Temporary Mailing of Paychecks

1. Click on the Temporary Mailing of Paychecks 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 the Send button (see figure 2. for the Send page screen) 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
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 Temporary Mailing of Paychecks form screenshot).*

![Temporary Mailing of Paychecks form screenshot](image)

**Figure 3. Temporary Mailing of Paychecks form 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 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.

![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 document and confirmation message will display. *(see figure 6. Confirmation message screenshot)* This completes your portion of the Temporary Mailing of Paychecks form. Please note that you will also receive an email in Outlook confirming the completion of the form.

![Confirmation message screenshot](image)

**Figure 6. Confirmation message screenshot**