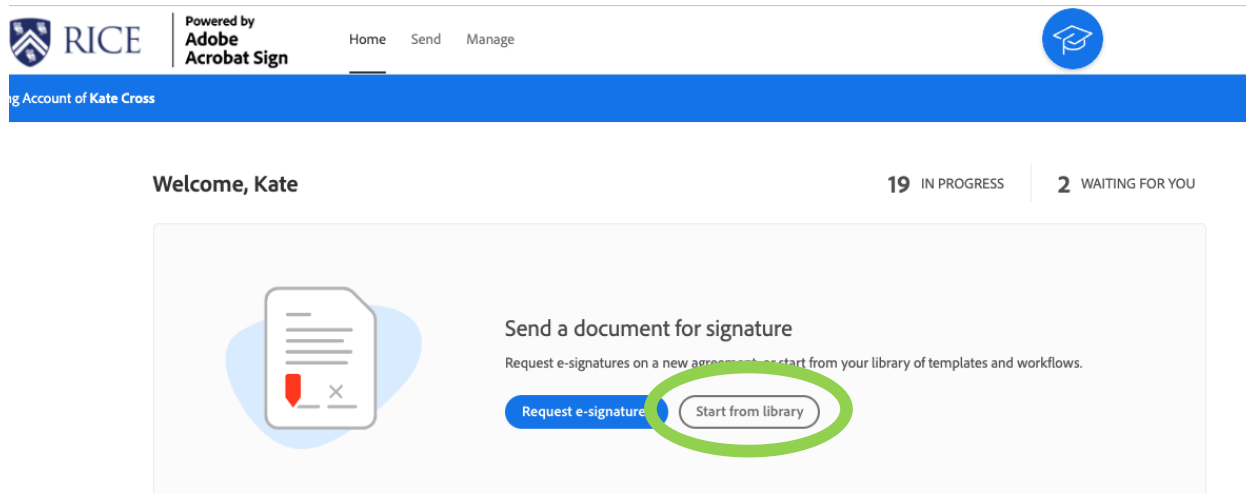
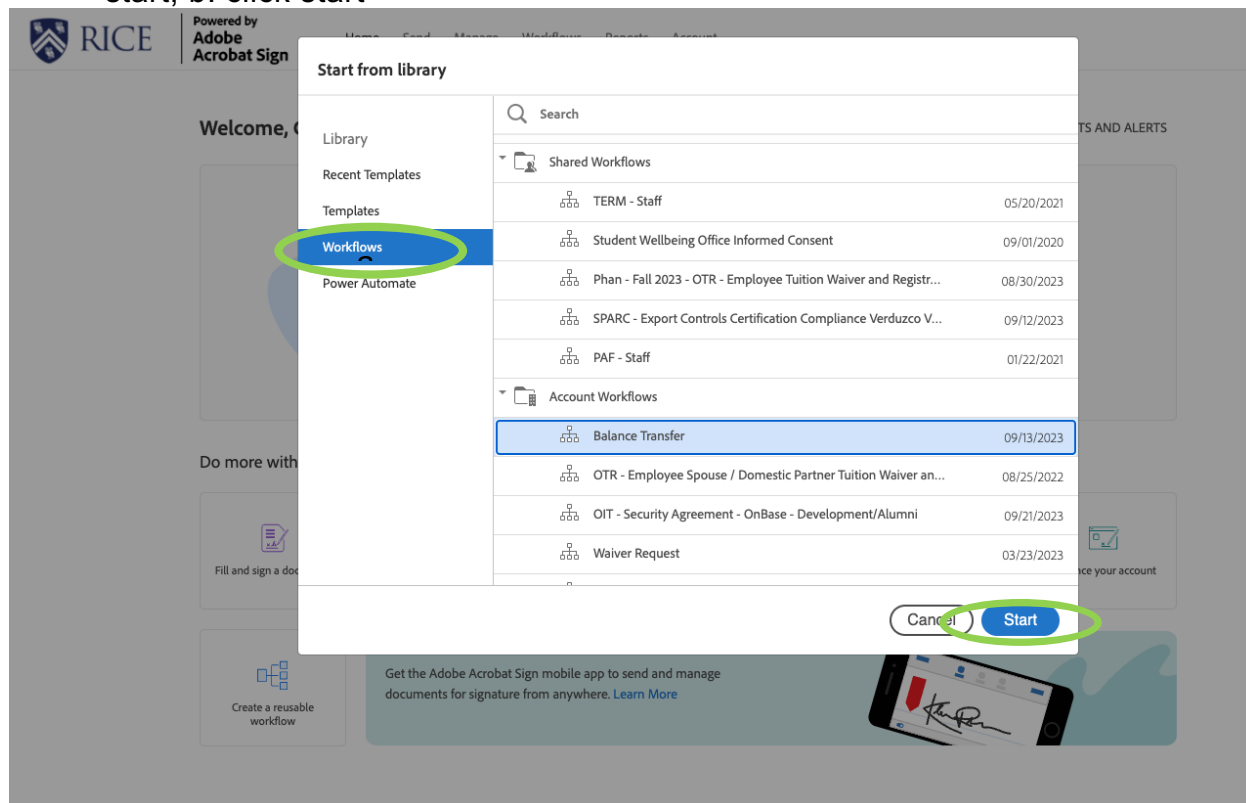


## Start a Workflow – Step-by-step

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



## Start a Workflow – Step-by-step

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.

The screenshot shows the Adobe Sign interface for creating a workflow. The title is "Balance Transfer". Below the title, there's a section for "Recipients" which is highlighted with a green oval. This section includes a "Form Filler" field with "Myself" selected, and three approval steps: "Department Approval (Optional)", "School or Division Approval", and "Finance". Each approval step has a "Enter recipient email" field and an "Email" button. Below the recipients, there's a "CC" field, a "Document Name" field (set to "Balance Transfer"), a "Message" field (set to "Please Sign."), and a "Files" section showing a document named "Balance Transfer". A "Send" button is located at the bottom of the form.

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.