ICR Split Request Form

Step-by-step Instructions for using the ICR Split Request Form in DocuSign

1. Log in to DocuSign at DocuSign login page

2. Select the Manage tab

3. Select New then select Use a Template
4. Select All Templates and then search “ICR Split in search box.

![Select Template](image)

5. Select either ICR Split Request Form at Award Stage or Proposal Stage, then select Add Selected

![Select Template](image)
6. From the ICR Split template window, select **Advanced Edit**.
7. The ICR Split Request Form has been added to the envelope.

8. Under Add Recipients to the Envelope, designate each person to receive the envelope and choose the action needed by each recipient. You may also edit your envelope subject and message to recipients. When finished, select **Next** in the top right corner. *The ICR Split Inbox recipient, which will receive a copy is a locked field.*
9. Populate or assign all required text and signature fields (highlighted in yellow). Click **Send**. After signature, a fully signed copy will be in your DocuSign completed documents and will be cc’d to icrsplit@colorado.edu.