Adobe Sign Workflow - Check Request

1. Login to Adobe Sign: [https://sign.csueastbay.edu](https://sign.csueastbay.edu). Continue with Google.
2. Enter your university email address.

Sign in to continue to adobe.com

Email or phone
mesam.bahmani@csueastbay.edu

Forgot email?

Create account

3. Authenticate with your NetID and password.

Sign in with your NetID and Password

NetID

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**.
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.

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