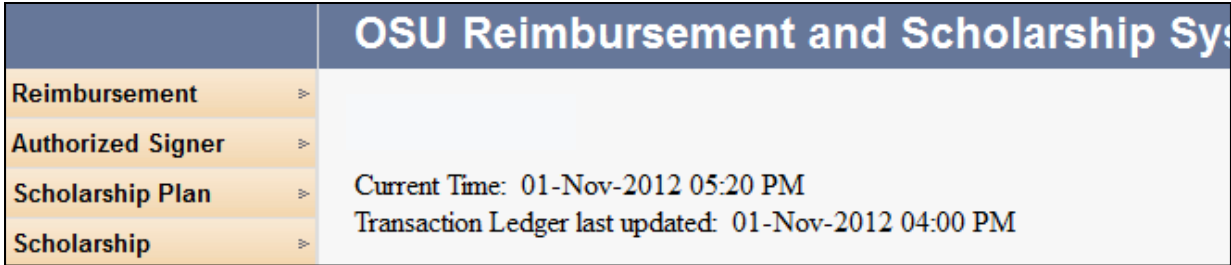


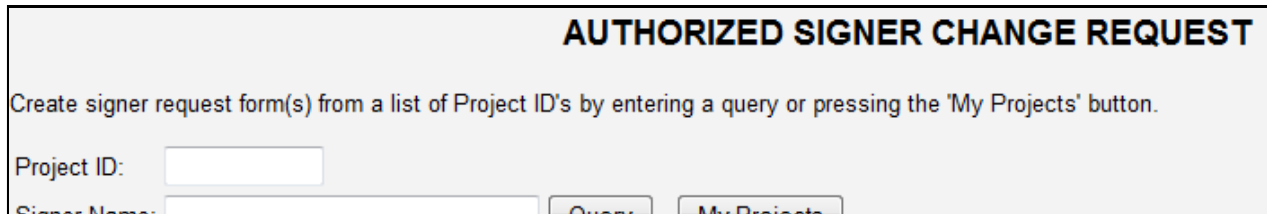
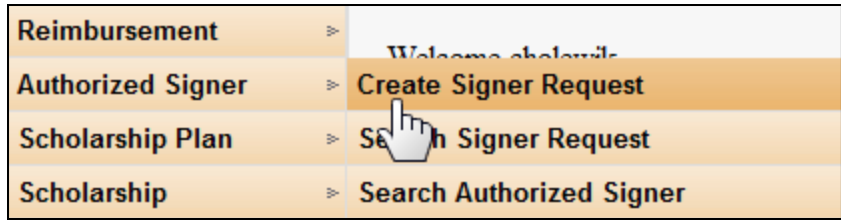
**OSU Reimbursement & Scholarship System—How to Create or Edit a Signer Sheet**

1) Login and locate the Reimbursement & Scholarship System page



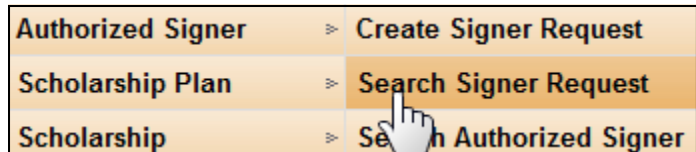
2) On the left hand side, hover over Authorized Signer and select Create Signer Request from the dropdown list.

*The Authorized Signer Change Request window opens.*

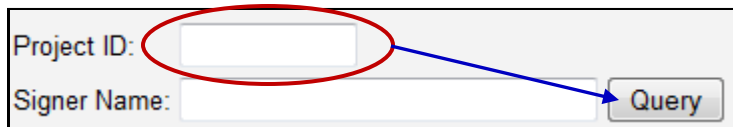


3) You can create either a new Signer Sheet for a New Project ID or for an existing Project ID that does not have an existing Signer Sheet. By selecting the Search Signer Request option from the dropdown list, you can search, locate and edit an existing Signer Sheet request.

**Note:** Search Signer Request only works if an electronic Signer Sheet has been submitted previously. If you are unable to locate the Project ID using the Search Signer Request function, go the Create Signer Request.



4) Enter the Project ID and click QUERY.



A list of Project ID's will appear in the Query Results with Signer names included.

- 5) **Select by checking the box next to the Project ID number of the Authorized Signer you wish to edit.**

<input type="checkbox"/>	Project Id	Org Title	Signer 1	Signer 2	Signer 3	Signer 4
<input type="checkbox"/>	4110-860010	Pres University Relations Acct				
<input type="checkbox"/>	4110-860020	Pres University Rel Travel Fnd				
<input type="checkbox"/>	4110-860030	Pres University Entertainment				

- 6) **Enter the OSU ID number of the signer you want to add and click LOOKUP. The name of the individual and their department will populate in the lines below.**

**New Signer Lookup**  
Create a set of authorized signers for Project ID's s  
signer, enter a valid OSU ID below and click the Ad

OSU ID:

- 7) **If this is the correct signer, click**

The signer(s) name will be added to New Authorized Signer list. Repeat these steps for adding additional signers.

New Authorized Signers					
Signer names will display in the Reimbursement Request Form in the order shown below. Use the up and down arrows to adjust t					
	OSU ID	Name	Department	Email	Pho

**NOTE: The changes to an Authorized Signer list for a Project ID, replaces all previously recognized Signer Sheets and does not include Signer Names listed previously. Be sure if you inadvertently remove a name, you add it back to the Signer list.**

- 8) **After adding Signers, review the list. Using the solid blue arrows, prioritize your signers by moving them up or down the list. The new Signer Sheet will reflect your selected signer priority.**

**New Authorized**  
Signer names will

<input type="button" value="X"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>
<input type="button" value="X"/>	<input type="button" value="▲"/>	<input type="button" value="▼"/>

- 9) **When finished click the Submit button, located in the lower right hand corner. A confirmation message will pop up asking if you want to submit your form.**

Locate and click the PDF icon in the lower right hand corner. After your Signer Sheet has opened, print.

- 10) **Route the Signer Sheet for applicable signatures.**

- 11) **When the applicable signatures have been secured, route the original copy of the Signer Sheet to Irona Lowden at the OSU Foundation.**

If the information supplied is correct, the OSU Foundation will approve the Signer Sheet, after which time the new information will be available in the Online Systems.