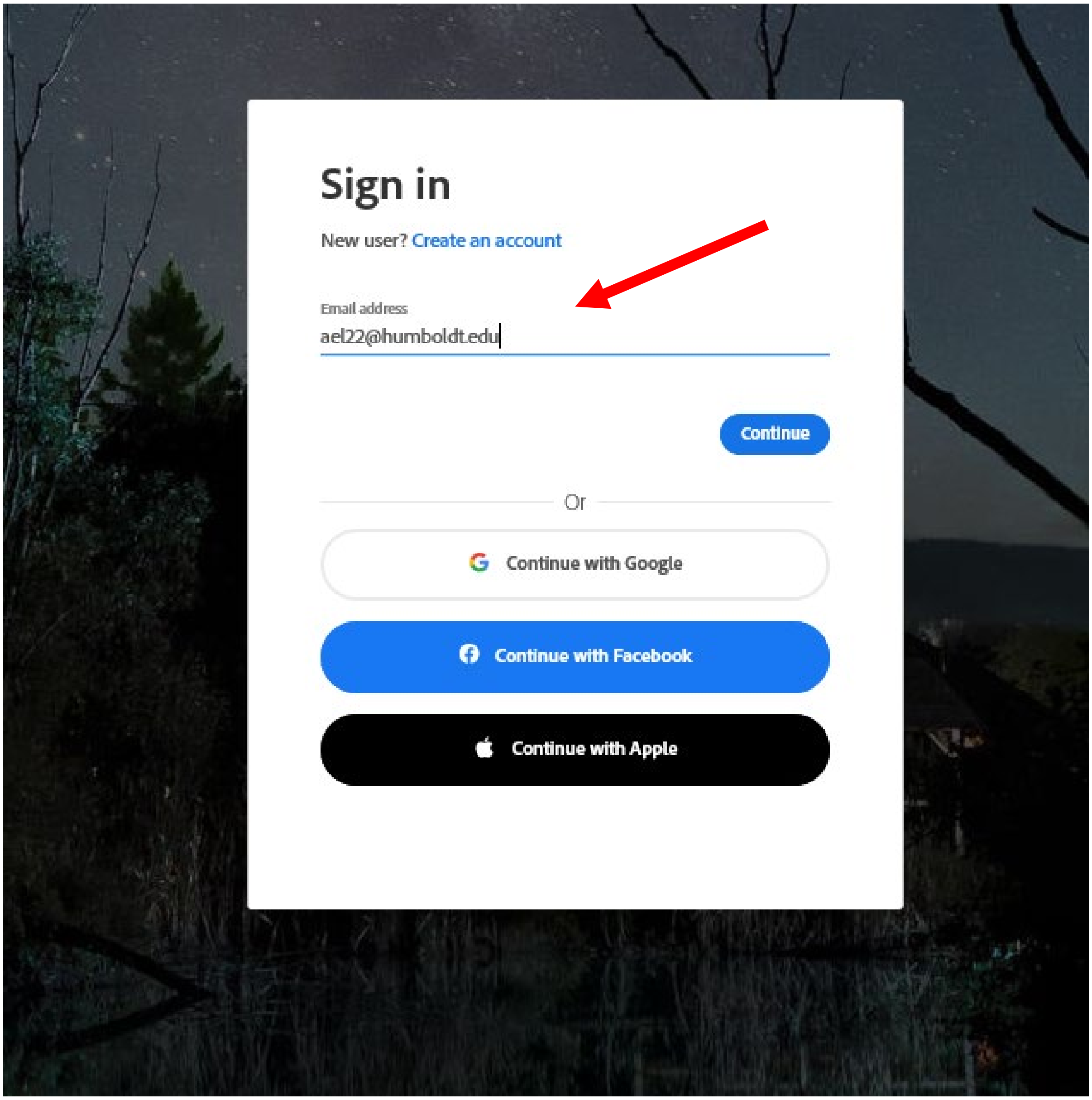
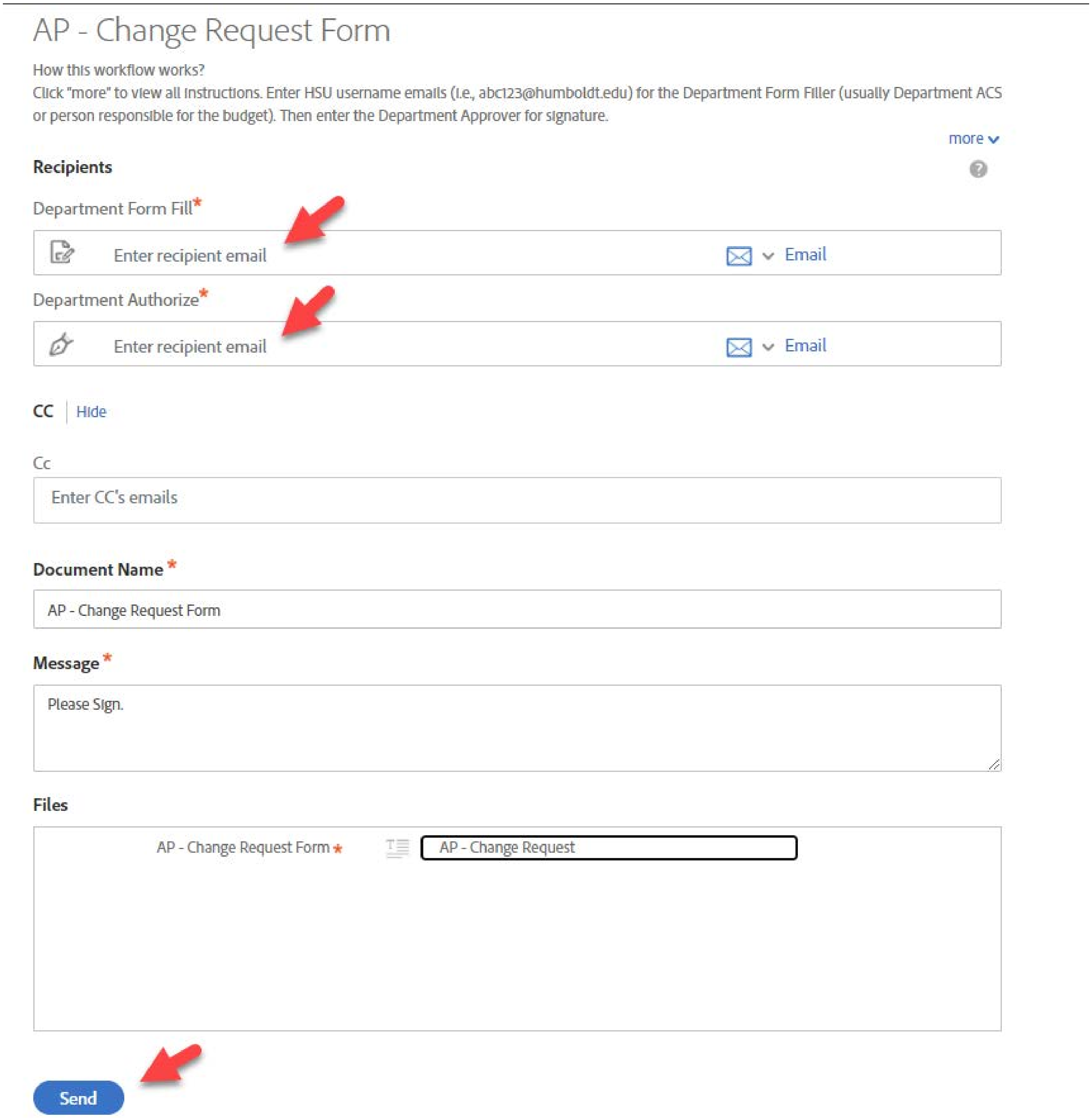
Adobe Sign Workflow for AP Change Request Forms

Once you have initiated the Adobe workflow, you will want to log into Adobe Sign using your Cal Poly Humboldt email address. This can be accessed as well through My Humboldt/Faculty Staff Resources/Adobe Sign



When the workflow opens, you have the option to send the document to yourself as the form filler, and then send to the appropriate Department Authorized. The Department Authorize signature must be sent to someone that has Delegation of Authority for the chartfield associated with the Change Request. Make sure to include any special instructions/message to the approver prior to clicking send.



AP - Change Request Form

How this workflow works?
Click "more" to view all instructions. Enter HSU username emails (i.e., abc123@humboldt.edu) for the Department Form Filler (usually Department ACS or person responsible for the budget). Then enter the Department Approver for signature.

more

Recipients

Department Form Fill*

Enter recipient email — Email

Department Authorize*

Enter recipient email — Email

CC | Hide

Cc

Enter CC's emails

Document Name *

AP - Change Request Form

Message *

Please Sign.

Files

AP - Change Request Form * — AP - Change Request

Send

After completing the workflow for routing, hit send and the form will open for you to complete.

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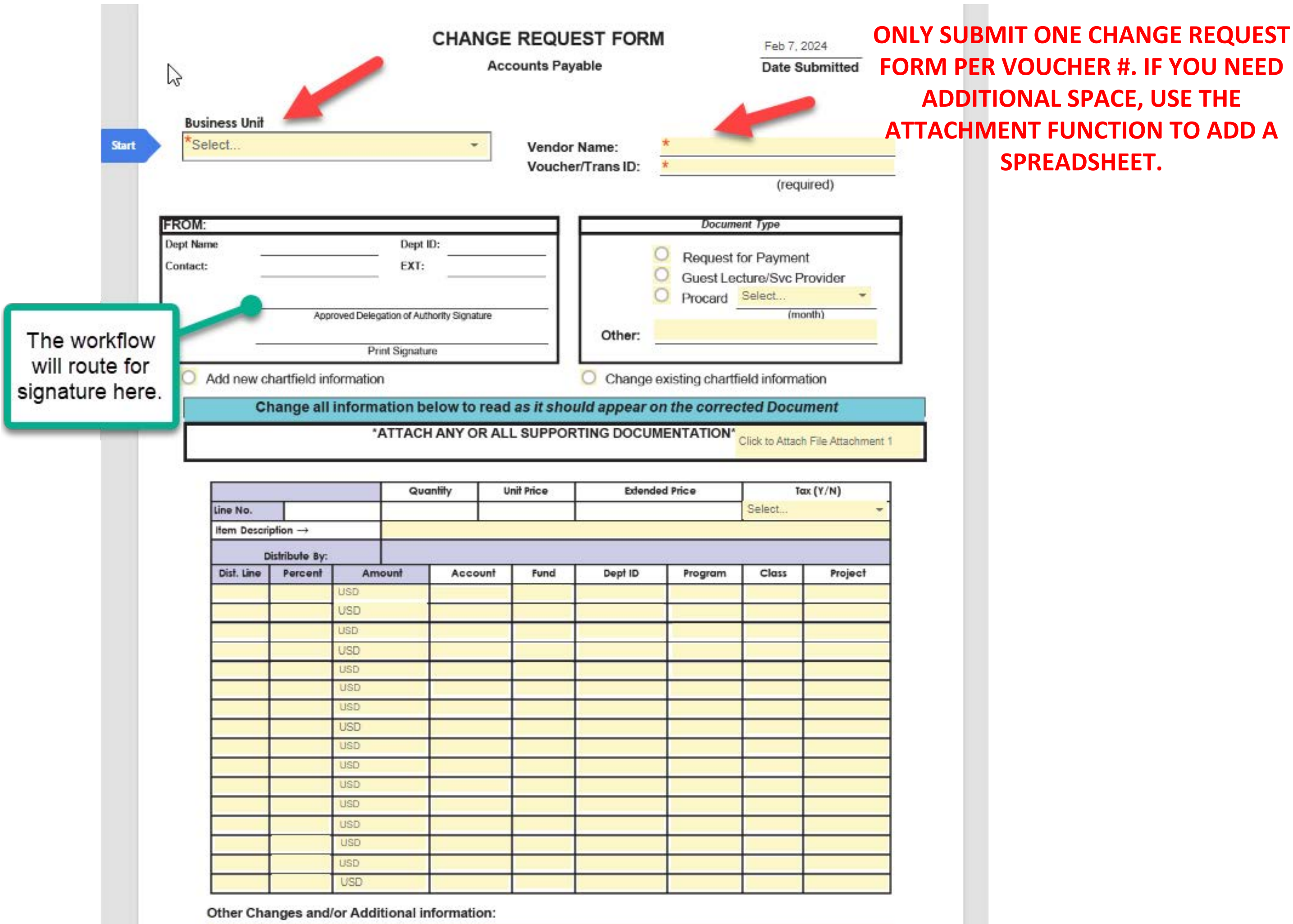
All required fields are marked with a red asterisk *



After filling out the form it will route to whomever you set in the workflow for Dept. Authorize.

Once you receive the PDF back with appropriate signature the encryption (blue bar at top of form) must be removed before submitting to changerequests@humboldt.edu or processing of the Change Request.

Encryption can be removed by printing the PDF to Print to Microsoft PDF. Once encryption is removed, combine the form and all supporting documentation into a single PDF and email to changerequests@humboldt.edu