

Adobe Sign Workflow - Temporary Telecommuting Agreement

1. Login to Adobe Sign: <https://sign.csueastbay.edu>. Continue with Google.

Sign in

New user? [Create an account](#)

Email address

mesam.bahmani@csueastbay.edu

[Continue](#)

Or

[Continue with Google](#)

[Continue with Facebook](#)

[Continue with Apple](#)

2. Enter your university email address.


Sign in
to continue to adobe.com

Email or phone

[Forgot email?](#)

[Create account](#) [Next](#)

3. Authenticate with your NetID and password.



Sign in with your NetID and Password

Keep me signed in

[Sign in](#)

4. Go to the [Use a Workflow](#) section and scroll down to access the form labeled “AP- Check Request”. Then, click [Start](#).



Home Send Manage Reports Account

Hello, Veronica What would you like to do?

This screenshot shows the "Get a Signature" section of the Adobe Sign interface. It includes options for "Get a Document Signed", "Send from Library", and "Use a Workflow". The "Use a Workflow" option is highlighted with a red box. Below it is a dropdown menu labeled "Select a workflow" and a "Start" button.This screenshot shows the dropdown menu for the "Use a Workflow" option. The menu lists several workflow options: "AA - PAF Sign In Sheet", "AP - Check Request Form", "AP - Invoice Approval Form", "eBenefits Self-Service Authorization Form", and "FS - Travel Authorization Form (PREPARER)". The "AP - Check Request Form" option is highlighted with a red box. A "Start" button is visible to the right of the dropdown.

5. Routing the form: *(Either Managers or Employees can initiate)*
 - a. In the Prepared By field, enter the email address of the employee who is completing the form.
 - b. In the DOA Approval field, enter the email address of the employee's manager who will approve.
 - c. In the AP Technician field, enter the email of the technician based on vendors, and individuals Last Name: Tammy Heard(A-L), Angie Trujillo (M-Z)
 - d. In the Additional Document field, attach your supporting document
 - e. Click "Send". The form will open for you to complete before sending to approver.

AP - Check Request Form

How this workflow works?

Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items.

*This form is not to be used for employee reimbursement

Recipients



Prepared By *

Myself ✉ Email

DOA Approval *

Enter recipient email ✉ Email

AP Technician - based on vendors, and individuals last Name: Tammy Heard (A- L), Angie Trujillo (M-Z) *



Enter recipient email ✉ Email

Document Name *

Check Request

Options



Set Reminder

Message *

For Approval and Signature.

Files

AP- Check Request * AP- Check Request Form

Additional Documentation 1	Add File
Additional Documentation 2	Add File



7. All parties in the agreement will receive a final, signed copy once it is approved.