Adobe Sign Workflow - Request for Temporary Paid Administrative Leave

2. Enter your university email address.

![Google sign-in interface]

3. Authenticate with your NetID and password.

![Cal State East Bay sign-in interface]
4. On the Home page, select **Start from library**.

![Send a document for signature](image)

Request signatures on a new agreement, or start from your library of templates and workflows.

- **Request signatures**
- **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**.

![Start from library](image)

<table>
<thead>
<tr>
<th>Library</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Workflows</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Recent</strong></td>
<td></td>
</tr>
<tr>
<td>HR - Covid-19 Temporary Paid Administrative Leave (CPAL)</td>
<td>04/02/2020</td>
</tr>
<tr>
<td>FS - Travel Authorization Form (SELF)</td>
<td>02/07/2020</td>
</tr>
</tbody>
</table>

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.