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)*
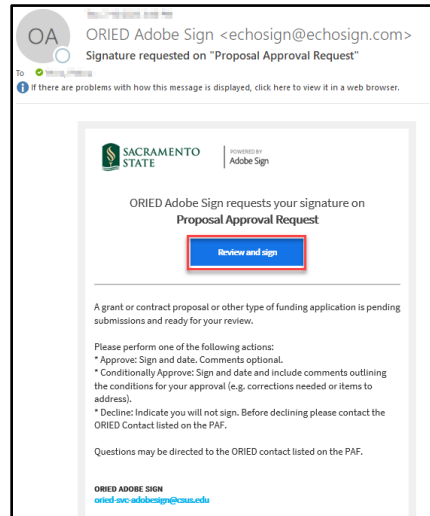

Figure 1. Proposal Approval Request email screenshot

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).*

> **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**.

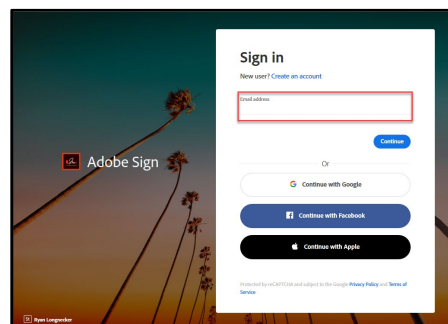   b. Click the **Continue** button.

Figure 2. Adobe Sign login screenshot

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.**

Figure 3. PAF Signature(s) form screenshot

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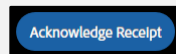
c. An acknowledgment screen opens. Type in your First Name and Last Name in the *Name* field, click **Acknowledge Receipt**.

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.
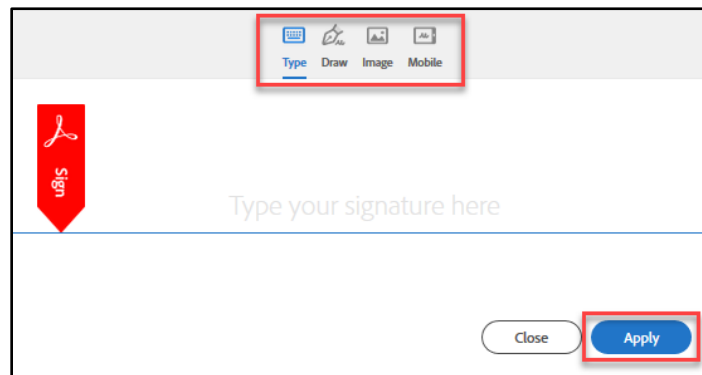

Figure 4. Applying signature screenshot

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

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.
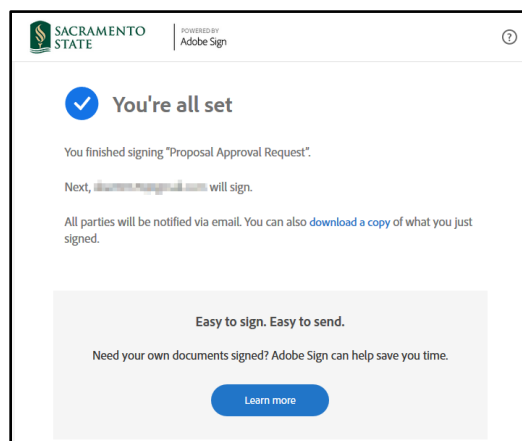

Figure 6. Confirmation message screenshot

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.
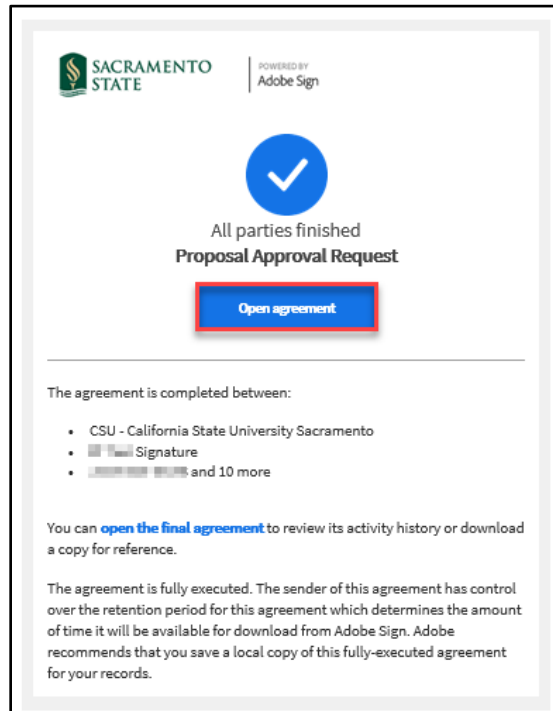

Figure 7. Fully-executed agreement email confirmation screenshot