1. Log in to your PiratePort portal.
2. Search for the DocuSign application and click to launch.

3. Log in to DocuSign or complete your account activation with your ECU employee email address then click Next.

4. Find and click the Templates tab to locate the Shared Folders option containing the Contractual Services Payment Request (CSPR) template.
5. Users may need to expand the menu options to see the Shared Folders.
6. Click Shared Folders to expand the option.

7. Navigate to the Contractual Services Payment Request subfolder and click it to find the CSPR Form template.
8. Click the Use button to start a new request.
9. **Add the required recipients.**
   
   **Note:** Some required signature rounds are automated and cannot be modified.

10. Scroll down through the form to complete all required fields.

11. Some signature fields may be optional. Click the **Delete** icon if these signatures do not apply to your request.

12. Once all the required recipients have been successfully entered, click the **SEND** button to begin completing the form information.
13. The submitting **departmental Preparer** may select the option to **Sign Now** or the Preparer user entered in the signature round will receive an email notification to begin the form.

14. Click the **Continue** button to complete all required fields on the CSPR form.
15. Users may navigate through each required field by clicking **Start**. A document guide will highlight each field with an indicator of **Fill In**.

16. Clicking the **Next** option will take the current signer to the next incomplete required field.

17. Once all required fields have been completed, click **Finish** to send the form on to the next required signature round.