**Foundation Account Signature Sheet Instructions:**

- Page 1 for Form Submitters Only
- Page 2 for Reviewers/Executive Officers (Authorized Signors on Signature Sheet)

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**Form Submitters Only**

1. Log into UConntact.

2. Open the Foundation Account Signature Sheet using the following link: [https://uconntact.uconn.edu/submitter/form/start/457960](https://uconntact.uconn.edu/submitter/form/start/457960).

3. Click on NEW SUBMISSION box (if this is not your first time opening the form).

4. Enter your organization name exactly as it appears on UConntact.

5. Select the appropriate answer to “Does your organization have an outside bank account?”.
   a. If yes, enter the name of the financial institution your organization banks with in the open field.
   b. Selecting “No” indicates your organization’s bank account resides with SABS.

6. Enter information about the members of your organization who are authorized to review disbursements:
   a. Treasurer, President, Advisor and one other Executive Officer are mandatory.

7. Click NEXT.

8. **CRITICAL** - Enter the UConn emails of all the members listed on the form, excluding the person submitting the request (this is the only way officers can see and approve the signature sheet):
   a. Click “Add Another Reviewer” at the bottom of the page to create additional fields.
   b. Continue until you have added ALL of the member’s UConn email addresses.

9. Click NEXT.

10. You may use the links in the Submission section to go back and edit/review any information.

11. Click SUBMIT to finalize the form.

12. **Send page two of these instructions to the Executive Officers and Advisor you listed on the Signature Sheet.** They are classified in UConntact as your Reviewers.

13. Executive Officers on the form will receive an email to review the form. They must open the form via the link in the email, review the data, and approve or deny the information.

14. The signature sheet will be approved when the information provided matches your organization’s UConntact page and all authorized Reviewers have given the form a thumbs up. You will be notified of this approval.

15. Email lillian.palacios@uconn.edu if you have not received an approval notification and would like a status update.
Reviewers/Executive Officers (Authorized Signors on Banking Contract)

1. Open the email from UConntact with the subject line “Review Form Submission: Foundation Account Signature Sheet 2020-2021”

2. Click the blue Review Submission box in the email to open the form.

3. Click Expand All and review the information.

4. If you agree with the information:
   a. Click the thumbs up symbol next to your name.
   b. Type “Approved” in the Discussion section at the bottom of the form.
   c. Click Post.
   d. Exit the form.

5. If you do not agree with the information:
   a. Click the thumbs down symbol next to your name
   b. Type your reason for not agreeing in the Discussion section at the bottom of the form.
   c. Click Post.
   d. Exit the form.