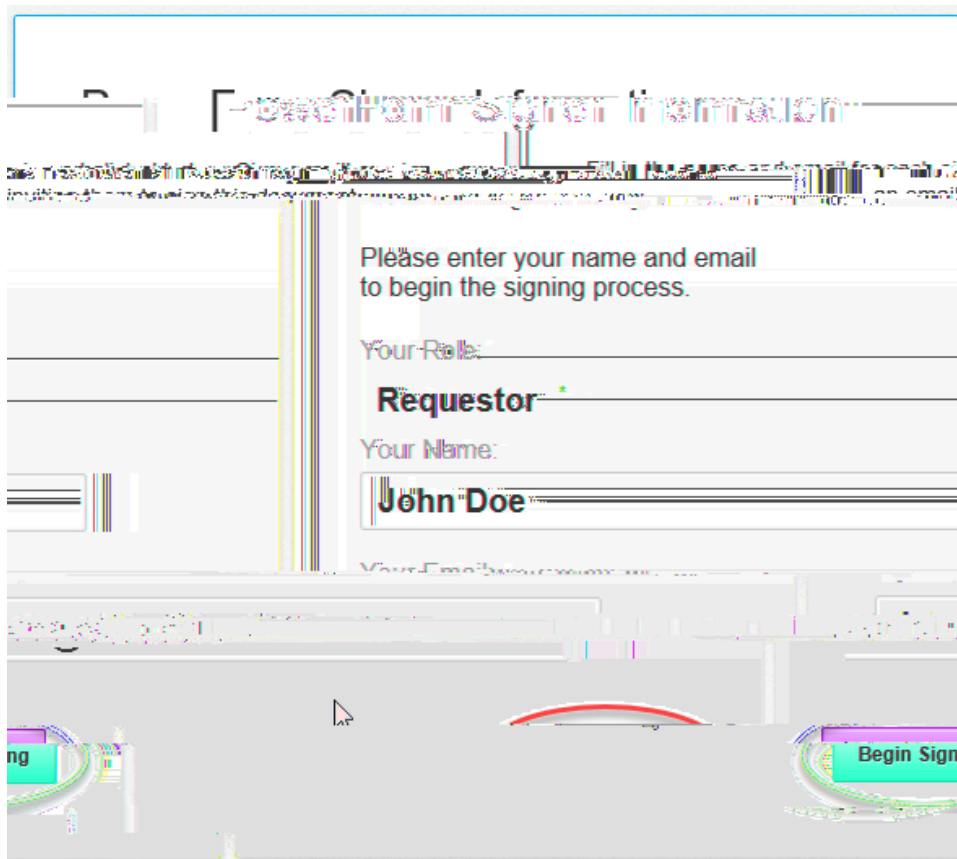
## General Instructions

Complete the form and route to appropriate administrator. Please continue reading this page for instruction details.

### DocuSign Powerform

This DocuSign Powerform identifies the individuals to whom the form is routed for signature.

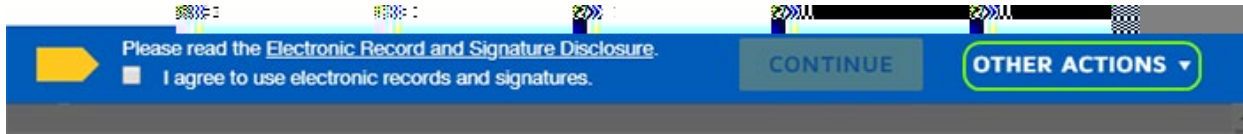
- x Fill out your name and campus email address.



The image shows a screenshot of a DocuSign Powerform interface. At the top, there is a header with the text "DocuSign Powerform" and "Sign Information". Below this, a message reads: "Please enter your name and email to begin the signing process." There are two input fields: "Your Role:" with the value "Requestor" and "Your Name:" with the value "John Doe". Below these fields, there is a partially visible "Your Email:" field. At the bottom right of the form, there is a green button labeled "Begin Signi".

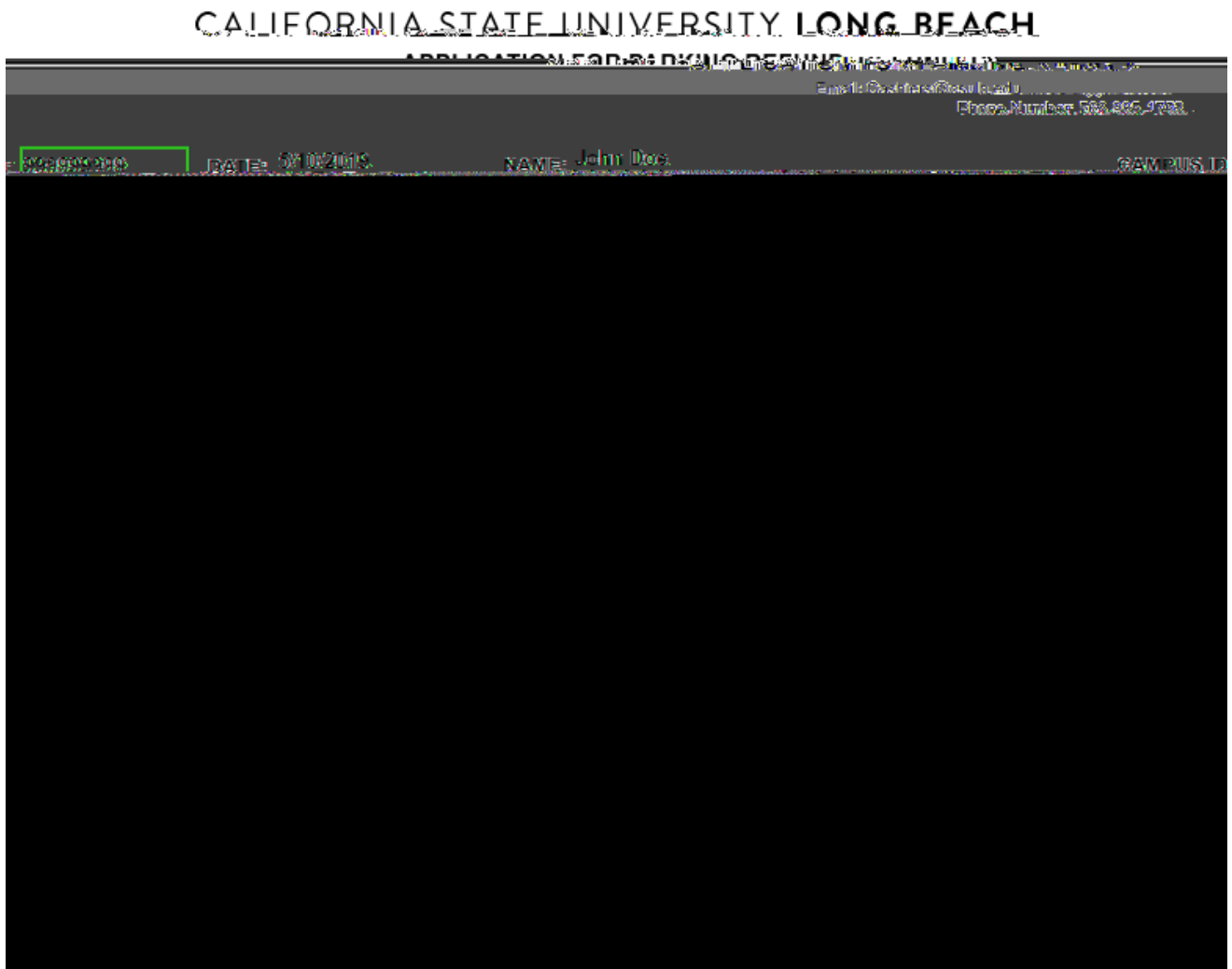
Accept DocuSign electronic agreement

Click the checkbox to agree to use electronic records and signatures and then click "Continue".



Employee Information and Required Information

Fill out the required fields as indicated by the red boxes.



Sign and complete DocuSign form

Click "Sign" to electronically sign the form.



If this is your first time signing a DocuSign form, you will have the option to adopt a signature style or draw your own signature.

Click "Adopt and Sign" when done. Click "Finish" when done.

