

Instructions for submitting a request for K Cup recycling boxes

- Log into DocuSign: <https://account.docusign.com/#/username>
- Enter your Lehigh credentials
- Click on Templates at the top
- Click on Shared with Me on the left
- Click Use next to K Cup Box Request
- Fill in your name and email address (must be Lehigh and not an alias) for Requestor
- Click Send
- You will receive an email, click the Review Document button from your email
- Click Continue in DocuSign
- Complete your Name, Department, Number of Boxes, Size, and Pick-Up/Delivery information
- Click Finish