

Direct Deposit – Cancel Form

1. Click on the *Direct Deposit – Cancel* link to start the form.
2. You will be prompted to login 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.
 - c. You will see an Adobe Sign splash screen as it routes you to the *Adobe Sign Send* page.

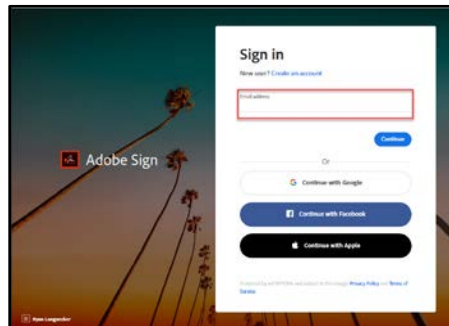


Figure 1. Adobe Sign-In screenshot

3. Once on the *Adobe Sign Send* page, click **More** for a list of required information for this form (see figure 2. for the *Send* page screenshot).
4. Click the **Send** button (see figure 2. for the *Send* page screenshot) to route you to the form. Please note the recipients email address auto-populates in and you will not be able to change this.

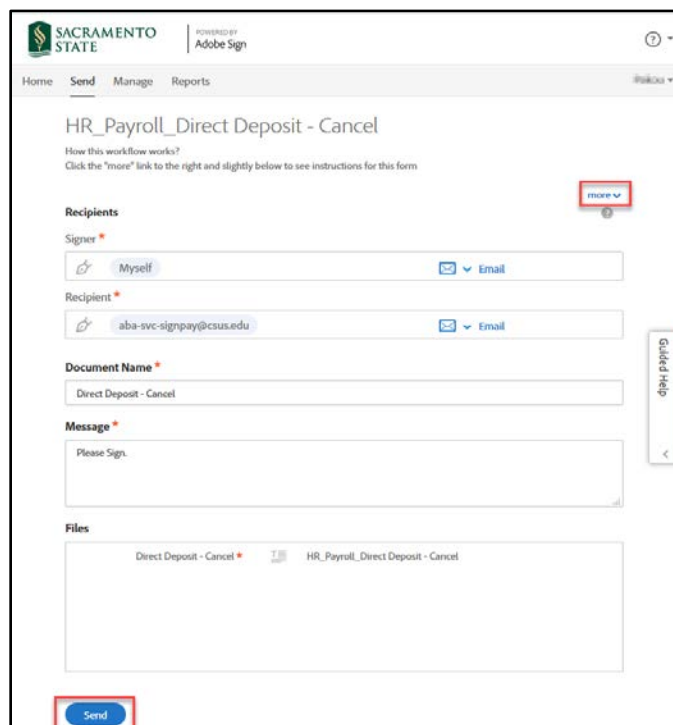


Figure 2. Send page screenshot

5. 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 Direct Deposit form screenshot).

The screenshot shows the 'Direct Deposit - Cancel' form from the Sacramento State Controller's Office. The form is titled 'DIRECT DEPOSIT ENROLLMENT AUTHORIZATION' and includes the following sections:

- SECTION A (To be completed by employee):** Contains options for 'NEW', 'CHANGE', and 'CANCEL'. A yellow arrow labeled 'Start' points to the 'NEW' option.
- SECTION B (To be completed by employee if NEW or CHANGE box in Section A is checked):** Includes fields for routing and depositor account numbers, and financial institution name and address.
- SECTION C (To be completed by employee if NEW or CHANGE box in Section A is checked):** Contains a declaration of authorization for direct deposit and a signature field.
- SECTION D (To be completed by employee if CANCEL box in Section A is checked):** Contains a declaration of cancellation and a signature field.
- SECTION E (To be completed by state agency or campus personnel/payroll office only):** Includes fields for agency name, code, and signature, along with a 'FOR SCO ONLY' section for effective date.

Figure 3 Direct Deposit form screenshot

6. 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 method of signing 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.

The screenshot shows the signature application screen. It features a toolbar with four options: 'Type', 'Draw', 'Image', and 'Mobile'. A red arrow points to the 'Type' option. Below the toolbar is a text input field labeled 'Type your signature here' and two buttons: 'Close' and 'Apply'.

Figure 4. Applying signature screenshot

- 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).

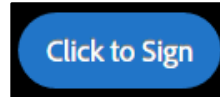


Figure 5. Click to Sign button screenshot

- A thumbnail of the document and confirmation message will display. (see figure 6. Confirmation message screenshot) This completes your portion of the Direct Deposit form.

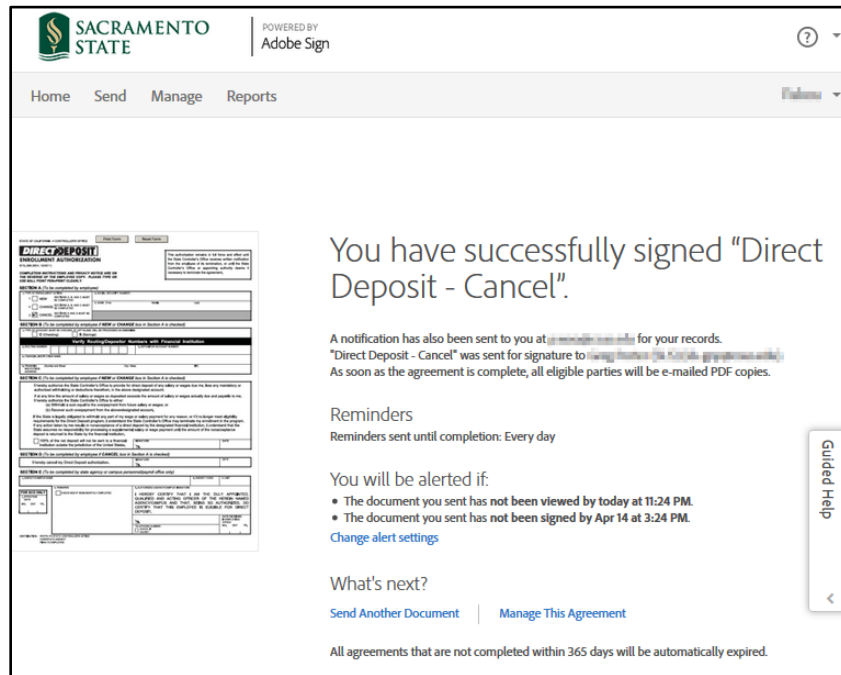


Figure 6. Confirmation message screenshot