## Adobe Sign Workflow - Z I Z < $\mu$ • š

1. Login to Adobe Sign: https://sign.csueastbay.edQontinue with Google.



2. Enter your university email address.

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3. Authenticate with your NetID and password.



4. Go to the <u>Use a Workflow</u> section and scroll down to access the form labeled "AP- Check Request". Then, click <u>Start.</u>

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