

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>



Sign in

New user? [Create an account](#)

Email address

Continue

Or

Continue with Google

Continue with Facebook

Continue with Apple

[Get help signing in](#)

Step 2:

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

Welcome, Noemi

0 IN PROGRESS

0 WAITING FOR YOU

EVENTS AND ALERTS



Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

[Request e-signatures](#)

[Start from library](#)

Do more with Acrobat Sign



Fill and sign a document



Publish a web form



Send in bulk



Create a reusable template



Manage and track all agreements



Enhance your account

Step 3:

Select **Workflows** from the left-hand column

Start from library

Library

Recent Templates

Templates

Workflows

Power Automate

Search

Account Workflows

UPD - Authorization to Renew Campus Access	02/04/2022
UPD - Authorization for Smart Classroom Podium Access	09/14/2021
AP - (CTC-Travel) Credit Card Request for MCC To Be Opened	10/12/2022
SDSU - T1/T2 for Dean and AVP Travelers ONLY	10/02/2023
SDSURF - T1/T2 (Domestic Travel - Research Foundation Fu...	02/10/2022
AP - iExpense Gas Card for University Owned Vehicles	09/28/2023
BF-Signature Authority form	06/29/2022
SDSURF - T1/T2 (International Travel - Research Foundation...	10/26/2023
SDSU - Service Learning Agreement:Amendment	01/24/2023
CGS JDP-5 SDSU/UCSD	03/13/2023
AP - (CTC-Travel) Credit Card Temporary Limit Increase Req...	08/23/2022

Cancel Start

Step 4:

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

For example: Direct Deposit Authorization Form

Start from library

Library

Recent Templates

Templates

Workflows

Power Automate

direct

Name	Last Modified
P2P - Direct Deposit Authorization Form - Faculty/Staff/Student	10/27/2023

Cancel **Start**

Step 5:

Enter the **email addresses** required under the Recipients section and complete any necessary fields

P2P - Direct Deposit Authorization Form - Faculty/Staff/Student

How this workflow works?

Workflow for Direct Deposit Authorization:

Send from: BFA (Primary Group) more v

Recipients

Signer*

✉ v Email

AP Manager*

✉ v Email

Supplier Maintenance*

✉ v Email

CC | Hide

Cc

Document Name*

Message*

Please Sign. Direct Deposit Authorization Form 1. Faculty/Staff/Sign, fill out, then sign. > route to AP Manager 2. AP Manager review form, then sign. > route to Supplier Maintenance 3. Supplier Maintenance review form, then approve. > End Completed Signed Direct Deposit Authorization form will automatically be sent to all parties to the agreement.

Files

DocumeP2P - Direct Deposit Authorization Form - SDSU Faculty/Staff/Studentnt* 📄 P2P - Direct Deposit Authorization Form - SDSU Faculty/Staff/Student

[Send](#)

Step 6:

Select the **Send** button to submit the form

P2P - Direct Deposit Authorization Form - Faculty/Staff/Student

How this workflow works?

Workflow for Direct Deposit Authorization:

Send from: BFA (Primary Group) more ▾

Recipients

Signer*

✉ ▾ Email

AP Manager*

✉ ▾ Email

Supplier Maintenance*

✉ ▾ Email

CC | [Hide](#)

Cc

Document Name *

P2P - Direct Deposit Authorization Form - Faculty/Staff/Student

Message *

Please Sign. Direct Deposit Authorization Form 1. Faculty/Staff/Sign, fill out, then sign. > route to AP Manager. 2. AP Manager review form, then sign. > route to Supplier Maintenance 3. Supplier Maintenance review form, then approve. > End Completed Signed Direct Deposit Authorization form will automatically be sent to all parties to the agreement.

Files

DocumeP2P - Direct Deposit Authorization Form - SDSU Faculty/Staff/Studentnt *		P2P - Direct Deposit Authorization Form - SDSU Faculty/Staff/Student
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Send