

Lifecycle of a DocuSign Member Enrollment Packet

Enrollment Web-form sends member & supervisor info to Program Coordinator

1. Program Coordinator (**PC**) enters the contact information of the member and supervisor.



DocuSign sends entire blank packet to assigned PC for data entry.

2. **PC** completes the fields assigned to them in DocuSign.
3. **PC** clicks “Finish” when all required fields are complete.



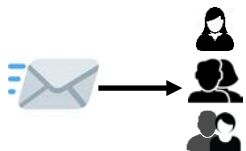
DocuSign sends email, with a link to the entire DocuSign packet, to the member (including what the PC entered).

4. **Member** completes the fields assigned to them in DocuSign.
5. **Member** attaches the following documents in DocuSign:
 - a. SS card
 - b. health insurance card (if declined WSC coverage)
6. **Member** clicks “Finish” in DocuSign when all required fields and uploads are complete.



DocuSign sends email, with a link to the entire DocuSign packet, to the supervisor (including what the member entered & attached).

7. **Supervisor** completes the fields assigned to them in DocuSign.
8. **Supervisor** attaches the following documents in DocuSign:
 - a. Government-issued Photo ID
 - b. Eligibility Document (e.g. Passport, Birth Certificate)
 - c. Copy of PDF (signed by member & supervisor)
 - d. AmeriCorps Application
 - e. 2 References NSCHC
 - f. Authorization
 - g. NSOPR
 - h. WATCH
 - i. Fieldprint FBI clearance letter
 - j. Out-of-state criminal history check (if required)
9. **Supervisor** clicks “Finish” when all fields and attachments are done.



DocuSign sends email to member, supervisor, PC, & WSC/WRC to notify that the packet has been submitted and is ready for download by the WSC/WRC reviewer.

10. **PC** downloads the enrollment packet and begins the compliance review process.