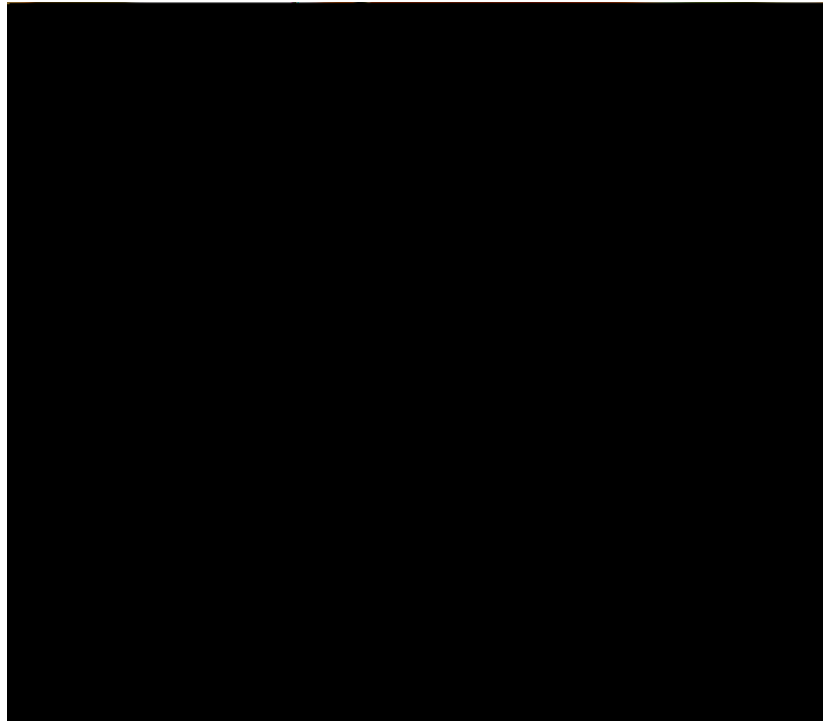
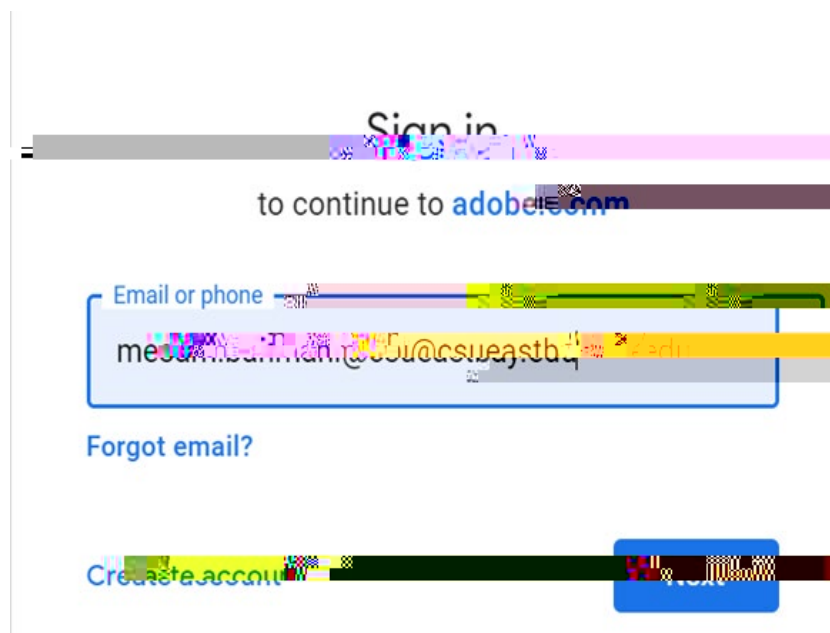


# Adobe Sign Workflow - Z I Z < μ • š

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



2. Enter your university email address.



Sign in

to continue to adobe.com

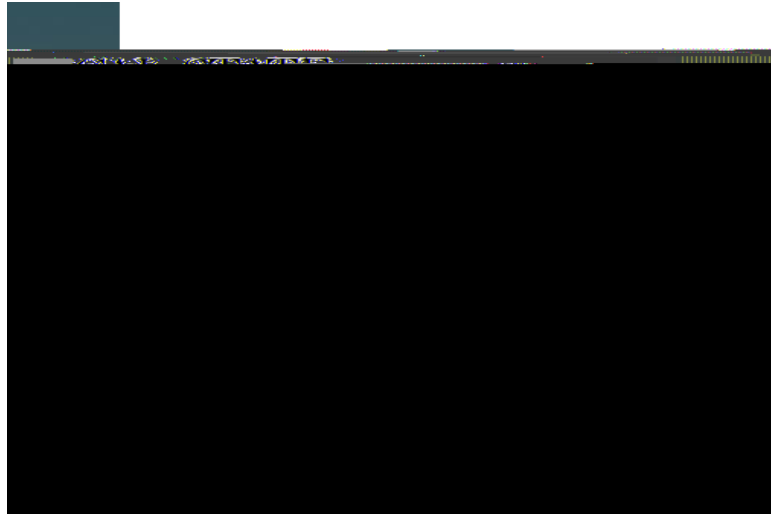
Email or phone

medina.maria.m@csueastbay.edu

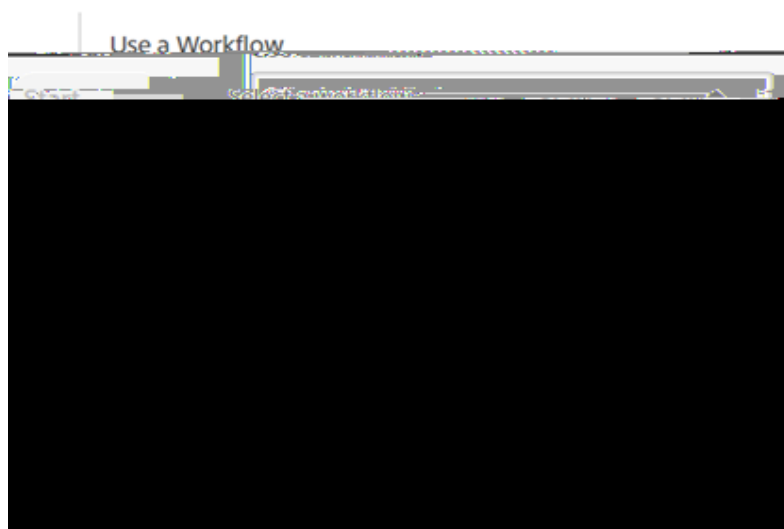
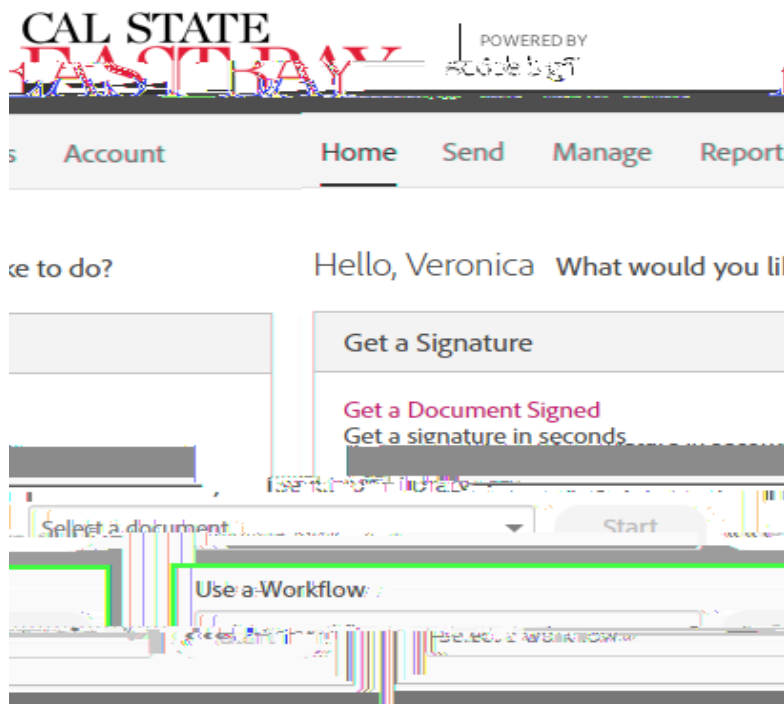
[Forgot email?](#)

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3. Authenticate with your NetID and password.



4. Go to the [Use a Workflow](#) section and scroll down to access the form labeled "AP- Check Request". Then, click [Start](#).



5. Routing the form: (Either Managers or Employees can initiate)
  - a. In the Prepared t