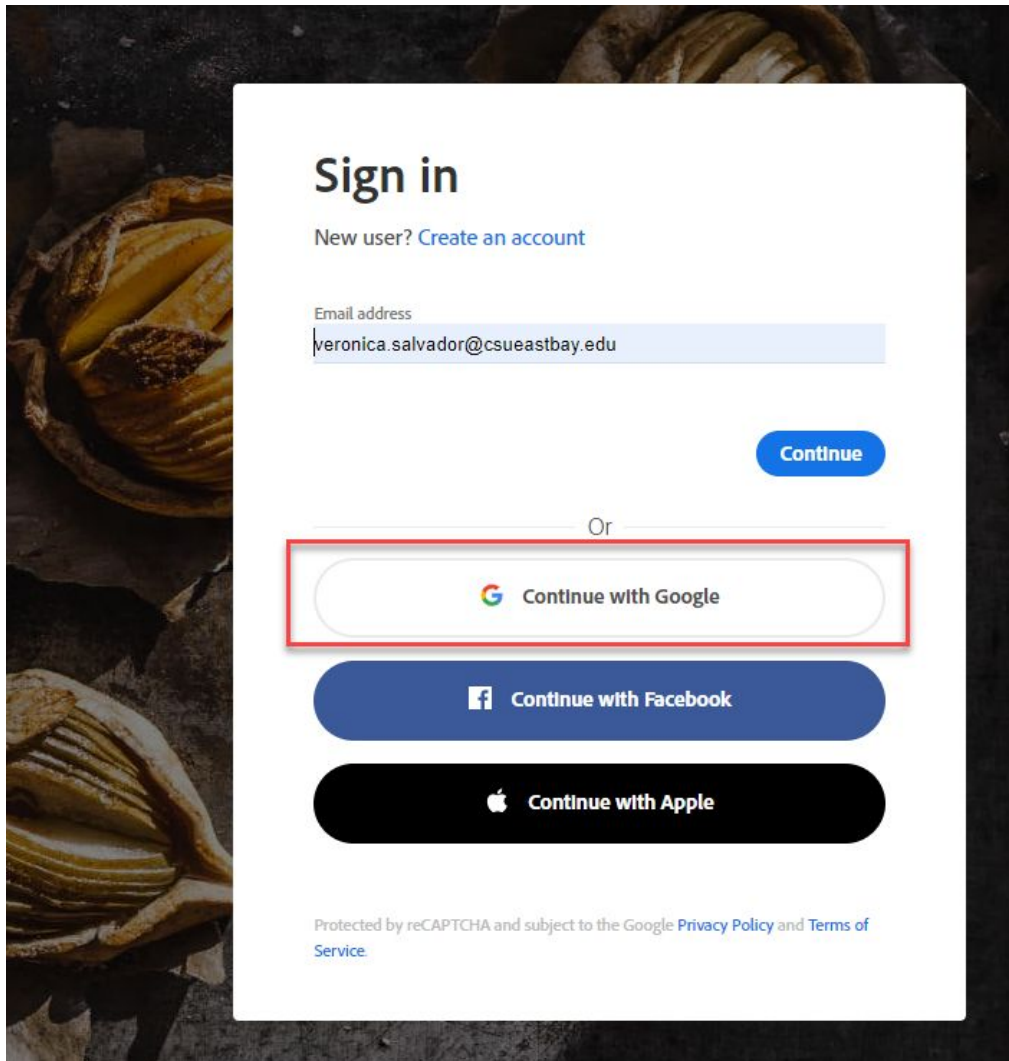
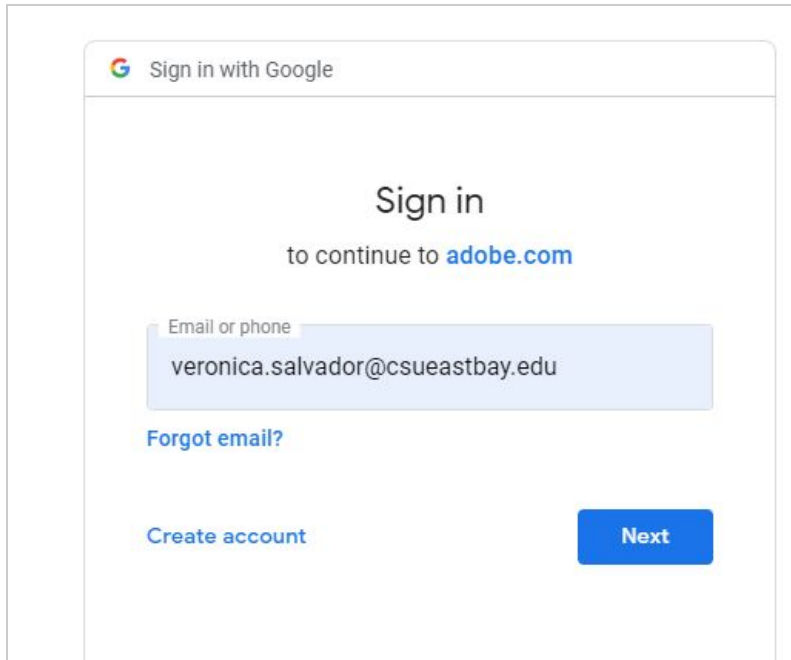


Adobe Sign Workflow - Request for Temporary Paid Administrative Leave

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



2. Enter your university email address.



Sign in with Google

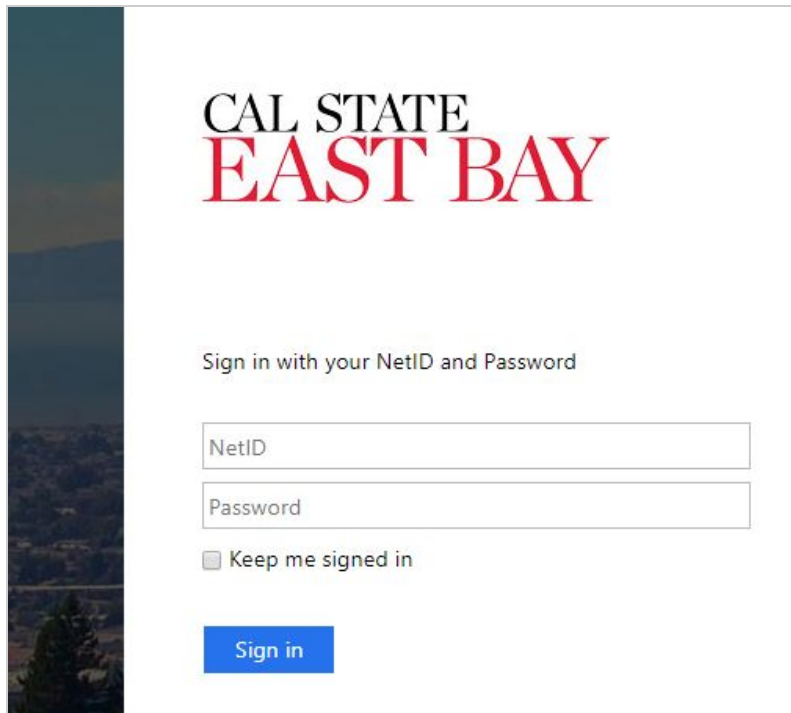
Sign in
to continue to adobe.com

Email or phone
veronica.salvador@csueastbay.edu

[Forgot email?](#)

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

3. Authenticate with your NetID and password.



CAL STATE
EAST BAY

Sign in with your NetID and Password

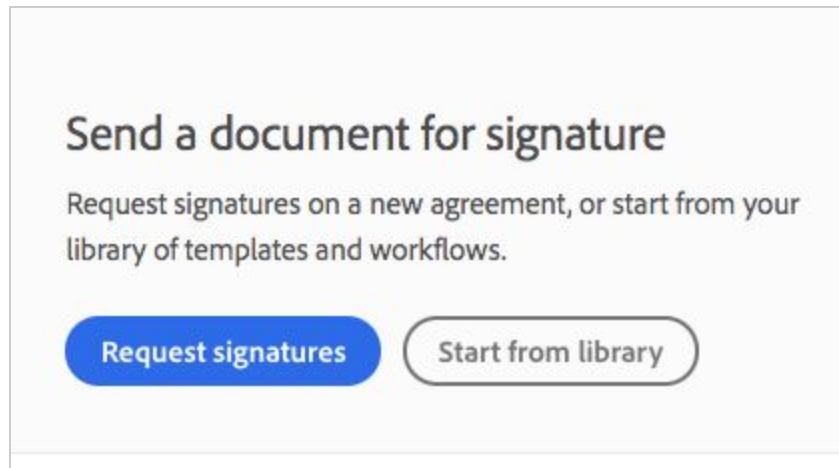
NetID

Password

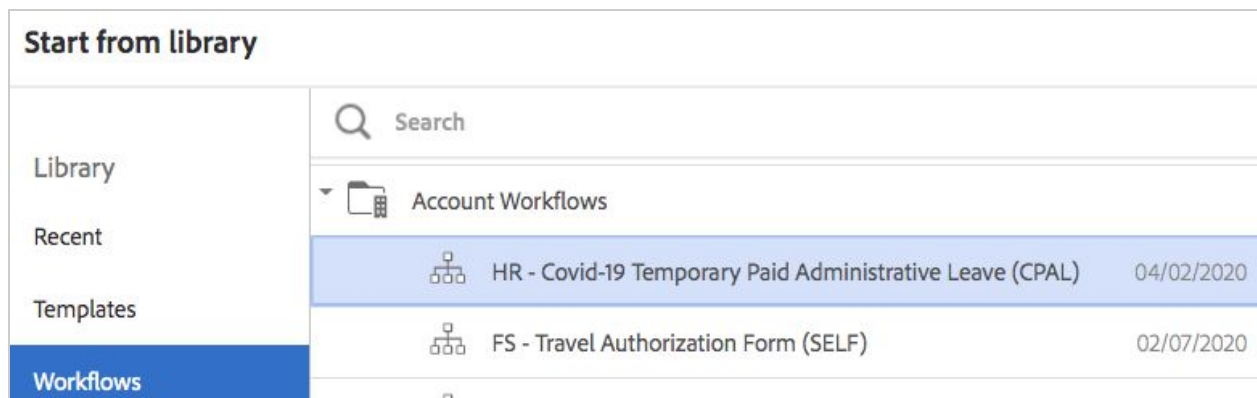
Keep me signed in

[Sign in](#)

4. On the Home page, select **Start from library**.



5. On the left hand side, under Library, Select **“Workflows”** and find the workflow titled **“HR - Covid-19 Temporary Paid Administrative Leave (CPAL)”**. Click **Start**.



6. Route the form according to the recipients listed.

a. **NOTE: After you click SEND, the form will open for you to complete before sending to the approver.**

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