

Institute of Molecular Biophysics
KEY/CARD ACCESS FORM

Electronic Form Submissions via [DocuSign](#)

DocuSign

DocuSign is a cloud-based electronic signature service that allows users to easily send, sign and store documents in a secure, online location. With DocuSign, the entire document approval process can be managed electronically.

To use **DocuSign** to obtain signatures on these forms, follow the login instructions below.

1. Complete all pertinent information on “Key/Card Access Form”
2. Go to <https://account.docusign.com/organizations/f19e5d47-0be6-4c82-87ee-2a8532eccacd/saml2/login>
3. Sign in with your FSUID and password.
4. Click “New” next to the “Sign or Get Signatures” option.
5. To obtain signatures on a document, choose “Send an Envelope” and upload the applicable form.
6. Add all required signers (and FSU email) on the applicable fields. Click “Set signing order” and add signers for all needed access (i.e. 1st-PI, 2nd-Director, 3rd-IMBpeople list; *add facilities approval as needed.*)
7. Add Regina Ware to signing order to "Receive a Copy" from the drop down menu.
8. Click “Send Now”.

FSU DocuSign Support website: <https://its.fsu.edu/service-catalog/administrative-and-business/electronic-signatures/digital-signatures-docusign>

- How do I get support at FSU for DocuSign? <https://support.docusign.com/>
- How do I share my envelope with other users in DocuSign?
https://support.docusign.com/en/knowledgeSearch?by=topic&topic=send_envelopes&category=send

IMB Personnel:

Director – Hong Li – hli4@fsu.edu

X-ray Facilities – Soma – tsomasundaram@fsu.edu

Physical Biochemistry – Peter Randolph prandolph@fsu.edu or G. Seo gseo@fsu.edu

Protein Expression – G. Seo gseo@fsu.edu

IMBPEOPLE Listserve – Michael Zawrotny mzawrotny@fsu.edu or Soma tsomasundaram@fsu.edu

**INSTITUTE OF MOLECULAR BIOPHYSICS
KEY/CARD ACCESS AUTHORIZATION FORM**

Please complete this form and get the appropriate signatures. This form must be completed and signed by the appropriate person(s) before key/card access can be issued. *Please attach copy of your FSU ID card.*

NAME: _____ **Card#** _____

Position/Title: _____ **Permanently housed in IMB:**
Yes No

KEYS: _____
Room # Room # Room # Room # Room # Room # Room # Room #

PI Name: _____

Signature of PI: _____
(Signature of PI is required) Date

NOTE: If Card Access is not required go to Listserve Section.

Please check the appropriate boxes below and return the form to the Front Desk.

*****NOTE: Obtain necessary signatures below; if you cannot get signature, see Regina*****
Authorization/Signatures

Start Date	End Date	<input type="checkbox"/>	External Doors	_____	_____
		<input type="checkbox"/>	001 & 005	Director, IMB	Date
		<input type="checkbox"/>	200A & 200C		
		<input type="checkbox"/>	300C		
		<input type="checkbox"/>	400A & 400C		
		<input type="checkbox"/>	500A & 500C		

Start Date	End Date	<input type="checkbox"/>	X-ray Facility	_____	_____
			(410 KLB)	Soma	Date

Start Date	End Date	<input type="checkbox"/>	Physical Biochemistry	_____	_____
			(300A & 318 KLB)	Peter Randolph or G. Seo	Date

Start Date	End Date	<input type="checkbox"/>	Protein Expression	_____	_____
			(312A & 312G KLB)	G. Seo	Date

MUST JOIN IMBPEOPLE LISTSERVE TO ACCESS BUILDING

<input type="checkbox"/>	I have joined imbpeople email list.	_____	_____
(v)	Go to: https://lists.fsu.edu/mailman/listinfo/imbpeople	Michael Zawrotny or Soma	Date
	(list below email used to join imbpeople)		

Subscribed Email Address: _____

EMP ID: _____

(NOTE: Any misuse of form may result in all card access being revoked)