

Adobe Sign Workflow Quick Guide

- 1. Initiate by selecting the appropriate document from the dropdown menu
Note: Avoid using Internet Explorer.

Workflow Selector

--Please Select Workflow from Dropdown List--

Select

Workflow Selector

SA-Associated_Students_Inc(ASI)-On_Campus_Event_Funding_Approval_2019-2020

Select

Document Name
SA-Associated_Students_Inc(ASI)-On_Campus_Event_Funding_Approval_2019-2020

Student Org Member
Enter Recipient's Email

Student Org President
Enter Recipient's Email

Student Org Faculty/Staff Advisor
Enter Recipient's Email

ASI Executive Vice President [Redacted]
[Redacted]

ASI Coordinator - [Redacted]
[Redacted]

Document
SA-Associated_Students_Inc(ASI)-On_Campus_Event_Funding_Approval_2019-2020

Submit

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@csusm.edu**
- **Click the link in the email** to view and sign the document.
- **Please do not forward this email.**

From: ESign Admin Service Account <echosign@echosign.com>

Sent: Thursday, October 24, 2019 3:45 PM

To: [Randy Hall](#)

Subject: Please sign _Test_Randy



California State University SAN MARCOS

ESign Admin Service Account Has Sent You _Test_ [Randy](#) to Sign

[Click here](#) to review and sign _Test_ [Randy](#).

After you sign _Test_ [Randy](#), the agreement will be sent to [John Romanski](#). Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email**. Instead, [click here](#) to delegate.

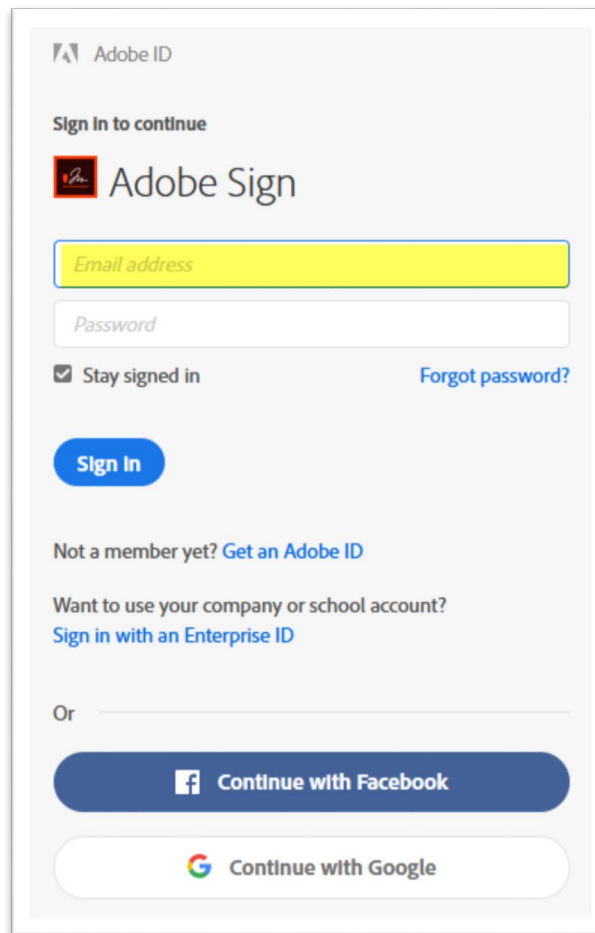
California State University San Marcos
333 S. Twin Oaks Valley Rd
San Marcos, CA 92096

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

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.



The screenshot shows the Adobe ID sign-in interface. At the top, it says "Adobe ID" and "Sign in to continue". Below that is the Adobe Sign logo. There are two input fields: "Email address" (highlighted in yellow) and "Password". A checkbox for "Stay signed in" is checked, and there is a link for "Forgot password?". A blue "Sign in" button is present. Below the button, it says "Not a member yet? Get an Adobe ID". There is a section for "Want to use your company or school account?" with a link "Sign in with an Enterprise ID". Below that, it says "Or" and there are two buttons: "Continue with Facebook" and "Continue with Google".

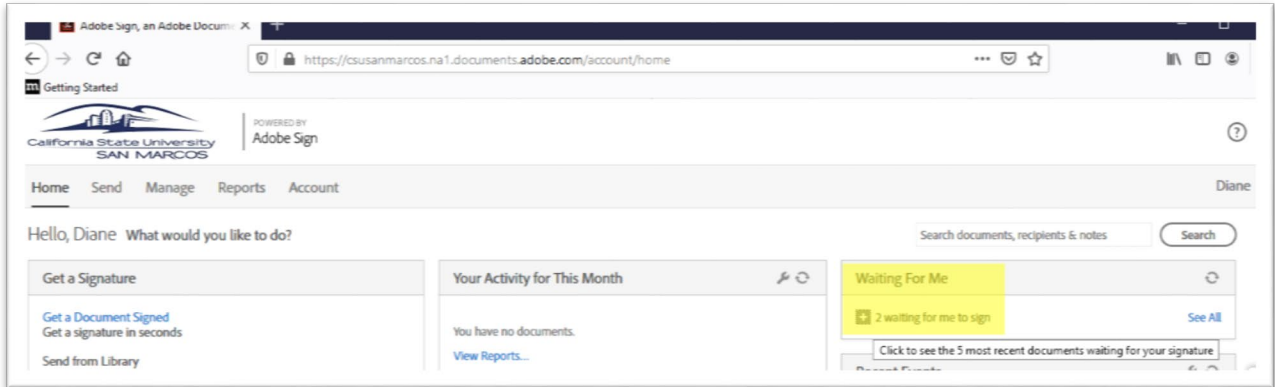
- c) You will either be:
 - i. Automatically logged into your Adobe Sign account via Single Sign On (i.e. SSO) (if you are logged into your computer with your CSUSM credentials.)
 - ii. Redirected to the CSUSM Authentication page where you will need to enter your CSUSM credentials.

NOTE: If not redirected, click the "Sign in with an Enterprise ID" to take you to our campus credentials page.

Want to use your company or school account?
[Sign in with an Enterprise ID](#)

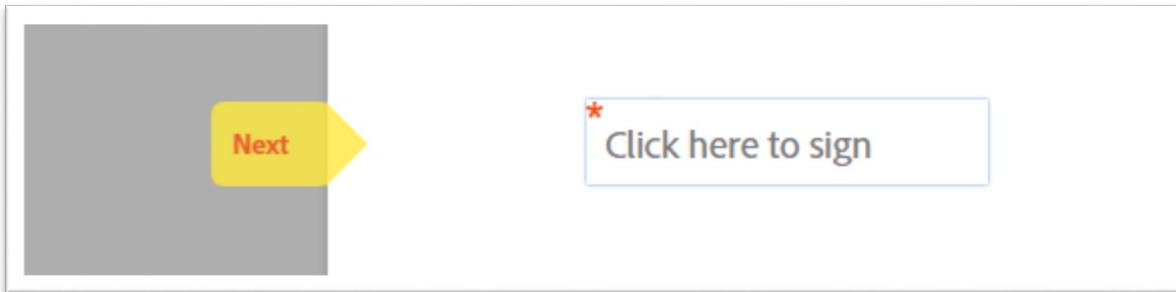
4. Accessing forms to Sign

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

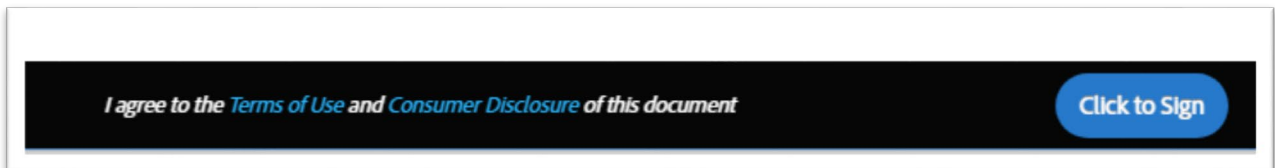


5. Fill out and Sign document

- 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

From: Adobe Sign <echosign@echosign.com>

Sent: Monday, October 28, 2019 9:02 AM

To: Randy Hall <hall@csusm.edu>; Randy Hall Alt <randall_hall@hotmail.com>

Subject: Test between CSU - San Marcos, Randy Hall and Randy Hall is Signed and Filed!



California State University SAN MARCOS

Test between CSU - San Marcos, Randy Hall and Randy Hall
is Signed and Filed!

To: Randy Hall and Randy Hall

Attached is a final copy of Test.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

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