

## ADOT Discrimination Incident Report in DocuSign

- To initiate a ADOT Discrimination Incident Report in DocuSign simply click on the link on ADOTNet, Ctrl+Click the following URL, or copy the URL and paste it into a browser:
- <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=399c6983-3991-454a-bc42-e7a8fd7c0e3a>
- You will then see the following pop-up box:

### PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:  
**Complainant** \*

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Civil Rights Office**

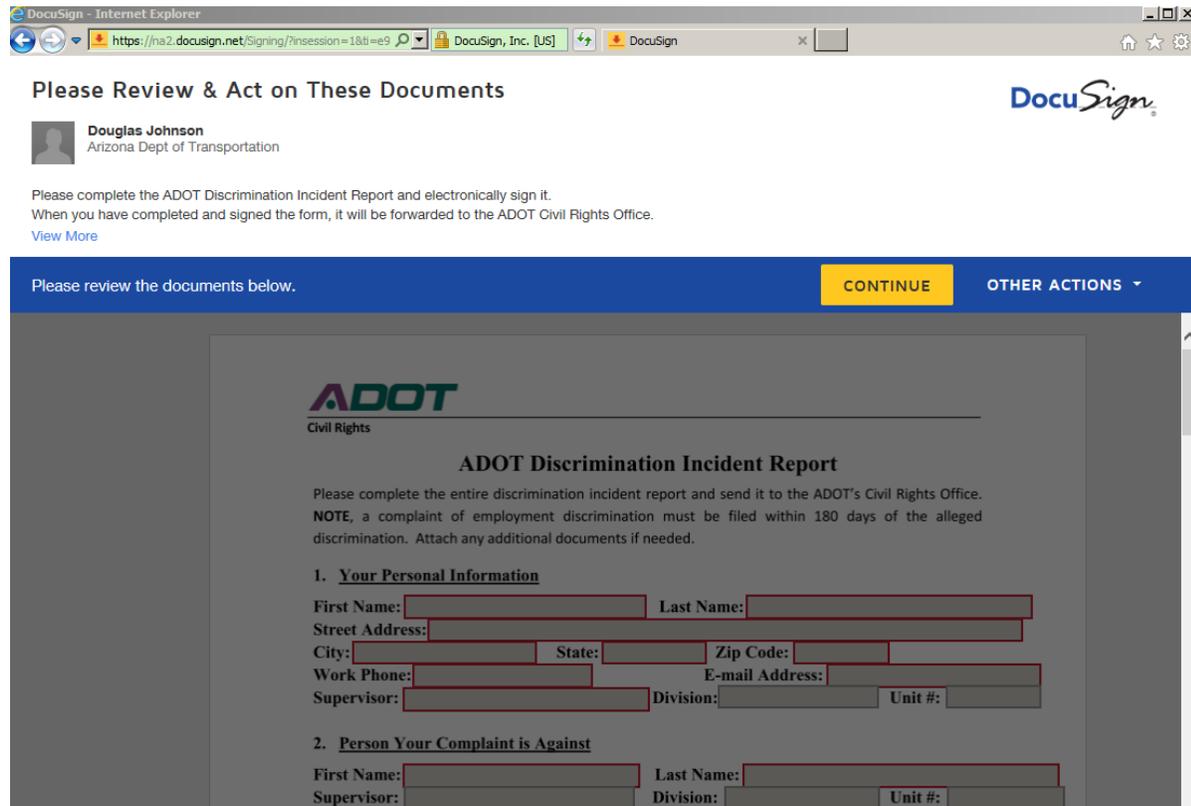
Name:

Email:

Please complete the ADOT Discrimination Incident Report and sign it. It will be forwarded to the ADOT Civil Rights Office. You will receive a copy of the document in your Email.

- Please enter your name and email address as the “Complainant”.
- Then click on the “Begin Signing” button.

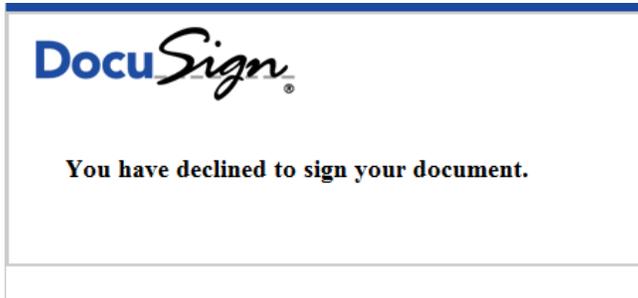
- You will then see a “Please Review & Act on These Documents” screen.
  - Here you may start filling out the form by clicking on “CONTINUE”.



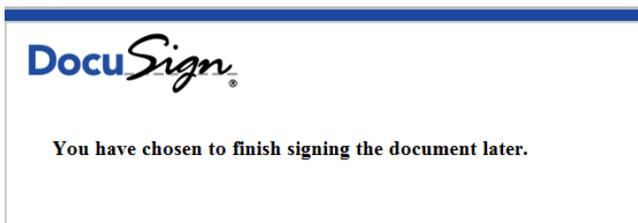
- Or, you can choose other options by clicking on the “OTHER ACTIONS” down arrow.
- Then you can click on “Finish Later” or “Decline to Sign” as appropriate.



- If you clicked on “Decline” you will see a screen with the note that “You have declined to sign your document.”



- If you clicked on “Finish Later” you will see a screen with the note that “You have chosen to finish signing the document later.”



- When you click on “CONTINUE” you will then see the ADOT Discrimination Incident Report displayed in DocuSign ready for your completion:

 A screenshot of a web browser window showing a DocuSign document. The browser title is "DocuSign - Internet Explorer" and the address bar shows "https://na2.docusign.net/Signing/?inSession=1&t=e9". The page has a blue header with "Please review the documents below." and buttons for "FINISH" and "OTHER ACTIONS". Below the header is a "START" button. The main content area features the ADOT logo and the title "ADOT Discrimination Incident Report". The text reads: "Please complete the entire discrimination incident report and send it to the ADOT's Civil Rights Office. NOTE, a complaint of employment discrimination must be filed within 180 days of the alleged discrimination. Attach any additional documents if needed." The form is divided into two sections: "1. Your Personal Information" and "2. Person Your Complaint is Against". Each section contains several text input fields for personal and contact information.

- When you click on “Start” your cursor will be placed in the first box where you are required to enter information. The first box is for you to enter your First Name.
- All boxes which have red borders require you to enter information.
- Boxes with grey borders are optional that you may use to supply additional information.
- You may notice that you are now prompted to “FILL IN” your First Name.

**ADOT**  
Civil Rights

**ADOT Discrimination I**

Please complete the entire discrimination incident report  
**NOTE**, a complaint of employment discrimination must include discrimination. Attach any additional documents if needed

1. **Your Personal Information** Required - Enter your First Name

First Name:  Last

Street Address:

City:  State:

Work Phone:

Supervisor:  Division:

- When you key in your First Name the “FILL IN” button will change to “NEXT”. You may use the “Next” button to move to the next required box. Or, you may use your Tab key to move to the next required box. Or, you may always use your mouse to click on the box where you wish to enter data.
- Please note that you cannot finish the document until all required fields are completed.
- The ADOT Discrimination Incident Report form itself provides instructions for completion of each section. Please read the form for further details.
- The following sections are contained in the ADOT Discrimination Incident Report:
  - 1. Your Personal Information.
  - 2. Person Your Complaint is against.
  - 3. What is the reason (i.e. basis) for your claim(s) of Discrimination?
    - Please check all that apply
  - 4. Type(s) of action taken against you:
    - Please check all that apply

- Note: If you check the “Other (Specify)” check box, you will be presented with a text box that you are required to fill in.

Other (Specify):

- 5. Please provide a thorough summary of the to you that you believed was discriminatory.
  - At the end of this lengthy text box is an option for you to attach additional optional documents. If you click on the down arrow and select “Yes”, you will see an icon that allows you to add as many additional documents as you need to.

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Page 2      Do you have attachments?



- 6. What do you suggest to be done to resolve your complaint?
  - This section is optional. Please fill in if you wish to do so.
- 7. Please provide any additional comments you may have with regards to your complaint of discrimination:
  - This section is optional. Please fill in if you wish to do so.

- Note: Between section 3 and 4 is a check box for you to indicate that you are finished with Page 1.

Check when Page 1 is complete

This is for the convenience of not having DocuSign jump to the next page before Page 1 is complete.

- At the bottom of the form you are required to affix an electronic signature. If you do not have a DocuSign account at ADOT, when you click on the “Sign Here” icon you will be required to select an electronic signature.

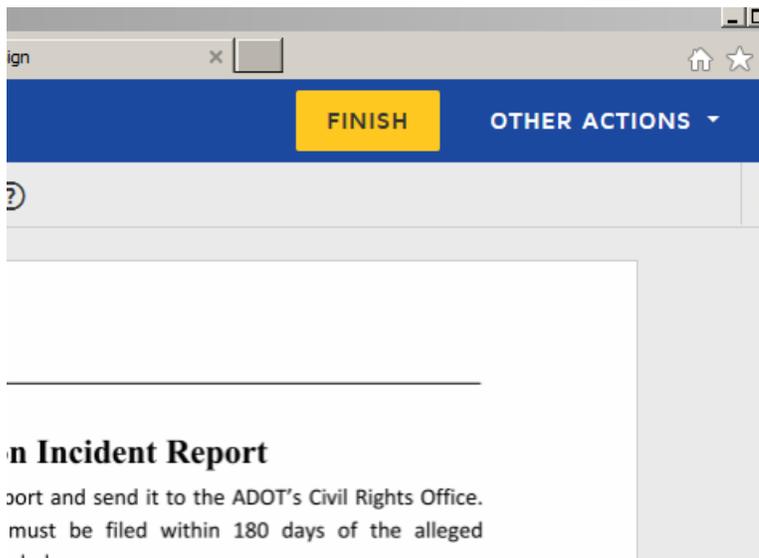
By signing this form, I affirm that the information provided in this ADOT Discrimination Incident Report is based on a good-faith belief that the allegations are true and accurate to the best of my knowledge.

Signature 

Date 3/14/2016

Printed Name Douglas Johnson

- When you have completed all required fields and affixed your electronic signature you complete your process by clicking on the “FINISH” button at the top right:



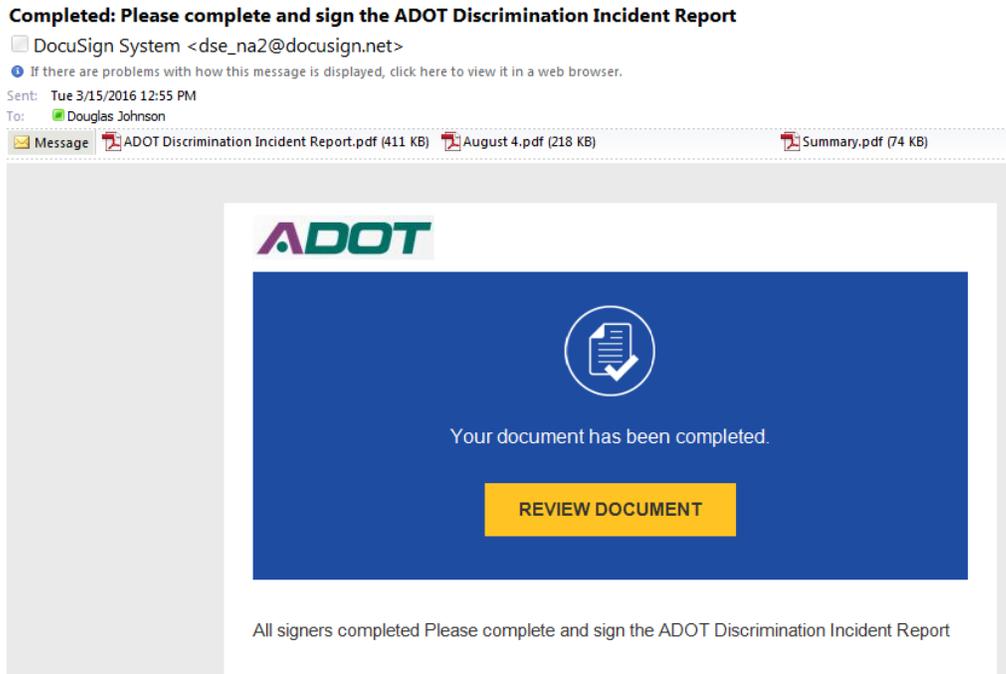
- You will then see the following screen:



**Thank you.**

Your document has been signed.

- Your completed and signed ADOT Discrimination Incident Report and any attachments will be automatically forwarded to the Civil Rights office at [CivilRightsOffice@azdot.gov](mailto:CivilRightsOffice@azdot.gov).
- You will also receive a completed copy of your ADOT Discrimination Incident Report in your email. It will look like the following:



- This email will contain your completed ADOT Discrimination Incident Report and any attachments.
- You can then download and save or print the completed document.
- Please also note that a Summary document has been supplied that merely tracks when the document was completed and when it was sent to the Civil Rights Office.

Thank you for using the ADOT Discrimination Incident Report supported by DocuSign for electronic signatures.