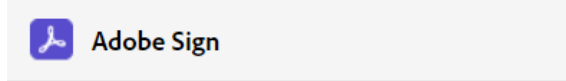


1. Sign in to Adobe sign.
 - a. <https://secure.na2.echosign.com/public/login>



Sign In To Your Account

Email:

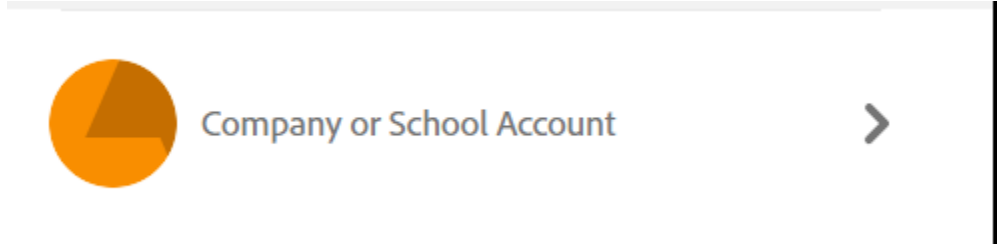
Password:

Remember Me

Sign In

[I forgot my password](#)

- b.
2. Select Company or School Account.



- a.
3. Select Start from the library. Note: If you don't see any workflows please let coas-it@nmsu.edu know so we can add you.

Welcome, Michael

6 IN PROGRESS | **5** WAITING FOR YOU | EVENTS AND ALERTS

A card titled 'Send a document for signature' with a document icon on the left. Below the title is the text 'Request signatures on a new agreement, or start from your library of templates and workflows.' At the bottom are two buttons: 'Request signatures' and 'Start from library', with the latter circled in red.

- a.
4. Select Workflows and select the Equipment Form Workflow.

| | |
|------------------|--|
| Library | Search |
| Recent Templates | Name Last Modified |
| Templates | Shared Workflows |
| Workflows | COAS - Property Equipment Form 10/23/2020 |

a.

5. Once selected you will be asked to fill out the required information.


COAS - Property Equipment Form

How this workflow works?



As the sender please fill out of the information that is required.

Recipients

Self *

 Myself  Email

Department Head *

 Enter recipient email  Email

Dean *

 murphy@nmsu.edu  Email

a.

CC | [Hide](#)

- i. You are the prefiller
- ii. Type your Department Heads email
- iii. The dean is already prefilled

6. Change the agreement form name and you are ready to send it off for signature.


Agreement Name *

Last Name, First Name - Property Equipment Form

Message *

Change the agreement name to match requirements. Please fill and sign all the required areas. If there are any issues or discrepancies, decline the agreement.

Files

Document *  COAS - Property Equipment Loan Form

a.