Adobe Sign Workflow – Chartfield Request Form

1. Log into Adobe Sign: 
https://csueastbay.na2.documents.adobe.com/account/home -
Continue with Google.

2. Enter your university email address.
3. Authenticate with your NetID and password.

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

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.