

Adobe Sign Instructions for the COVID-19 Paid Leave Request Form

- From the Workflow Selector, click on COVID-19_Paid_Leave_Request and click on select
- Enter your campus email address and the email address of the MPP you report to
- Click Submit
- Within a few seconds you will receive an email, click on Review and Sign (you may be required to sign into the company or school account)
- Complete the required fields
- Sign then Click to Sign to submit the form