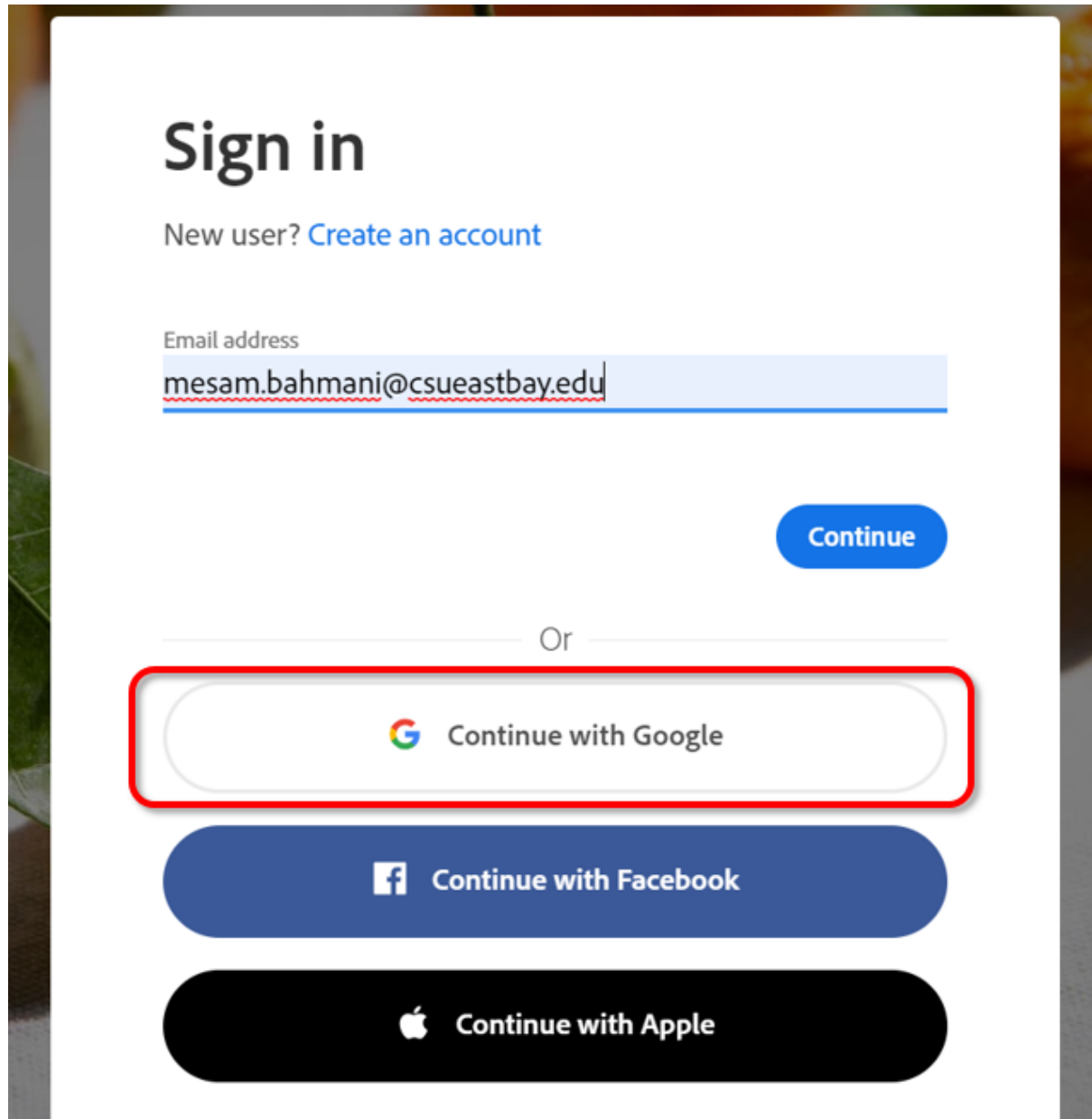


Adobe Sign Workflow – Check Request

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



Sign in

New user? [Create an account](#)

Email address

mesam.bahmani@csueastbay.edu

[Continue](#)

Or

[Continue with Google](#)

[Continue with Facebook](#)

[Continue with Apple](#)

2. Enter your university email address.

Sign in

to continue to adobe.com

Email or phone

mesam.bahmani@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. Go to the [Use a Workflow](#) section and scroll down to access the form labeled “AP- Check Request”. Then, click [Start](#).

CAL STATE
EAST BAY

POWERED BY
Adobe Sign

[Home](#) [Send](#) [Manage](#) [Reports](#) [Account](#)

Hello, Veronica What would you like to do?

Get a Signature

[Get a Document Signed](#)
Get a signature in seconds

Send from Library

Select a document

Start

Use a Workflow

Select a workflow

Start

Use a Workflow

Select a workflow

Start

Account: CSUEastBay

AA - PAF Sign In Sheet

AP - Check Request Form

AP - Invoice Approval Form

eBenefits Self-Service Authorization Form

FS - Travel Authorization Form
(PREPARER)

5. **Routing the form:** *(Either Managers or Employees can initiate)*

- In the Prepared By field, enter the email address of the employee who is completing the form.
- In the DOA Approval field, enter the email address of the employee's manager who will approve.
- In the AP Technician field, enter the email of the technician based on vendors, and individuals Last Name: Tammy Heard(A-L), Angie Trujillo (M-Z)
- In the Additional Document field, attach your supporting document
- Click "Send". The form will open for you to complete before sending to approver.

AP - Check Request Form

How this workflow works?

Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items.

*This form is not to be used for employee reimbursement

Recipients



Prepared By *

Myself

▼ Email

DOA Approval *

Enter recipient email

▼ Email

AP Technician - based on vendors, and individuals last Name: Tammy Heard (A- L), Angie Trujillo (M-Z) *

Enter recipient email

▼ Email

Document Name *

Message *

Options



☐ Set Reminder

Files

AP- Check Request *
AP- Check Request Form

Additional Documentation 1
Add File

Additional Documentation 2
Add File



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

approved.