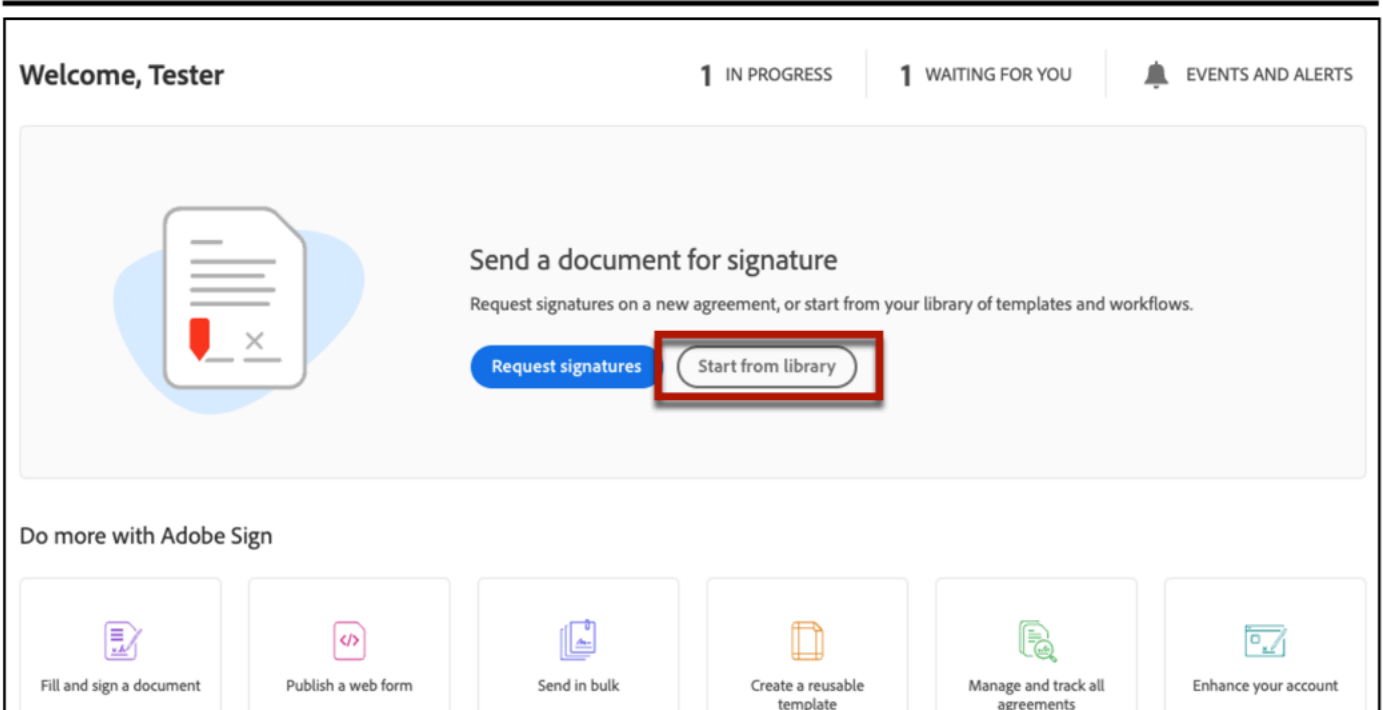
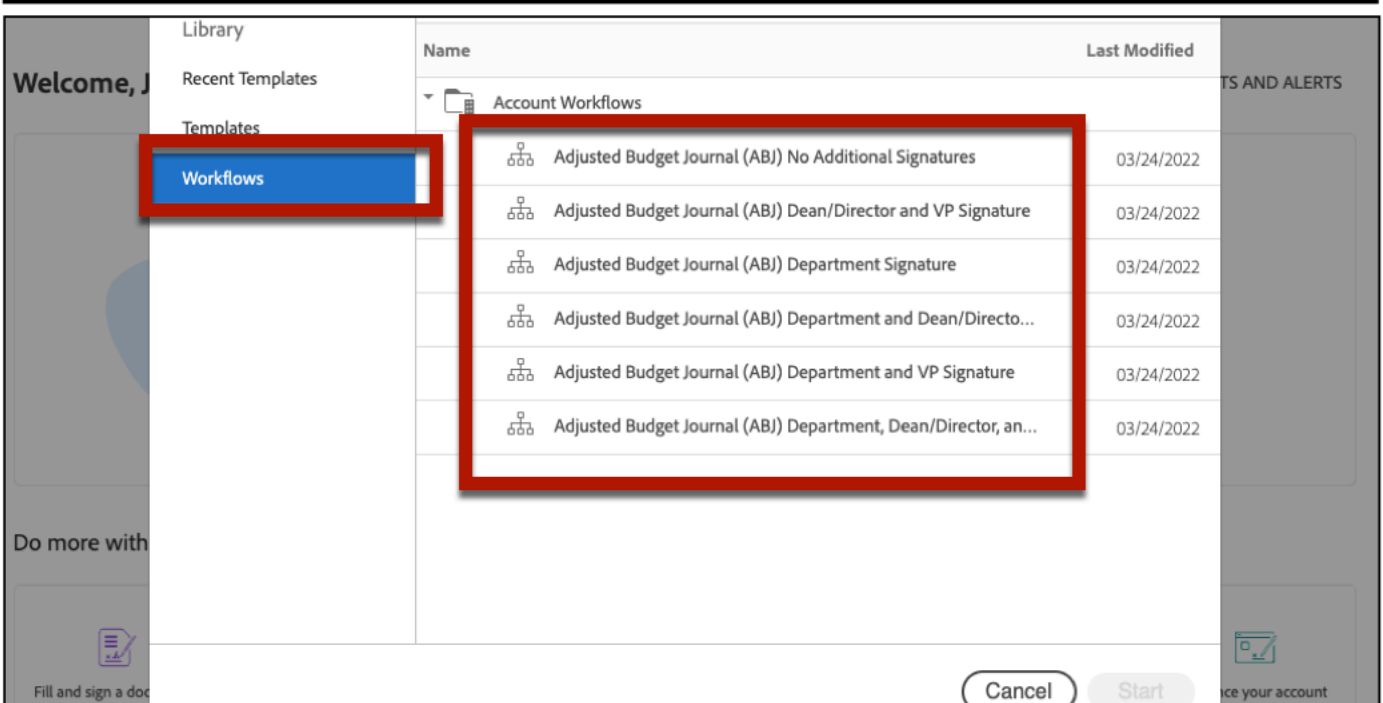


Adjusting Budget Journal Adobe Sign Workflow



- 1 Log in to Adobe Sign, adobesign.fresnostate.edu. Select the start from library option on the homepage.



- 2 Select workflows from the sidebar options. You may search the selection you wish to find or scroll through the list of workflows available. Please select the appropriate Adjusting Budget Journal (ABJ) workflow to enter the required signers needed for the ABJ.

Adjusting Budget Journal

Adobe Sign Workflow

Adjusted Budget Journal (ABJ) One Signer

How this workflow works?
Once signers are entered, please submit ABJ utilizing the associated template in the next screen.

Send from: Adobe Support (Primary Group) ▼

Recipients ⓘ

Department*

* Enter recipient email ✉ Email 🗨

HR*

lisachavez@mail.fresnostate.edu ✉ Email 🗨

Budget Office/Financials*

jaguayo@mail.fresnostate.edu ✉ Email 🗨

CC | Hide

Cc

3 Depending on the workflow selection, you will be required to enter either the Department, Dean/Director, and/or Vice President for signature. There is also an option for no signature if the ABJ requires no additional signatures once it has been uploaded into Adobe Sign.

*Please enter @mail.fresnostate.edu addresses for Faculty and Staff.

Cc

Enter CC's emails

Document Name *

Adjusted Budget Journal (ABJ)

Options ⓘ

Set Reminder

Message *

Please Sign.

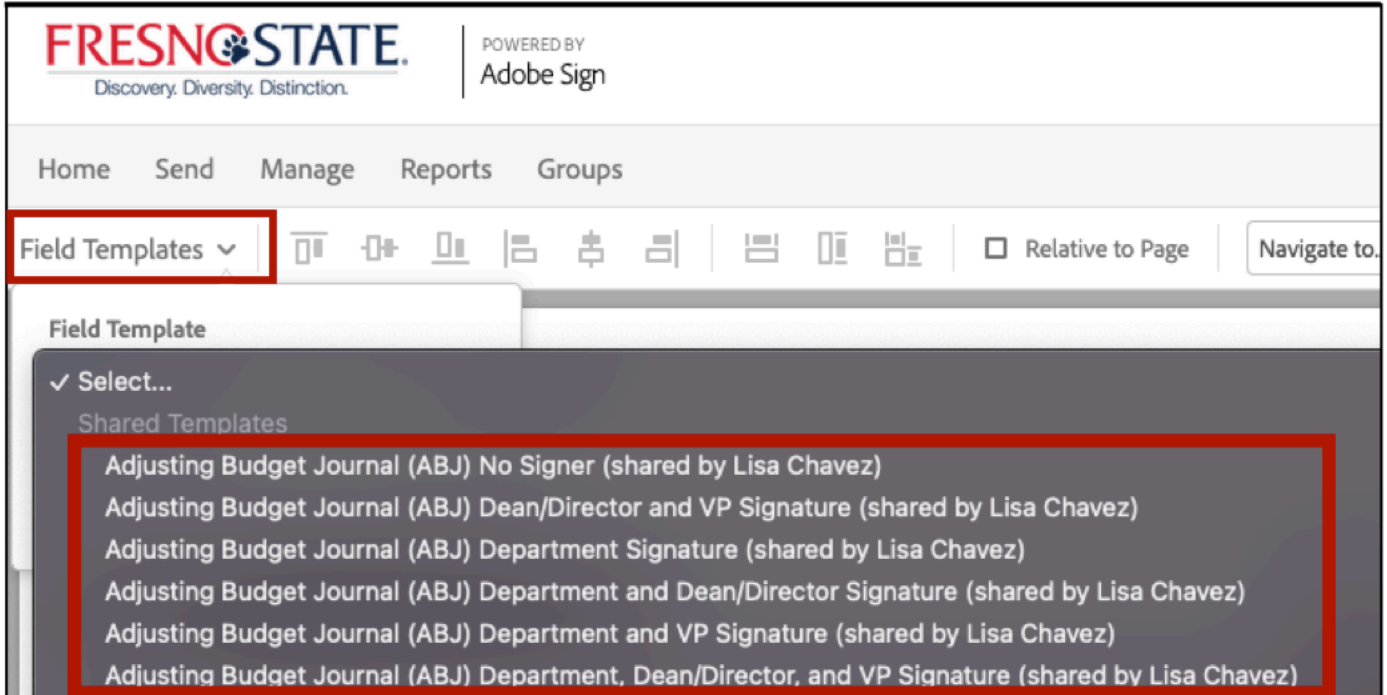
Files

ABJ from OnBase * Add File

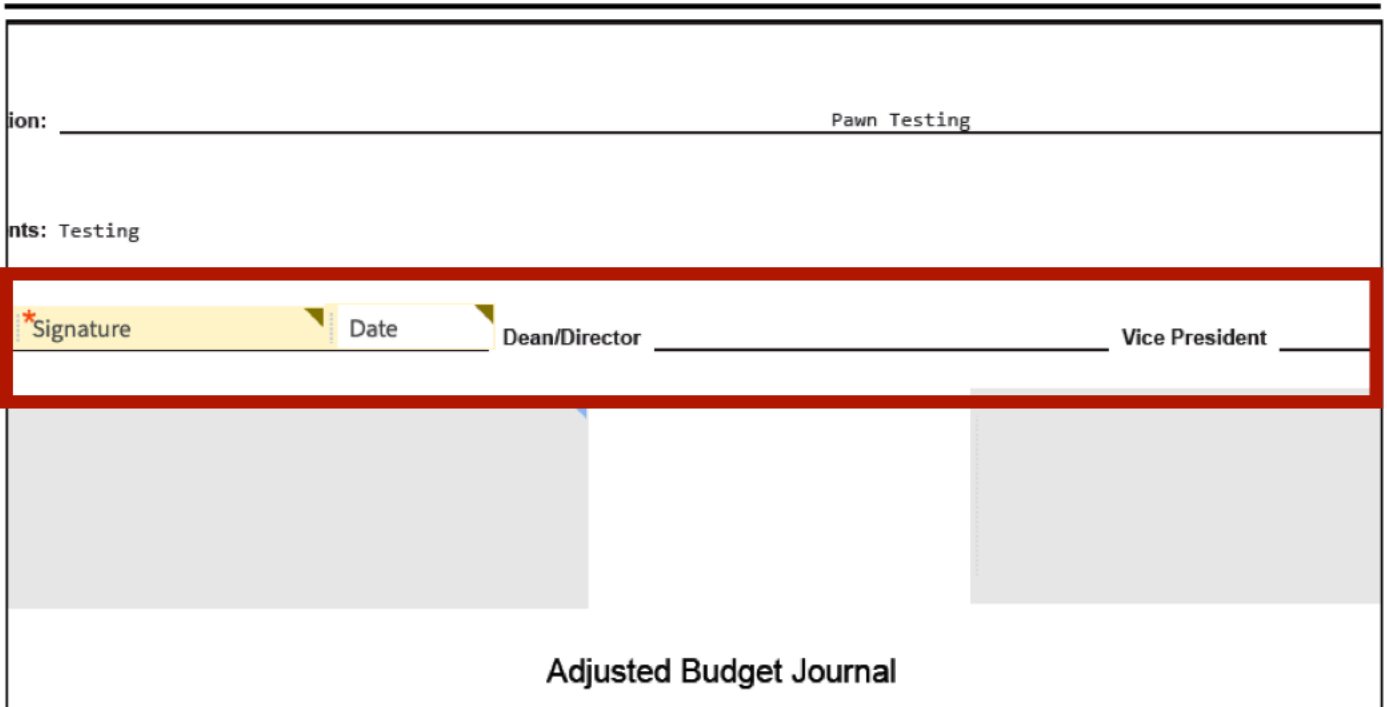
4 You may enter additional recipients to receive a copy of the agreement within the CC section. Please provide additional information in the ABJ title to assist in sorting all ABJs from your area. Upload your ABJ form that was downloaded from OnBase.

Adjusting Budget Journal

Adobe Sign Workflow



- 5 Select the field templates dropdown menu and apply the template matching the workflow selected in step 2.



- 6 Once the template is applied, please ensure that all signature fields are in their correct placement for your signers.