PAF Approver User Guide

1. You will receive an email to **Review and sign** the **Proposal Approval Request**. Click on the blue **Review and sign** link in the email to route you to sign the **Proposal Approval Request**. *(see figure 1 Proposal Approval Request email screenshot)*

   ![Figure 1. Proposal Approval Request email screenshot](image1)

2. You will be prompted to log in to Adobe Sign before signing the proposal approval form (ePAF).
   a. In the **email address line**, type in your full saclink email address, including @csus.edu *(ex. xxxxx@csus.edu)* *(see figure 2 Adobe Sign login screenshot).*

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   Please remember to update the **Auto Delegation** when you are out of the office and not available to sign, this will prevent any delay in the approval process. To set up **Auto Delegation**:
   1. Login to your Adobe Sign account.
   2. Hover the mouse on your name shown on top right hand side and click "**My Profile**".
   3. Under **Personal Preferences**, click **Auto Delegation** section on left hand side.
   4. Enter the email address of user to whom all the future documents would be automatically delegated.
   5. Click **Save**.
   
   b. Click the **Continue** button.
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   ![Figure 2. Adobe Sign login screenshot](image2)
3. Once on the form, click the yellow tab to navigate to the required fields and type in your information (see figure 3 PAF Signature(s) form screenshot). If you are CC to receive a copy of the final agreement, you will be prompted to Acknowledge Receipt of this agreement. Please see the special instructions below.

**Special Instructions: If you are CC to receive a copy of the agreement.**

a. Click the yellow tab, and it will navigate you to the bottom of the screen.
b. Click on the **Acknowledge Receipt** button.

c. An acknowledgment screen opens. Type in your First Name and Last Name in the **Name** field, click **Acknowledge Receipt**.

d. A confirmation message will display. This completes your portion of the **PAF Approval** workflow.
4. Once you tab to and click on the **Signature** field, the signature screen will display to provide signing options (see figure 4 Applying signature screenshot). To sign the Proposal Approval Request:
   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.

![Figure 4. Applying signature screenshot](image)

5. Once your signature is applied (if applicable, add in comments/notes in the appropriate field), click the blue **Click to Sign** button at the bottom of your screen. (see figure 5 Click to Sign button screenshot)

![Figure 5. Click to Sign button screenshot](image)

6. A confirmation message will display and routes the document to the next **Recipient** to sign. (see figure 6 Confirmation message screenshot) This completes your portion of the **PAF Approval** workflow.

![Figure 6. Confirmation message screenshot](image)
7. Once all Recipients have signed the Proposal Approval Request. An email notification is sent to all parties that signed or a CC on the form. (see figure 7 Fully-executed agreement email confirmation screenshot) The PAF Approval workflow is now complete. To view the completed Final Agreement (i.e., full signed PAF), click on the link in the email to route you to your Adobe Sign account.

Figure 7. Fully-executed agreement email confirmation screenshot