1. Sign in to Adobe sign.

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](mailto:coas-it@nmsu.edu) know so we can add you.

4. Select Workflows and select the Equipment Form Workflow.

Welcome, Michael

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

Send a document for signature
Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)
5. Once selected you will be asked to fill out the required information.

a. COAS - Property Equipment Form

   - **How this workflow works?**
   - As the sender please fill out the information that is required.

   **Recipients**
   - **Self:**
     - Myself
   - **Department Head:**
     - Enter recipient email
   - **Dean:**
     - murphy@nmsu.edu

a. **CC**
   - You are the prefiller
   - Type your Department Heads email
   - 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 Form