ADOBE SIGN – REQUESTING SENDER ACCESS

LOGGING IN TO ADOBE SIGN

Adobe Sign business owners should initiate a sender request form. The business owners are listed at csun.edu/it/adobe-sign. Follow the instructions below to initiate the request.

1. Log in to Adobe Sign at: https://secure.echosign.com/public/login
2. From the dashboard, select the Use a Workflow dropdown menu.

3. You’ll see two Adobe Sign Access Request workflows: Adobe Sign Access Request and Adobe Sign Access Request without Dept/College Signature (use when Applicant Supervisor and Dept/College Admin are the same). Select the appropriate option based on the description of the workflow.
4. Select the Start button to the right of the dropdown menu.
5. In the example, the workflow without dept/college signatures displays. Enter all required Recipients. The first recipient is the Applicant who needs Adobe Sign access, followed by the Applicant Supervisor.

The Info Security and IT Adobe Sign Admin recipients are not editable.
6. The **Document Name** and **Message** can be edited.

7. The **Files** cannot be edited. You will see the **Adobe Sign Access Request form** attached.

8. Select the **Send** button to finish initiating the Adobe Sign request.

9. In the example, the **Adobe Sign Access Request Form** displays. Enter the **User Information**, **Select Role**, **Additional Description of Access** and **Signer** names. The **Applicant**, **Applicant’s Supervisor** or **Dept/College Admin** will NOT be able to change the information entered on the form.
In the **Signature/Approvals** area the Applicant will need to check the box for contacting Information Security if requesting a risk assessment.

**NEED HELP?**

Contact the IT Help Center by phone (818-677-1400), online at [http://techsupport.csun.edu](http://techsupport.csun.edu) or in person in (Oviatt Library, First Floor, Learning Commons).