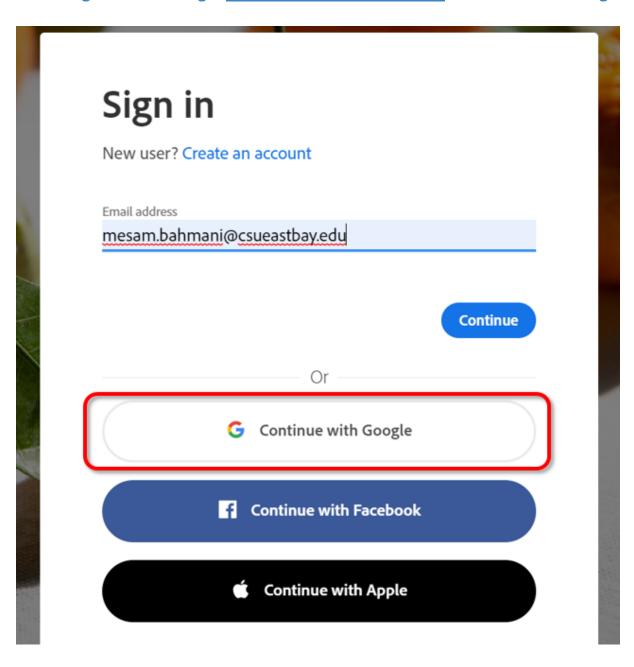
Adobe Sign Workflow - Temporary Telecommuting Agreement

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



2. Enter your university email address.

Sign in

to continue to adobe.com

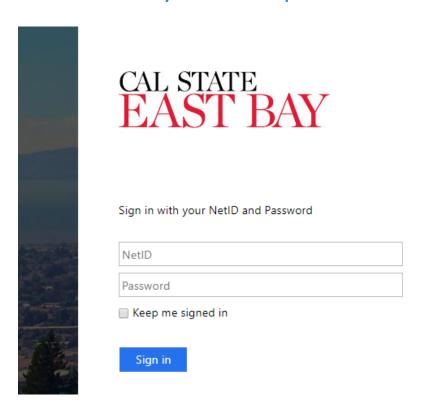
mesam.bahmani@csueastbay.edu

Forgot email?

Create account

Next

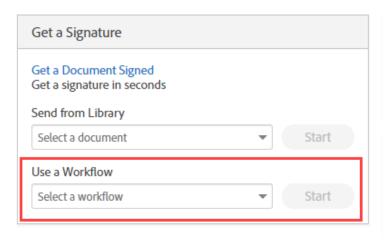
3. Authenticate with your NetID and password.

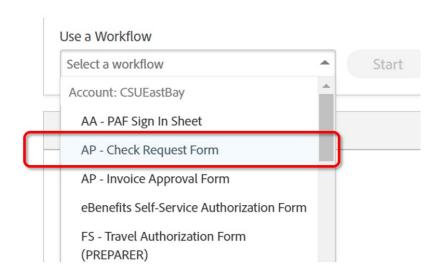


4. Go to the <u>Use a Workflow</u> section and scroll down to access the form labeled "AP- Check Request". Then, click <u>Start.</u>

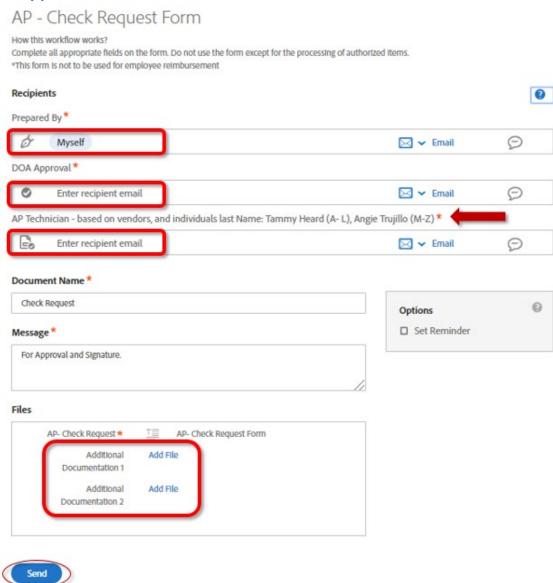


Hello, Veronica What would you like to do?





- 5. **Routing the form:** (Either Managers or Employees can initiate)
 - a. In the <u>Prepared By</u> field, enter the email address of the employee who is completing the form.
 - b. In the <u>DOA Approval</u> field, enter the email address of the employee's manager who will approve.
 - c. In the <u>AP Technician</u> 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. <u>Click "Send".</u> The form will open for you to complete before sending to approver.



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