



1. To access Adobe Sign, navigate to:  
<https://sign.csueastbay.edu>

Enter your CSUEB email address and password and select "Sign in".

*If using a Group Email account, select "Continue with Google" instead.*

Select "Enterprise ID".

Enter your CSUEB NetID and password.

Adobe ID

Sign in to continue

Adobe Sign

veronica.salvador@csueastbay.edu

.....

Stay signed in [Forgot password?](#)

**Sign In**

Not a member yet? [Get an Adobe ID](#)

Want to use your company or school account?  
Sign in with an Enterprise ID

Or

Continue with Facebook

Continue with Google

Choose an account for

veronica.salvador@csueastbay.edu

Adobe ID >

Personal account

**Enterprise ID** >

Company or school account

Need help? [Learn more.](#)

[Cancel](#)

CAL STATE EAST BAY

Sign in with your NetID and Password

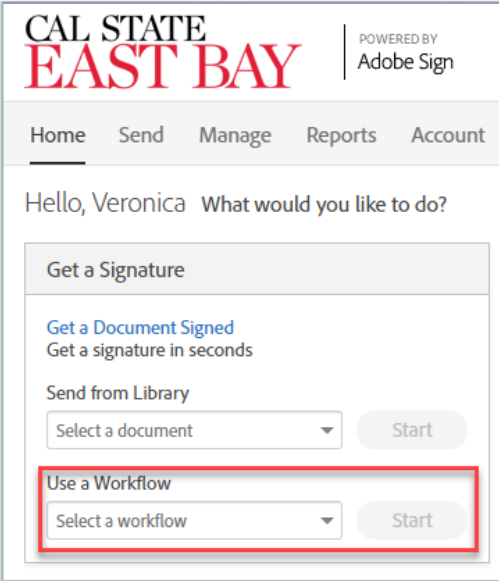
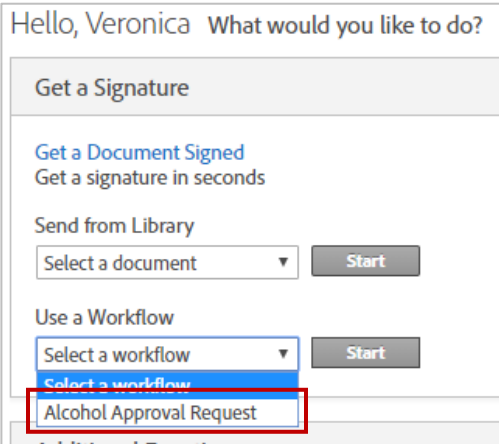
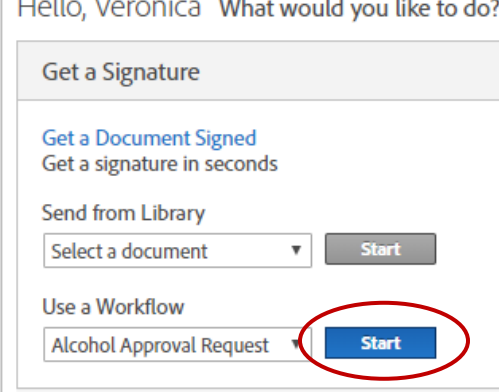
NetID

Password

Keep me signed in

**Sign in**



<p>2. Under "Use a Workflow" select the "Select a workflow" dropdown menu.</p>	 <p>The screenshot shows the Adobe Sign interface for Cal State East Bay. At the top, it says 'CAL STATE EAST BAY' and 'POWERED BY Adobe Sign'. Below that are navigation links: Home, Send, Manage, Reports, Account. A greeting says 'Hello, Veronica What would you like to do?'. There are three main sections: 'Get a Signature', 'Get a Document Signed' (with a 'Start' button), and 'Use a Workflow' (with a dropdown menu and a 'Start' button). The 'Use a Workflow' section is highlighted with a red box.</p>
<p>3. Select "Alcohol Approval Request"</p>	 <p>The screenshot shows the Adobe Sign interface. The 'Use a Workflow' dropdown menu is open, and 'Alcohol Approval Request' is selected and highlighted with a red box. The 'Start' button next to it is also visible.</p>
<p>4. Click on the blue "Start" button.</p>	 <p>The screenshot shows the Adobe Sign interface. The 'Start' button next to the 'Alcohol Approval Request' dropdown is highlighted with a red circle.</p>



5. You will now see the Alcohol Approval Request Form and be able to route the form accordingly.

Alcohol Approval Request

How this workflow works?  
Use this workflow to obtain approval to serve alcohol for faculty and staff events. All fields are required. Department chair or Director approval required.

**Recipients**

Signer \*

Enter recipient email [Email] [Message]

Department Chair / Director \*

Enter recipient email [Email] [Message]

AVP, Risk Management \*

nyassa.love@csueastbay.edu [Email] [Message]

Chief of Police \*

sherylboykins@csueastbay.edu [Email] [Message]

CC | Hide

Cc

cecilia.grima@csueastbay.edu x

6. **Signer:**  
Enter the email address of the individual who will fill out the Alcohol Approval Request form, and is the primary contact for the event. This individual will need to be present for the entire program/event.

Alcohol Approval Request

How this workflow works?  
Use this workflow to obtain approval to serve alcohol for faculty and staff events. All fields are required. Department chair or Director required.

**Recipients**

Signer \*

Enter recipient email [Email] [Message]

Department Chair / Director \*

Enter recipient email [Email] [Message]

AVP, Risk Management \*

nyassa.love@csueastbay.edu [Email] [Message]

Chief of Police \*

sherylboykins@csueastbay.edu [Email] [Message]

7. **Department Chair / Director:**  
Enter the email address of the individual who is authorizing the request and is at the Department Chair / Director level. (This may or may not be the same individual as **Signer** above).

Alcohol Approval Request

How this workflow works?  
Use this workflow to obtain approval to serve alcohol for faculty and staff events. All fields are required. Department chair or Director required.

**Recipients**

Signer \*

Enter recipient email [Email] [Message]

Department Chair / Director \*

Enter recipient email [Email] [Message]

AVP, Risk Management \*

nyassa.love@csueastbay.edu [Email] [Message]

Chief of Police \*

sherylboykins@csueastbay.edu [Email] [Message]



8. **Please do not alter the remaining approval workflow.**

However, you may edit the email subject line and message.

Email Subject

Custom message

9. Click on the "Send" button to route the form.

AVP, Risk Management \*

nyassa.love@csueastbay.edu

Chief of Police \*

mark.flores@csueastbay.edu

CC | [Hide](#)

Cc

cecilia.grima@csueastbay.edu × uureservation@csueastbay.edu ×

**Document Name \***

Alcohol Approval Request

**Message \***

Please sign this request to Serve Alcohol for Faculty and Staff Events.

**Files**

Document \* Alcohol Approval Form

10. The form will now route to the **Signer**. The signer is responsible for filling out the event information, including date, time, number of attendees, and food and beverages to be served.

Alcohol Approval Request

**Request to Serve Alcohol Form for Faculty and Staff Events**

Start

Event: \*

Sponsor(s): \*

Day & Date of Event: \* Location: \*

Start Time: \* End Time: \*

Number of Attendees Anticipated for each of the following groupings:

No. of CSUEB Students  No. of Staff  No. of Faculty  No. of Guests

Approval requested for:  Beer  Wine

Will alcohol be sold:  No  Yes (Alcohol can only be sold by a licensed vendor)

Non-alcoholic beverages to be served: \*

Food to be served: \*



11. The **Signer** must certify that they will be present for the entire program and assume full liability. The **Signer** must provide a cell phone number for the day of the event and **must fill in the name of their Department Chair / Director.**

12. The **Signer** must electronically sign the document using any of the four options presented by Adobe Sign. Click **Apply**. Then Click the blue **“Submit”** button on the black bar at the bottom of the screen.

13. The form will now route to the **Department Chair / Director** for signature. The Department / Chair Director will receive an email notification.

Click on the **blue hyperlink in the body of the message** to view and approve the form.

I understand that the following conditions must be met:

1. No individual who appears intoxicated will be served alcohol.
2. All persons serving or selling alcohol must be contracted through Aramark.
3. All events where alcohol is being served **must be restricted to invited guests only.**
4. Non-alcoholic beverages and food must be available to all guests.

I shall be present for the entire program and, on behalf of the sponsoring organization, shall assume full liability and ensure compliance with all applicable State and University regulations and have read and agree to abide by the policies and procedures set forth by the California State University, East Bay "Policy on Alcohol & Other Drugs".

Print Name \_\_\_\_\_ Home/Office phone # \_\_\_\_\_  
 Signature *Click here to sign* \_\_\_\_\_ Date \_\_\_\_\_  
 Cell # to contact you during event \_\_\_\_\_  
 Department Chair/Director \_\_\_\_\_ Signature \_\_\_\_\_

Approved: Associate VP, Risk Management \_\_\_\_\_ Date \_\_\_\_\_  
 Chief of University Police or Designee \_\_\_\_\_ Date \_\_\_\_\_

Please submit approved form to Facilities Reservations in the Student Services and Administration building, room 3450.

Multiple signature options

CAL STATE EAST BAY | POWERED BY Adobe Sign

### Veronica Salvador Has Sent You Alcohol Approval Request to Sign

Veronica Salvador (CSU East Bay) says: "Please sign this request to Serve Alcohol for Faculty and Staff Events."

[Click here to review and sign Alcohol Approval Request.](#)

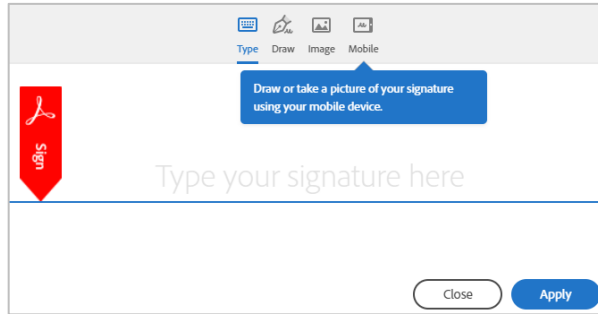
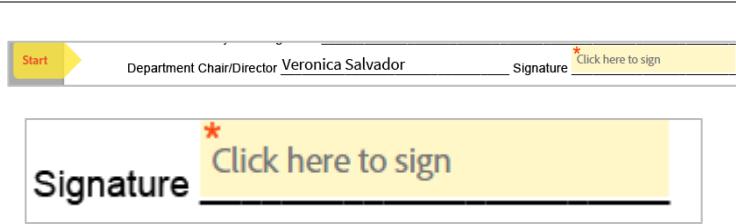
After you sign Alcohol Approval Request, the agreement will be sent to [veronica.salvador@csueastbay.edu](mailto:veronica.salvador@csueastbay.edu) and [veronica.salvador@csueastbay.edu](mailto:veronica.salvador@csueastbay.edu). Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email.** Instead, [click here](#) to delegate.



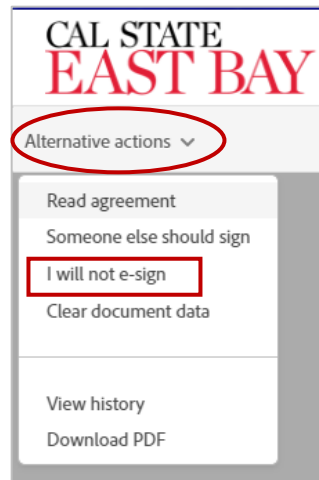
**14. To Approve:**

The **Department Chair/ Director** must electronically sign the document using any of the four options presented by Adobe Sign. Click **Apply**. Then Click the blue **“Submit”** button on the black bar at the bottom of the screen.

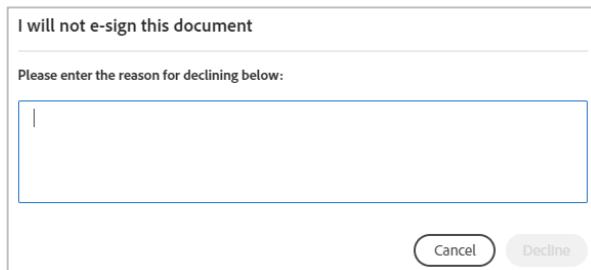


**15. To Reject:**

The **Department Chair / Director** may opt to reject the form. To do so, navigate to the top, left-hand side of the screen, select the “Alternative Actions” menu and select the “I will not e-sign” option. You will be prompted to provide an explanation.



If this option is selected, this is the end of the process, and the form is cancelled for all parties.





16. If the form is approved, it will route sequentially to:
1. the AVP, Risk Management
  2. the University Police Chief

17. A final, signed copy of the agreement will be sent out to all parties when the form has been signed by the last approver, the Chief of Police. The agreement (PDF) will be attached to the email notification.

18. CC: A copy of the form will automatically be sent to **Facilities Reservations and University Union Reservations.**

This concludes the process.

POWERED BY  
Adobe Sign

Alcohol Approval Request between CSU East Bay, Veronica Salvador, Vero S., and 2 more is Signed and Filed!

From: Veronica Salvador (CSU East Bay)  
To: VS, veronica, Veronica Salvador, and Vero S.

Attached is a final copy of **Alcohol Approval Request**.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

Document History

Revision Date	Author	Description
9/18/2018	Veronica Salvador	Document created
9/30/2019	Veronica Salvador	Updated URL, login instructions, verbiage and screenshots.