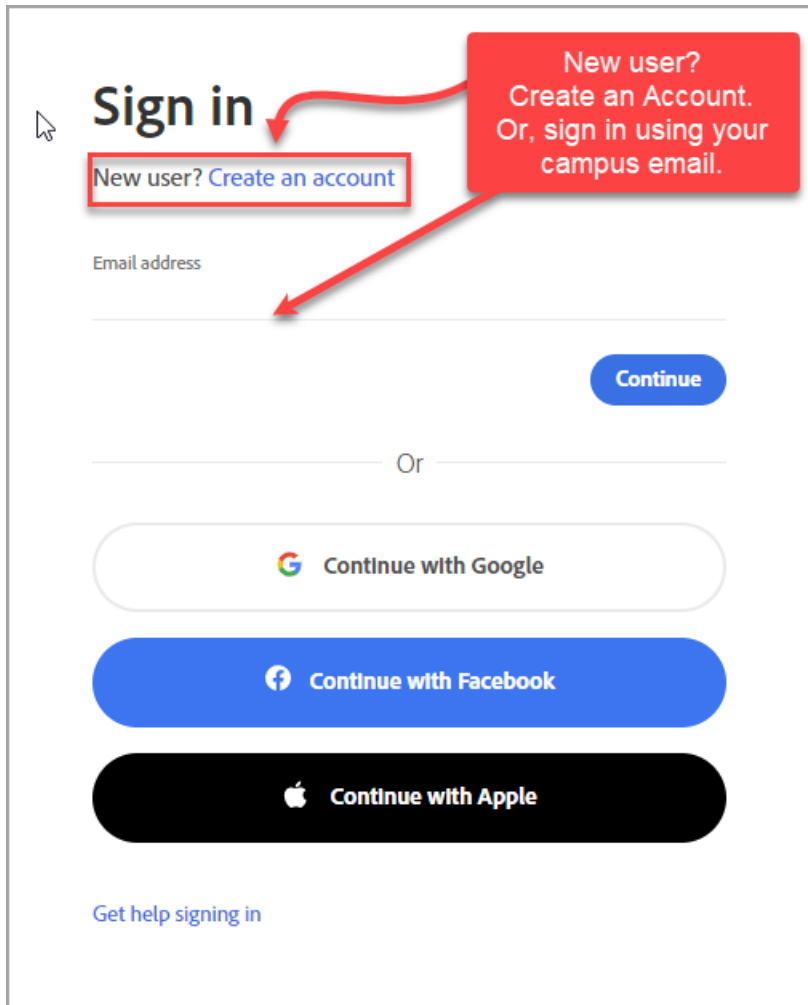


How to view an Adobe Sign form before completing the Workflow.

- Log in to [Adobe Sign](#): Sign in using your Campus email.
- If you do not have an Adobe Sign account, click "Create an account" from the Sign in window.



The screenshot shows the Adobe Sign 'Sign in' interface. A red callout box in the top right corner contains the text: "New user? Create an Account. Or, sign in using your campus email." Two red arrows originate from this box. One arrow points to the "Sign in" header, and the other points to the "Create an account" link in the "New user?" section. The "Sign in" section includes a text input field for "Email address" and a blue "Continue" button. Below this is a horizontal separator with the word "Or" in the center. Under the separator are three large, rounded buttons for social login: "Continue with Google" (white with a Google logo), "Continue with Facebook" (blue with a Facebook logo), and "Continue with Apple" (black with an Apple logo). At the bottom left, there is a link that says "Get help signing in".

➤ Once you are logged in, follow the circled Steps on the screenshots below.

The screenshot displays the CSUSM Adobe Acrobat Sign interface. At the top left is the CSUSM logo, followed by the text "Powered by Adobe Acrobat Sign". A navigation bar contains links for "Home", "Send", "Manage", and "Reports". The "Manage" link is highlighted with a red box and a circled "1". Below the navigation bar, the main section is titled "Your agreements" with a dropdown arrow. On the right side of this section, there are "Filters" and a "Search" bar. On the left side, a "STATUS" sidebar lists various agreement states: "In progress (0)", "Waiting for you (0)", "Completed", "Canceled", "Expired", "Archived", "Draft", and "Templates". The "Templates" link is highlighted with a red box and a circled "2". The main content area shows "In progress" with a count of 0. It features a large illustration of a document being signed and a cloud icon. Below the illustration, the text reads "No agreements in progress" and "After sending an agreement for signing, it'll appear here." At the bottom of this section is a blue button labeled "Send an Agreement".

- You can sort alphabetically by "Title" or date "Modified." Use filters and search bar to search in more detail.
- To view the form, hover over the title of a document and select "Open."

CSUSM | Powered by Adobe Acrobat Sign

Home Send **Manage** Reports Jill

Your agreements ▾

STATUS

- In progress (0)
- Waiting for you (0)
- Completed
- Canceled
- Expired
- Archived
- Draft
- Templates**

TITLE ↑	STATUS	MODIFIED
FA-Accounts_Payable(AP)-Direct Pay Form Shared by ESign Admin Service Account	Active	9/6/2022
FA-Accounts_Payable(AP)-Employee_Direct_Deposit_For_AP_Reimbursements Shared by ESign Admin Service Account	Active	3/3/2023
FA-Accounts_Payable(AP)-Hospitality_Form Shared by ESign Admin Service Account	Active	3/2/2023
FA-Accounts_Payable(AP)-Payee_Data_Record_Form_204 Shared by ESign Admin Service Account	Active	1/11/2023
FA-Accounts_Payable(AP)-ProCard_Agreement_Form Shared by ESign Admin Service Account	Active	9/19/2022

Annotations:

- Sort by Title
- Sort by Date Modified
- To view the form, hover over the form Title and click Open
- Filters
- Search