

Instructions for Completing the Position Action Request Form

1. Download the form from the HR website under “Adobe Sign Forms”
2. Fill in the necessary information, stop at “Approvals”
3. Save your form
4. Login to Adobe Sign through Office 365
5. Once in Adobe Sign, click “send” on the menu bar
6. Enter the email addresses of everyone who will sign this form in the following order:
Dean/Director
VP/Chief Area Officer
VP for Equity and Diversity (colemanla@easternct.edu)
VP for Finance and Administration (howarthja@easternct.edu)
Chief Human Resources Officer (delisak@easternct.edu)
President (nunez@easternct.edu)
7. Make sure you also enter osubag@easternct.edu in the cc box
8. Add the file you saved earlier
9. Click “Next”, review the form, and then click “Send”
10. Everyone who signed the form will automatically receive a final copy.

If you have any technical issues, please contact Jay Zhu at zhuj@easternct.edu

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Recipients*

Complete in Order Complete in Any Order

[Add Me](#) | [Add Recipient Group](#) | [?](#)

1	 Enter recipient email
---	---

CC | [Hide](#)

Enter CC's emails

Message*

Agreement Name
Please review and complete this document.

Files*

[Add Files](#)

Drag & Drop Files Here

Options [?](#)

- Password Protect
- Completion Deadline
- Set Reminder

Recipients' Language

English: US 

Preview & Add Signature Fields

[Next](#)