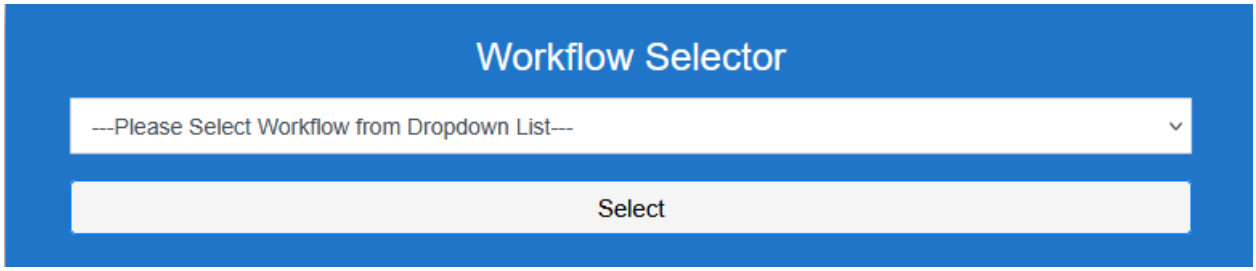
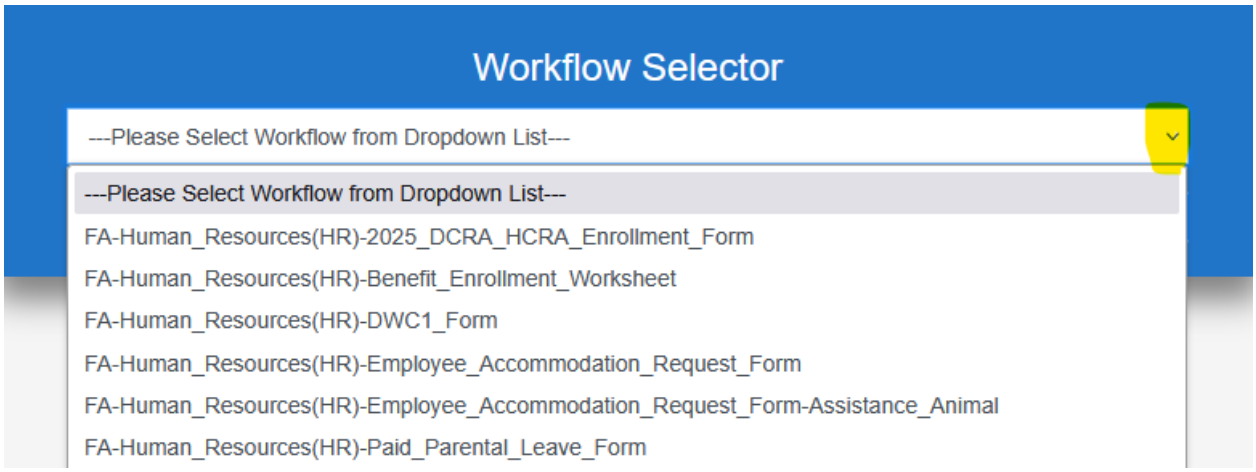
How to access your HR forms through Adobe Sign

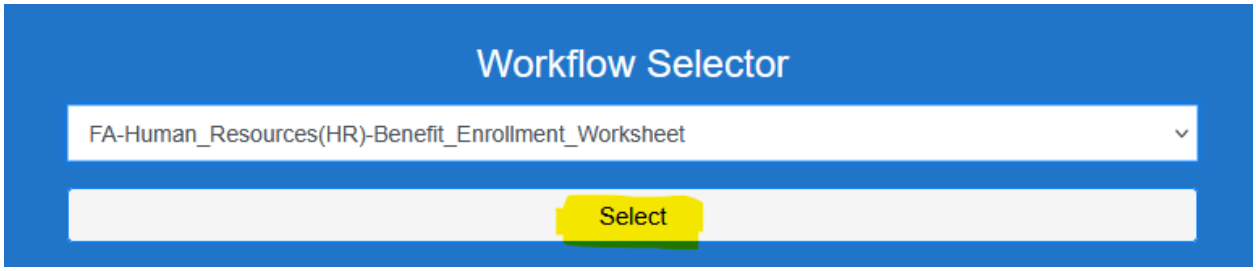
The form link will take you to a WorkFlow Selector:



Select the arrow to see the Dropdown List of form options:



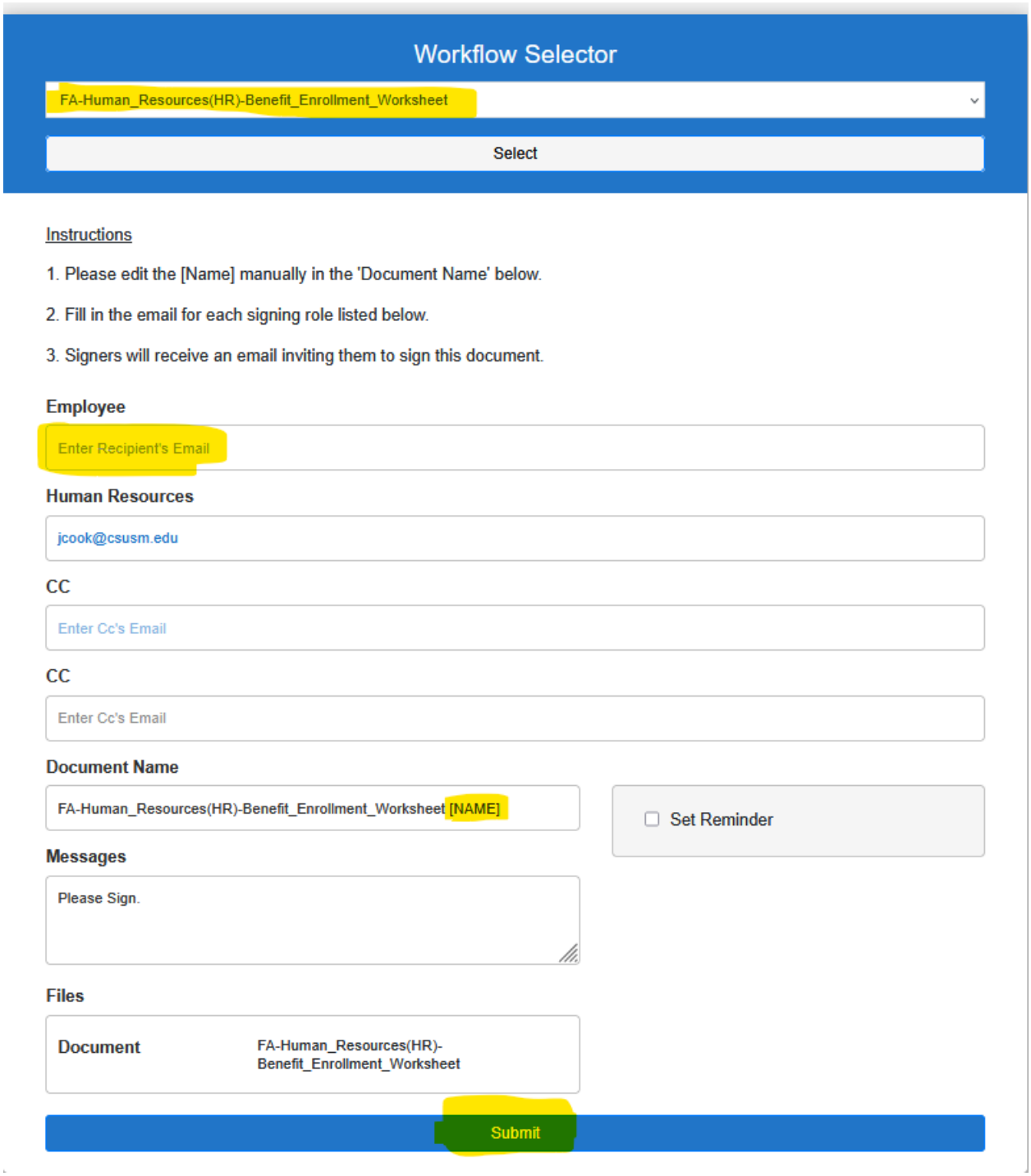
Click on the name of the form, applicable to your needs, and click the “Select” button:



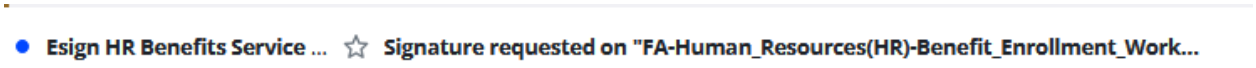
(if you selected the wrong form name, you can correct it on the top of the next screen)

The requested form name is listed at the top of this screen, in case you need to change forms, then:

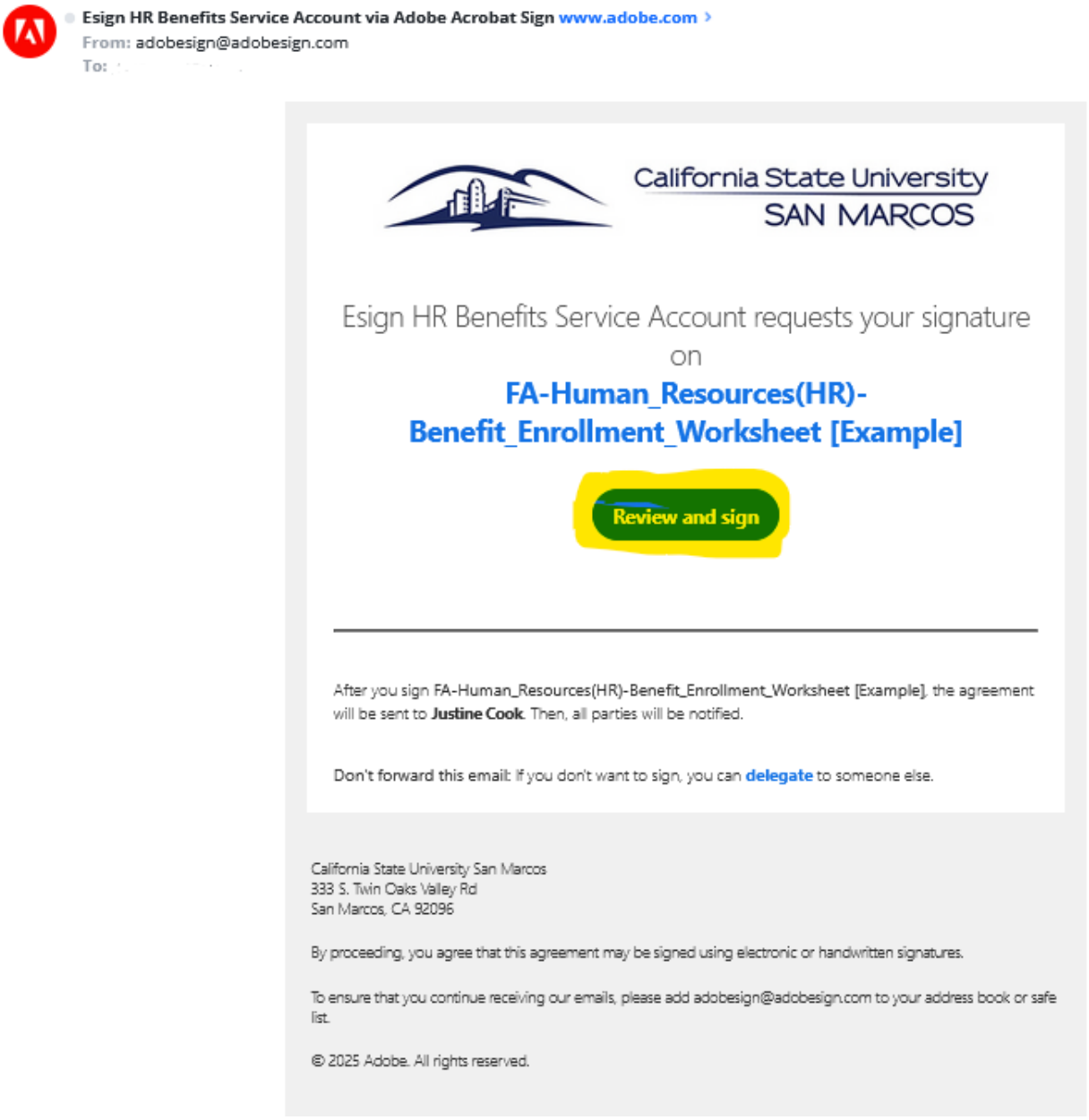
- Enter your email address in the “Employee” Box (highlighted)
- Enter your Name in the Parenthesis section of the Document Name (highlighted)
- Click the “Submit” button



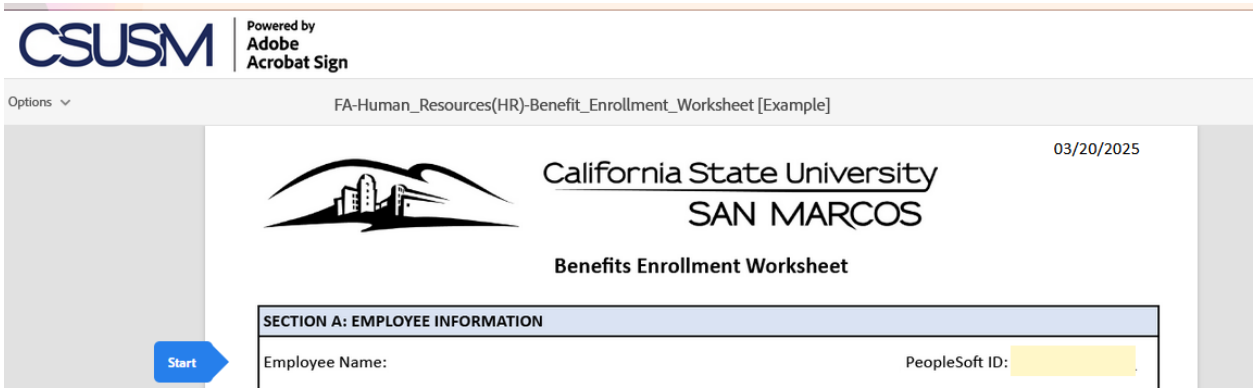
You will then receive an email, to the entered address, to access the form through Adobe Sign:



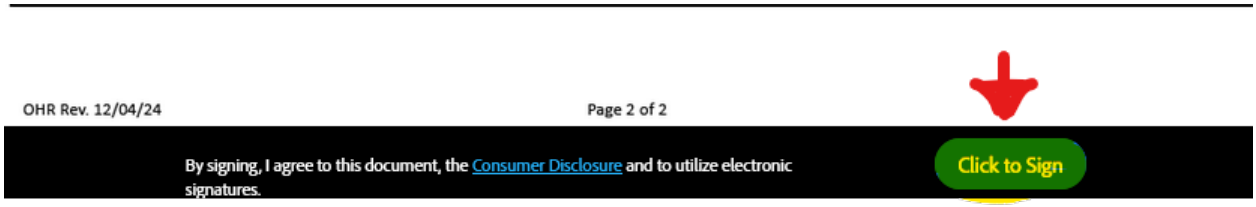
When you open the email, the following message will appear. Click on the "Review and Sign" button (highlighted) to access the form:



Once on the Adobe Sign form. Click on the Start Flag and complete the information. If there is a red asterisk in the box, then the information is required. You will be sent reminder emails if you start the process, and do not submit.

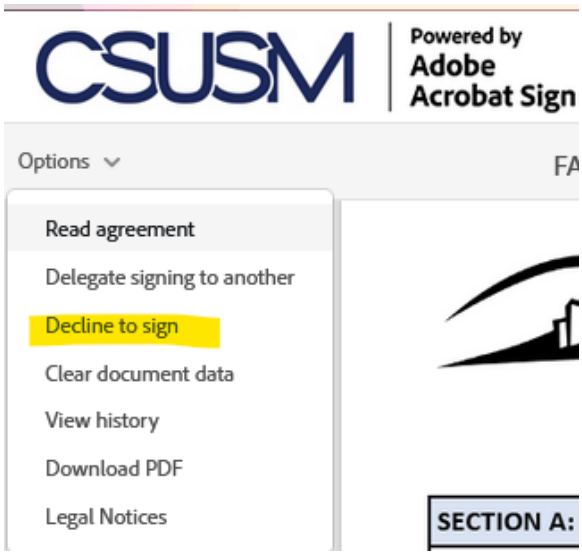


Once the form is completed, a "Click to Sign" button will be made available to submit your form.



Your form has now been sent to the HR office for processing. You will receive an email from AdobeSign to download an executed copy for your records, once HR has reviewed and approved the submitted form.

IMPORTANT – If you opened or start the wrong form, please cancel the document by selecting the "Decline to Sign" from the dropdown list on the top left-hand corner of the form:



The following screen will appear, for you to enter a reason in the box and click the “Decline” button.



This will end the processing of this form and prevent you from getting constant email reminders. The HR Office is not notified of a request until it’s been submitted, so to avoid these emails, you will need to decline on your end.