# **FDOT VPN – DMS DocuSign PowerForm instructions (Revised 3/11/22)**

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=6486c4f8-1a5e-48b1-b8b9-5f48bbc4873b&env=na2&acct=92e13a48-e8c0-406b-8826-71ea9f18b32c>

**IMPORTANT** - The process will require that the **Person completing this form** knows who the Consultant’s FDOT Project Manager is and their email. They must also know who the Cost Center Manager is for the FDOT Project Manager and the Cost Center Manger’s email address. The **Person submitting the form** may be a different person from the **Consultant** or the same person. Each person identified on the DocuSign PowerForm will receive a copy of the final signed, completed document.

1. The first person listed is the name of the **Person completing this form** requesting VPN via DMS access for a **Consultant**, along with their email address.

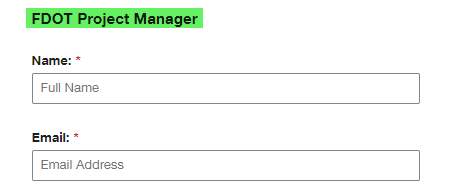
Graphical user interface, text, application, email

Description automatically generated

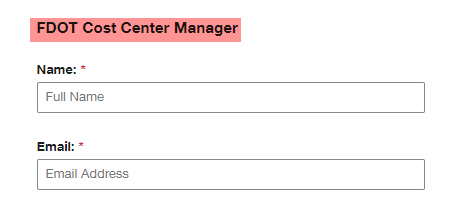
1. The second person listed is the name of the **Consultant** and their email address.



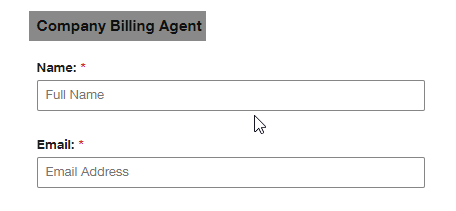
1. The third person listed is the name of the **FDOT Project Manager** and their email address.



1. The fourth person listed is the name of the **Cost Center Manager** and their email address.

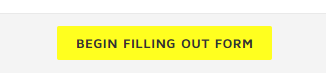


1. The fifth and last person listed is the name of the person responsible for paying the bill for the VPN service. This may be the same as the consultant requesting the service or it may not be. We are calling this person the **Company Billing Agent**.



**Note:** there is a **Backup Admin** listed on the submission page. Please do not change that information.

As soon as the five users have been identified by name and email, you will click the Begin Filling Out Form button.

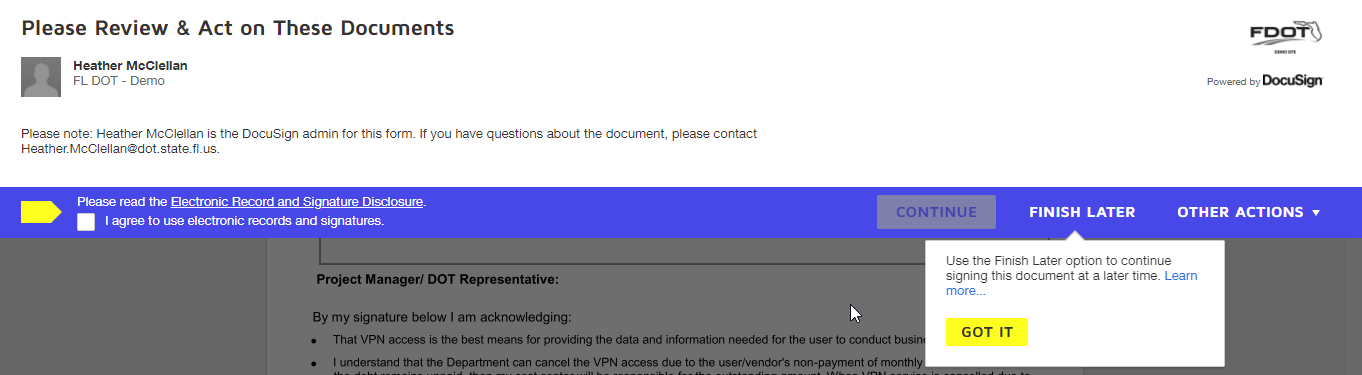


This begins the PowerForm process flow. Each user will be notified via email to complete their part. The email will look similar to this: Graphical user interface, application

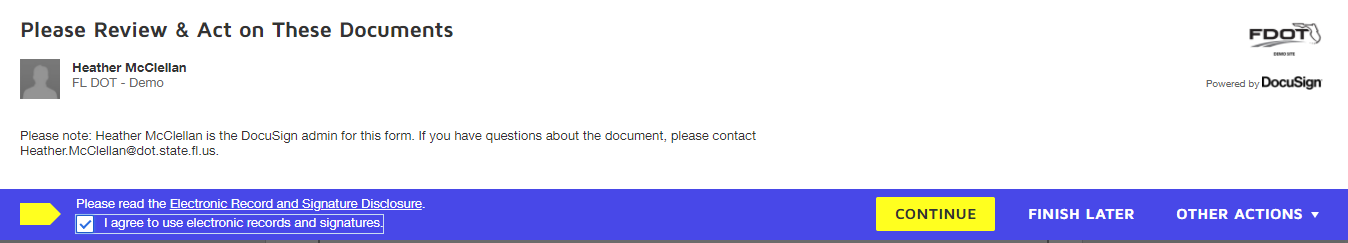
Description automatically generated

Simply click on the **Review Document** button. It will take the user directly to the PowerForm.

DocuSign will require that each user acknowledge they have read and agree to the Electronic Record and Signature Disclosure.



Once the user has marked that they “agree”, it will allow them to **CONTINUE.**



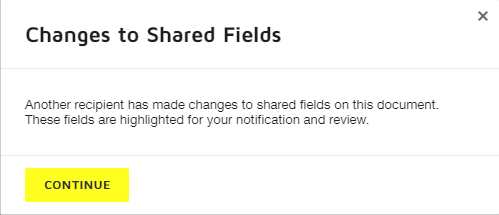
Note that after each stage of the process there is the option to **Save a Copy of Your Document**. There will be a **final** signed copy automatically provided via email for each person involved in the completion of the document.

Graphical user interface, text, application, email

Description automatically generated

1. The first action is for the **Person completing this form**.They may complete any of the available fields, but none are required for this step. Once they are ready, they will click the **FINISH** button.
2. The second action is for the **Consultant**. They will be notified via email to complete their part.

If any fields have information entered by the Person completing this form, they will see the following message:



Click on **CONTINE**.

If updates are needed for any of the information entered by the **Person completing this form**, the **Consultant** can do so. The Consultant must complete the **Reason for VPN access** request.

Graphical user interface, text, application, email

Description automatically generated

The next part will be the **Company Billing Address** information. This section is first since it is selected first when FDOT is ordering the service. Fill in the following mandatory fields:

Chart

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The next sections to complete are the optional **Technical Support** fields and the mandatory question regarding the **Service Address**.

Graphical user interface, application

Description automatically generated

If the Service Address is the same as the Billing Address, you will answer No and move to the last section to complete.

If the Service Address is **different** than the Billing Address, you will answer **Yes** and complete the required fields.

Table

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The last part the **Consultant** will complete is their User ID if they already have one (optional field) and their **Phone number** and **Company** email address (required).

A picture containing bar chart

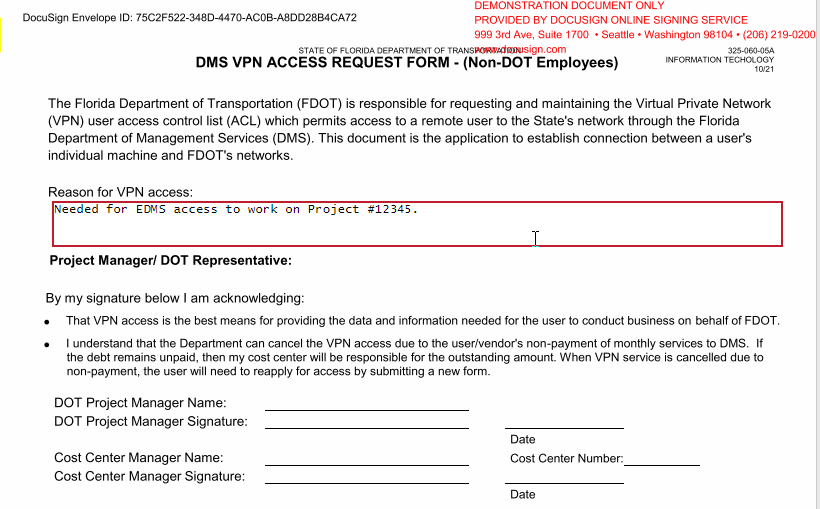
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Once they have completed the last fields, the user will click on the **FINISH** button at the bottom of the page.

Graphical user interface, text

Description automatically generated

Here is an Example with the fields completed by the **Consultant**.



Graphical user interface, text, application

Description automatically generated

After the consultant has clicked on the **FINISH** button, it will take them out of the PowerForm.

1. The third action is for the **FDOT Project Manager**.

All they will need to do is click on the **Review Document** button in the email they receive. It will take them to the PowerForm.

Graphical user interface, text, application

Description automatically generated

Once they click on **CONTINUE,** it will prompt the FDOT PM through signing the form. Once they have signed, they will click on the **FINISH** button.

Graphical user interface, text, application

Description automatically generated

1. The fourth person that will receive an email to complete the form will be the **Cost Center Manager**. The email will look the same, and all they will need to do is click on the **Review Document** button. It will take them to the PowerForm.

Once the CCM has signed the document and filled in their **Cost Center Number**, they will click the **FINISH** button.

Graphical user interface, text, application, email

Description automatically generated

1. The last user that will receive the email to complete the form will be the **Company Billing Agent.** This may be the same person as the Consultant if they are signing as paying for their bill. If there is a company agent, then it will be a different person entering the final signature.

In this example: The Consultant is not the same person as the **Company Billing Agent**.

The Company Billing Agent will need to enter their **Billing Contact Phone number**. There is also an optional field where the CSAB Billing ID number may be listed if it is known.

Timeline

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Once these fields are complete, the **Company Billing Agent** will be prompted to sign the form. Once they have signed the document, they will click the **FINISH** button.

This completes the DocuSign PowerForm for VPN-DMS access. The emails to each person in the process will be generated with the final version of the signed document.

The email will look similar to this:

Graphical user interface, application, Teams

Description automatically generated

The completed Example screen shots:

Text

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

Table

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Graphical user interface, text, application, email

Description automatically generated

If you have any questions about this form, please contact your local [Security Coordinator](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/cybersecurity/security-coordinators-full.pdf?sfvrsn=28ec5983_2).