1. Login to Adobe Sign with your CSUEB credentials at: sign.csueastbay.edu

2. Under “Use a Workflow” select the “Select a workflow” dropdown menu.

3. Select “Alcohol Approval Request”
4. Click on the blue “Start” button.

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

6. **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. **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. The remaining fields are pre-filled by default. **Please do not alter these fields!**

9. Click on the “Send” button to route the form.
10. The form will now route to the Signer. The signer is responsible for filling out the event information, including date, time, number of attendees, and food and beverages to be served.

11. 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.

12. The Signer must electronically sign the document using any of the four options presented by Adobe Sign. Click Apply. Then click the blue “Submit” button on the black bar at the bottom of the screen.
13. The form will now route to the Department Chair / Director for signature. The Department / Chair Director will receive an email notification.

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

14. To Approve:
The Department Chair/ Director must electronically sign the document using any of the four options presented by Adobe Sign. Click Apply. Then Click the blue “Submit” button on the black bar at the bottom of the screen.
15. **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.

16. If the form is approved, it will route sequentially to:
   1. the AVP, Risk Management
   2. the University Police Chief

17. 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.

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