

SPECIAL CONSULTANT FORM VIA ADOBE SIGN

To initiate the Special Consultant Appointment Form via Adobe Sign, please follow the process below:

1. Visit <https://adobesigndynamicworkflow.csusm.edu/hr>
2. In the Workflow Selector Drop Down Box, navigate to the *FA-Human Resources(HR)-Special Consultant Appointment Form* from the drop down menu
 - Enter the following email addresses:
 - Department Representative
 - Special Consultant
 - Dean/Director or MPP for Department
 - Vice President Reviewer (*optional*)
 - Vice President
 - Human Resources Analyst - *Click here to view HR Analyst by department:*
<https://www.csusm.edu/payroll/deptassignments.html>
 - Attach HR approved [Contractor-Consultant Determination Form](#)
 - Click Submit and OK
3. Within a few minutes, the Department Representative will receive an email from the Adobe Sign HR Services account
4. Open email and click Review and Fill Out
 - At this point you may be prompted to log into Company or School Account using your campus credentials
5. Complete the necessary fields on the form – be sure to include the current phone number and email address for the Consultant in case HR or Payroll need to contact them (*Note – the minimum and maximum daily rates are built into the form and must be adhered to*)
6. Attachments: the attachment field is off on the right hand side, after the Department Representative's signature/date fields. Be sure to convert your document to Adobe .pdf files (*do not use the Portfolio function*) Examples of attachments: HR Special Consultant determination emails and Faculty Affairs approval emails
7. Once complete, click to Sign the form, from there it will route to all necessary signatures

(Please note – each signer will receive a copy once the form has be completely signed)