Staff & Faculty Emergency Fund (SFEF) Application

1. Click on the Staff & Faculty Emergency Fund (SFEF) Application link to start the form.
2. You will be prompted to log in to Adobe Sign.
   a. In the email address line, type in your full SacLink email address, including @csus.edu (ex. xxxxx@csus.edu) (see figure 1 for the Adobe Sign-In screenshot).
   b. Click the Continue button.

3. Once on the Adobe Sign Send page (see figure 2 for the Send page screenshot)
   a. In the Instruction field, it is important to Click More in this section for information about this process. Please carefully review eligibility criteria and have copies of supporting documentation you plan to attach before starting the application.
   b. The Recipient field auto-populates in your email address, and you do not need to change this information.
   c. The CC field auto-populates in the Human Resources email address, and you will not be able to change the email.
   d. The Document Name field auto-populates in the document's name, and you do not need to change this information.
   e. The Message field auto-populates an important message for you to read. Please read the information carefully and follow the instructions provided.
   f. The Files field allows you to attach supporting documents to be submitted with the application.
      i. Staff & Faculty Emergency Fund Application is auto-populated in, and you will be required to fill in the application in Step 4.
      ii. Please attach a document to Justify the Amount Requested (required). It is highly recommended that you have the supporting documentation ready to be attached before proceeding to the next step.

Click Add File and follow the steps to attach the required document. Personal information should be redacted or blacked out (e.g., social security numbers, patient IDs, account numbers, etc.) on your supporting documents.

iii. Adding additional documents is optional. Suppose there are additional documents; attach those in the Additional Document fields. Click Add File in the corresponding row to add other documents.
g. Click the **Send** button to route you to the application.

![Figure 2. Send page screenshot](image-url)
4. Once on the form, click the yellow **Start** tab to navigate to the required fields and type in your information (see figure 3. for the Staff & Faculty Emergency Fund (SFEF) Application screenshot).

![Staff & Faculty Emergency Fund (SFEF) Application screenshot](image)

**Figure 3. Staff & Faculty Emergency Fund (SFEF) Application screenshot**

5. Once you tab to the **Signature** field, the signature screen will display to provide signing options (see figure 4. for applying signature screenshot).
   a. Select the signing method by clicking on **Type**, **Draw**, **Image**, or **Mobile**, and follow the instructions displayed to complete this process.
   b. After completing the signature process, click the **Apply** button to apply the signature on the form.

![Applying signature screenshot](image)

**Figure 4. Applying signature screenshot**
6. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen (see figure 5. the **Click to Sign** button).

   ![Click to Sign button screenshot](image)

   *Figure 5. Click to Sign button screenshot*

7. A thumbnail of the confirmation message will display. (see figure 6. Confirmation message screenshot) This completes your portion of the Staff & Faculty Emergency Fund Application.

   ![Confirmation message screenshot](image)

   *Figure 6. Confirmation message screenshot*

**Please note:**

The SFEF Committee will review and approve requests in the order they are received from staff and faculty. The SFEF Committee members will not be given the applicants’ names but rather only the reason(s) for the request and supporting documentation. If additional information is needed to make an award determination, Human Resources will reach out to the applicant and relay information to the SFEF Committee.

Applicants will be notified in writing of the SFEF Committee’s decision. In most instances, applicants will be notified within seven working days of receiving all necessary and required information.

Approved funds will be paid by check and mailed to the address included on the application.

For additional information, please refer to the Frequently Asked Questions.