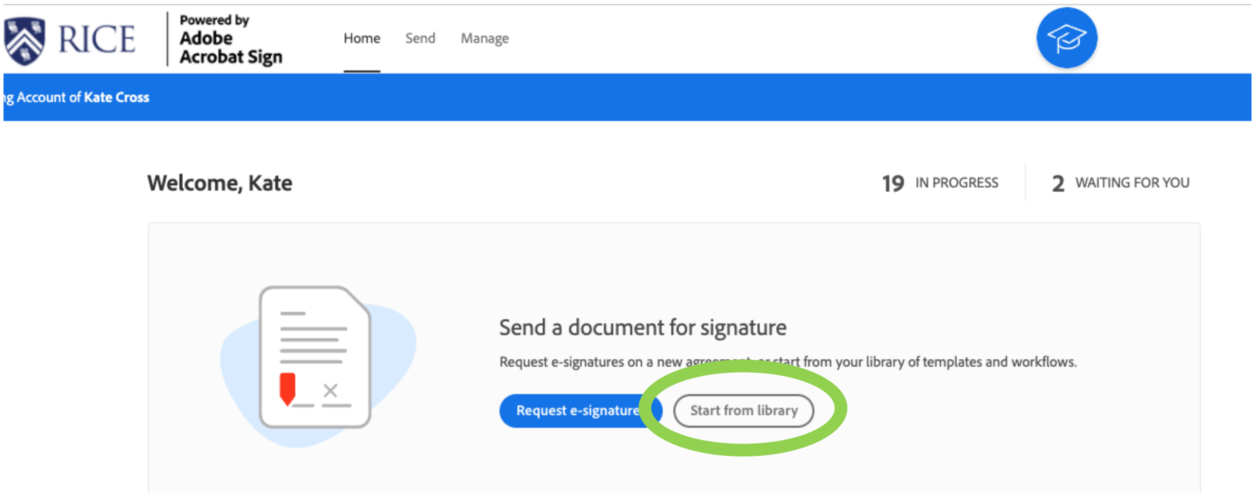
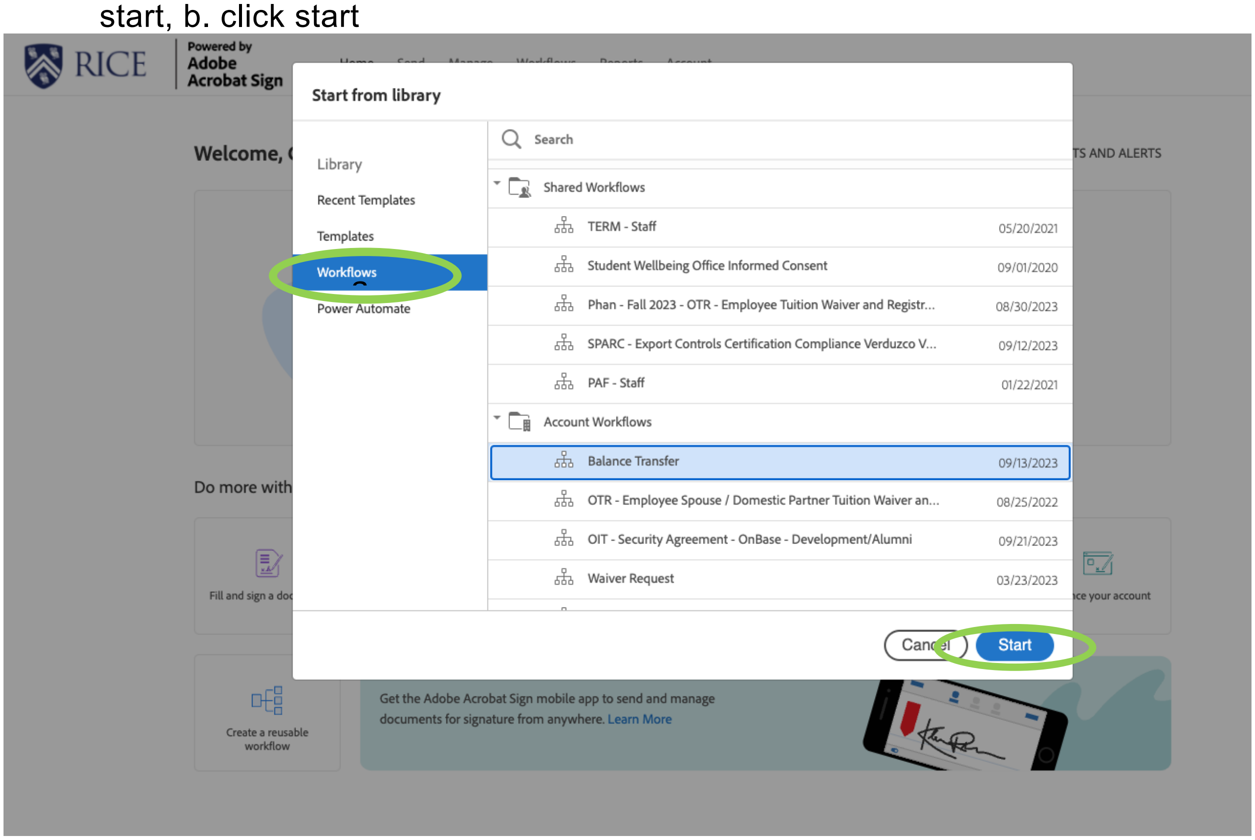
Start a Workflow – Step-by-step

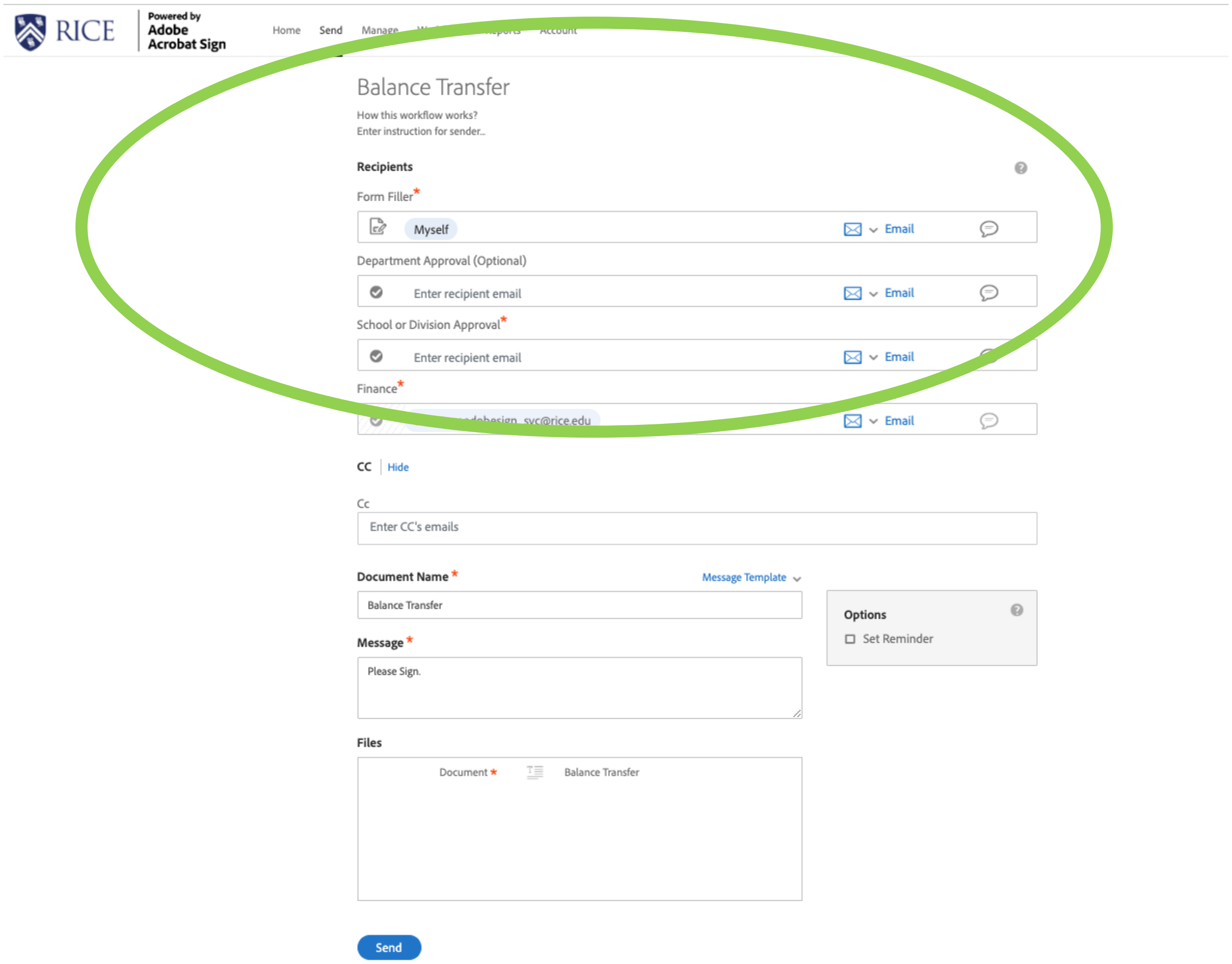
1. Login to Adobe Sign: https://riceuniversity.na1.documents.adobe.com/account/homeJS
2. From your home page in Adobe Sign, click the "Start from Library" button.



3. In the left-hand column, a. click "Workflows" and select a form workflow to start, b. click start



4. Enter the email addresses of the form signer/recipients in the "Recipients" section. The workflow will route to the recipients in the order specified in the workflow.



5. Customize the "Message" text if desired. The message text will be sent via email to each recipient.

6. Click the "Send" button to send the form.

- The recipients of the form will receive an email notification.
- If you are the person who will initially be filling out the form (the Sender), you will immediately have the chance to start filling out the form once you've clicked "Send."
- Follow the process below for "Signing a Form in Adobe Sign" to complete the necessary fields.