Adobe Sign Instructions for Completing Remote Work/Telecommuting Agreement

1. Open Remote Work/Telecommuting Agreement form.
2. Employee completes all required sections of the agreement.
3. Employee signs agreement and selects Submit.

4. When the employee submits, they will be instructed to complete First Name, Last Name and email address as Participant 2 (manager) and Participant 3 (Department Chair or Director). Once the fields have been completed, the employee will select Next. Participant 2 is not required if that person is the Department Chair or Director.
5. The employee then enters their email address and selects ‘Submit’.

6. The employee will then receive a message “Just one more step”.

7. The employee will go to their email and “Confirm my email address”. Click the link “Confirm my email address” in the body of the email.
   - Note: the first time you use Adobe Sign, the email may go to your Junk folder, please check there for the email if you don’t find it in your inbox. It will come from echosign@echosign.com.
Manager, Department Chair or Director

8. Manager will receive an email from Client Services echosign@echosign.com with the Subject Signature requested on “Remote Work/Telecommuting Agreement for In-State Staff”.
   - Note: the first time you use Adobe Sign, the email may go to your Junk folder, please check there for the email if you don’t find it in your in box.

9. Click the Review and sign link.
   - Review the agreement.
   - If there are minor edits needed, you can provide that information in the Department Comments box. This will document edits without declining the agreement (Decline to sign indicates disapproval of the agreement). These comments become a permanent part of the agreement. All parties signing the agreement (including the employee) will receive a final copy of the agreement and will be placed into the official personnel file.
   - If revisions/additions are needed or you want to deny the request, you select Decline to sign. This cancels the agreement and the employee must submit a new request.

10. Click the signature field. If you are signing for the first time, you see the Signature or Initials panel.
11. Select the **Click to Sign** button.