Adobe Sign Workflow Quick Guide

1. Initiate by selecting the appropriate document from the dropdown menu
   Note: Avoid using Internet Explorer.
2. Upon submission, an email is sent to the signers

- Email sender will vary depending on the document, but the email address will always be from echosign@echosign.com
- Click the link in the email to view and sign the document.
- Please do not forward this email.
3. How login and sign the Adobe Sign form

a) Click link in email or alternatively, login to your dashboard at www.as.csusm.edu

b) Enter your CSUSM email address and click anywhere in the gray space.

   NOTE: Do not click the ‘Sign In’ button.

c) You will either be:

   i. Automatically logged into your Adobe Sign account via Single Sign On (i.e. SSO) (if you are logged into your computer with your CSUSM credentials.)
   ii. Redirected to the CSUSM Authentication page where you will need to enter your CSUSM credentials.

   NOTE: If not redirected, click the “Sign in with an Enterprise ID” to take you to our campus credentials page.
4. Accessing forms to Sign

- Click link in email or
- From dashboard, expand and click on the document you want to access under “Waiting For Me”

5. Fill out and Sign document

   a) Click Box to sign document

   b) Then click on ‘Click to Sign’
6. Upon completion, an email is sent to the sender and all the signers with the attached form and link to view.