1. **CSUEB EMPLOYEE:**
   Login to Adobe Sign with your CSUEB credentials at: [sign.csueastbay.edu](http://sign.csueastbay.edu)

2. **CSUEB EMPLOYEE:**
   Under “Use a Workflow” select the “Select a workflow” dropdown menu.

3. **CSUEB EMPLOYEE:**
   Select “Alcohol Approval Request”
4. **CSUEB EMPLOYEE:**
Click on the blue “Start” button.

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5. **CSUEB EMPLOYEE:**
You will now see the Alcohol Approval Request Form and be able to route the form accordingly.

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6. **CSUEB EMPLOYEE:**
**Signer:**
Enter the email address of the individual who will be filling out the Alcohol Approval Request form, providing the initial signature, and will be present for the entire program/event.
7. **CSUEB EMPLOYEE:**
   Department Chair / Director:
   Enter the email address of the individual who is authorizing the request and is at the Department Chair / Director level. *(This may or may not be the same individual as Signer above).*

8. **CSUEB EMPLOYEE:**
   The remaining fields are pre-filled by default. **Please do not alter these fields!**

9. **CSUEB EMPLOYEE:**
   Click on the “Send” button to route the form.
10. **EXTERNAL REQUESTOR:**

Hardware/software Requirements:
- Desktop computer, laptop, tablet or phone
- Access to internet and email account

The form will now route to the External Requestor, identified as the **Signer**, for signature. The External Requestor will receive an email notification.

11. Click on the blue hyperlink in the body of the message to view and approve the form.
12. **EXTERNAL REQUESTOR**: The signer is responsible for filling out the event information, including date, time, number of attendees, and food and beverages to be served.

13. **EXTERNAL REQUESTOR**

   The **Signer** must certify that they will be present for the entire program and assume full liability. The **Signer** must provide a cell phone number for the day of the event and must fill in the name of their Department Chair / Director.

14. **EXTERNAL REQUESTOR**

   The **Signer** must electronically sign the document using any of the four options presented by Adobe Sign. Click **Apply**.

   Click the blue “**Submit**” button on the black bar at the bottom of the screen to submit.
15. **EXTERNAL APPROVER**

The form will now route to the **Department Chair / Director** for signature. The Department / Chair Director will receive an email notification. *This may or may not be the same individual as the Signer.*

Click on the blue hyperlink in the body of the message to view and approve the form.

16. **EXTERNAL APPROVER**

To Approve:

The **Department Chair/ Director** must electronically sign the document using any of the four options presented by Adobe Sign. Click **Apply**. Click the blue “Submit” button on the black bar at the bottom of the screen.
17. To Reject:
The Department Chair / Director may opt to reject the form. To do so, navigate to the top, left-hand side of the screen, select the “Alternative Actions” menu and select the “I will not e-sign” option. You will be prompted to provide an explanation.

If this option is selected, this is the end of the process, and the form is cancelled for all parties.

18. If the form is approved, it will route sequentially to:
   a. the AVP, Risk Management
   b. the University Police Chief

19. A final, signed copy of the agreement will be sent out to all parties when the form has been signed by the Chief of Police.

20. CC: A copy of the form will automatically be sent to Facilities Reservations. This is the end of the process.