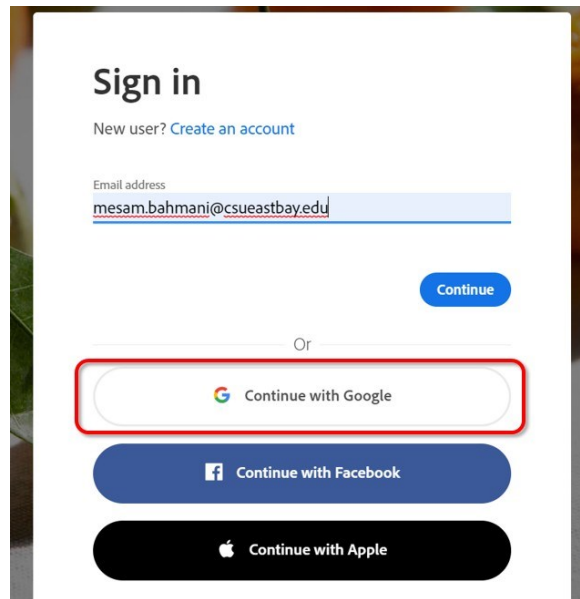


# Adobe Sign Workflow – Chartfield Request Form

## 1. Log into Adobe Sign:

<https://csueastbay.na2.documents.adobe.com/account/home> ->  
Continue with Google.



Sign in

New user? [Create an account](#)

Email address

Continue

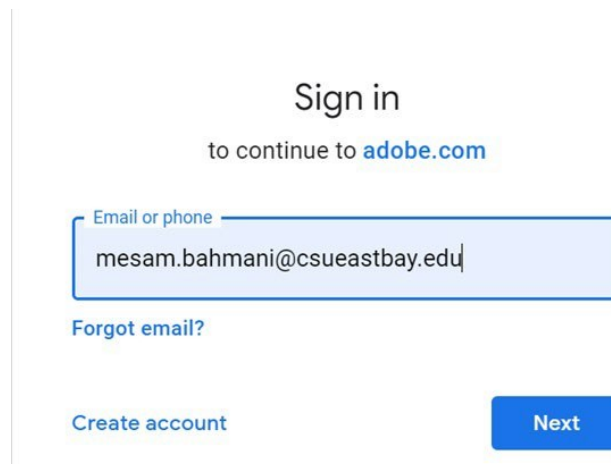
Or

[Continue with Google](#)

[Continue with Facebook](#)

[Continue with Apple](#)

## 2. Enter your university email address.



Sign in

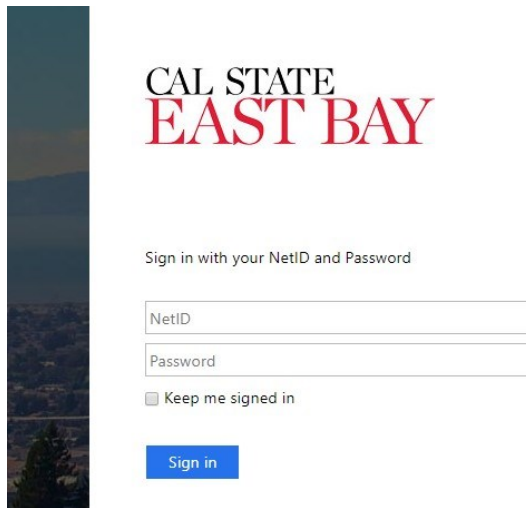
to continue to [adobe.com](#)

Email or phone

[Forgot email?](#)

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

### 3. Authenticate with your NetID and password.



CAL STATE  
EAST BAY

Sign in with your NetID and Password

NetID

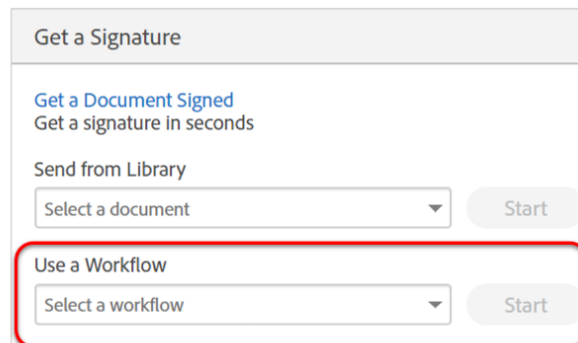
Password

Keep me signed in

Sign in

### 4. Go to the Use a Workflow section and scroll down to find the form labeled “FSU- Chartfield Request Form” -> then, click Start.

Hello, Mesam What would you like to do?



Get a Signature

Get a Document Signed  
Get a signature in seconds

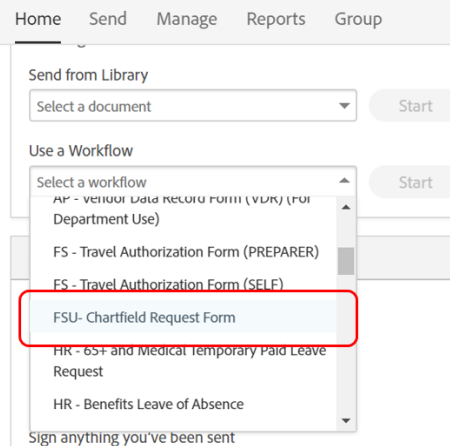
Send from Library

Select a document Start

**Use a Workflow**

Select a workflow Start

CAL STATE  
EAST BAY | POWERED BY  
Adobe Sign



Home Send Manage Reports Group

Send from Library

Select a document Start

Use a Workflow

Select a workflow Start

- AP - Vendor Data Record Form (VDR) (For Department Use)
- FS - Travel Authorization Form (PREPARER)
- FS - Travel Authorization Form (SELF)
- FSU- Chartfield Request Form**
- HR - 65+ and Medical Temporary Paid Leave Request
- HR - Benefits Leave of Absence

Sign anything you've been sent

## 5. Routing the form: *(Either Managers or Employees can initiate)*

- a. In the Requester field, enter the email address of the employee who is completing the form.
- b. In the Department Approval field, enter the email address of the employee's manager who will approve.
- c. In the Additional Approver (Optional) field, enter the email address of approver, as required.
- d. In the FSU Admin Analyst field, no action needed. (The form will automatically be sent to Joseph Andrews and Miyesha Dickerson after Approval signature)
- e. In the Supporting Document field, attach your supporting document (Optional).
- f. Click "Send", the form will open for you to complete and sign before sending it to the approver.

FSU- Chartfield Request Form

How this workflow works?  
Assign the department approver. Click the send button and complete the form.

Recipients ?

Requester *	Enter recipient email	Email
Department Approval *	Enter recipient email	Email
Additional Approval (Optional)	Enter recipient email	Email
FSU Admin Analyst *	miyesha.dickerson@csueastbay.edu	Email
FSU Admin Analyst *	joseph.andrews@csueastbay.edu	Email

Chartfield Request Form

Options  
 Set Reminder

Message \*  
Please Review and Sign.

Files

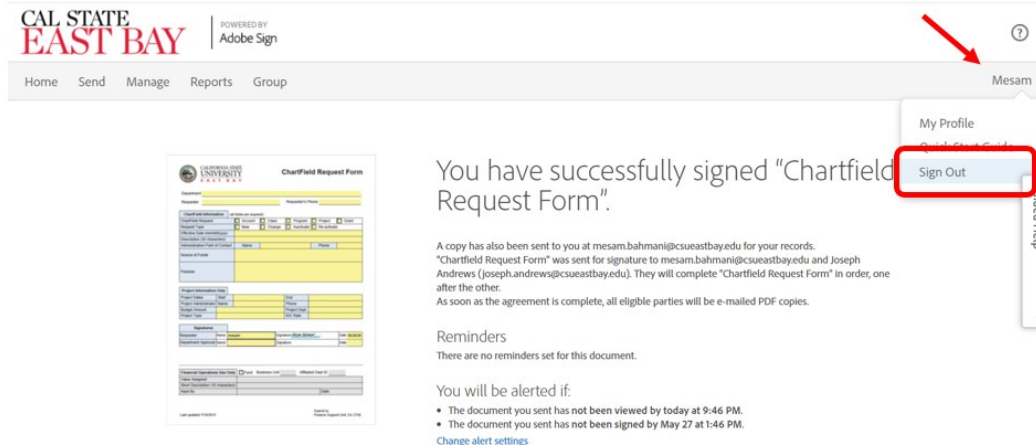
Document *	FSU- Chartfield Request Form
Supporting Document 1 (Optional)	Add File
Supporting Document 2 (Optional)	Add File
Supporting Document 3 (Optional)	Add File

Send

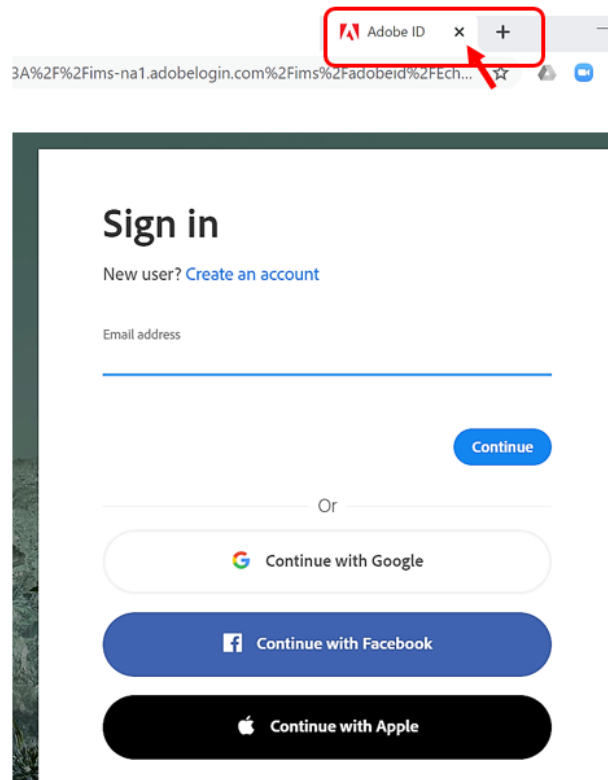
6. Once it is approved, all parties in the agreement will receive a final signed copy once it is approved.

**\*\*If the Requester and the Approver are the same, please follow the additional steps\*\***

**1. After signing the form, click on your name and sign out.**



**2. After signing out, exit out of the tap/page completely.**



3. Lastly, in your email inbox, open the email sent from Adobe Sign, then click on the link that is provided to sign as the Approver.

