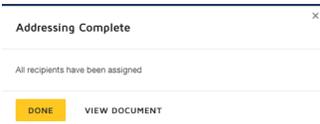
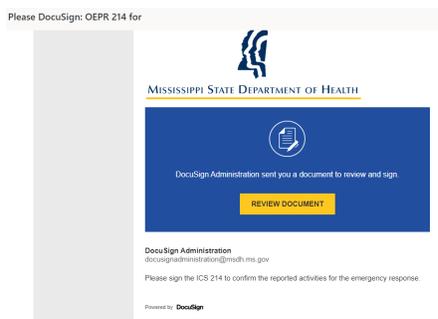


How to Complete and Sign the ICS 214 Activity Log Form in DocuSign

1. The 214 should be filled out for **ONLY** one day per document.
2. From the MSDH website under Employee Documents, click to open the initial page. The Power Form Signer page will open.
3. Enter your name and email address in the Employee section.
4. **Enter your name and email address in the Employee ENTER AGAIN section.**
5. Enter your Response Supervisor's name and email address in the Response Supervisor section.
6. Double check the email addresses in all sections. If the email address is incorrect, DocuSign cannot deliver the form.
7. Click the **Begin Signing** box.
8. A pop-up window will open. Click **Done**. You may also close out of the document.



9. DocuSign will send the form to your Outlook inbox. Go to your inbox, click on the email, and click **Review Document**.



10. You can also access the form in your DocuSign inbox within your DocuSign account.
11. When the form opens in DocuSign, click the **Continue** box to begin filling out the form.

Please Review & Act on These Documents



Please sign the ICS 214 to confirm the reported activities for the emergency response.



12. Complete all required fields (outlined in red) and any other necessary fields to report your time and activities towards the response. You can move through the required fields using the yellow Start tab on the left of the document.
13. Once you've completed the document, click  on the Employee signature line and click  at top right of the page.
14. A pop-up window will appear giving you the options to download, print, or close out of your document.
15. After the supervisor signs the form, you will receive a completed copy to your Outlook inbox.

Additional Instructions:

The **Resources Assigned** section will **ONLY** be used if you are filling out the activities of multiple employees assigned to a specific area with like duties. Type in Employee "Name", "ICS Position", and "Home Agency (and Unit)". A Sign-In Sheet **MUST** be attached with Date, Location, Employee Name, In/Out Time and Agency Name.

The **Activity Log** section should include the date the 214 is for and list of times with activities performed. If you need more lines, there is space on Page 2.