How to access Adobe Sign Workflows

All SDSU employees have access to Adobe Sign, which allows them to access forms and workflows. Please follow the steps below to learn how to access Adobe Sign Workflows.

*Disclaimer: If you are a new employee please make sure to submit an IT Service Now ticket to have Adobe Sign activated.*

**Step 1:**

Log into Adobe Sign by using this URL: https://esign.sdsu.edu

![Adobe Acrobat Sign](Image)

**Step 2:**

Select the **Start from Library** button from the home page in Adobe Sign

![Adobe Acrobat Sign](Image)

Version 1 | Page 1
**Step 3:**
Select **Workflows** from the left-hand column.

**Step 4:**
Select the specific workflow you would like to use and select **Start**

**For example:** Direct Deposit Authorization Form
Step 5:
Enter the **email addresses** required under the Recipients section and complete any necessary fields.
Step 6:
Select the **Send** button to submit the form.