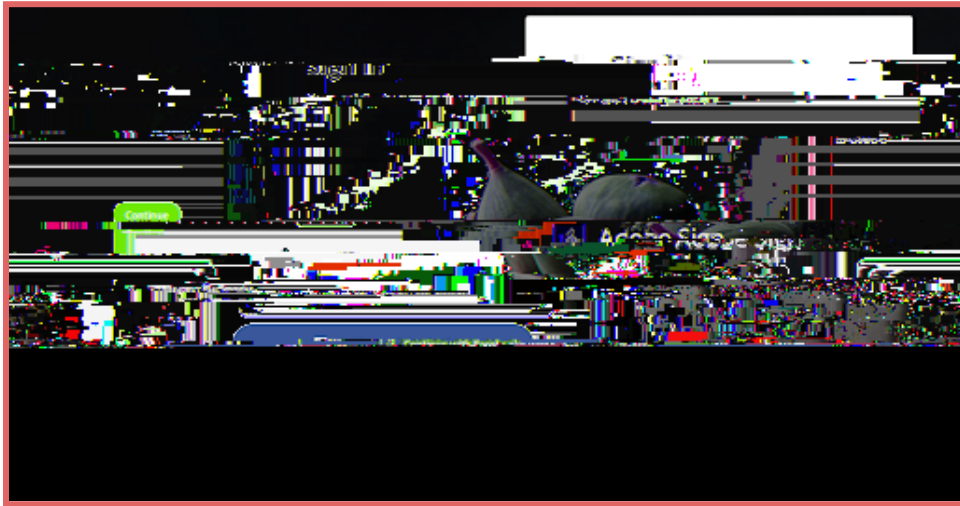


Adobe Sign Guide

How to Send the MPP Performance Assessment Form for Signature

Created March 2020

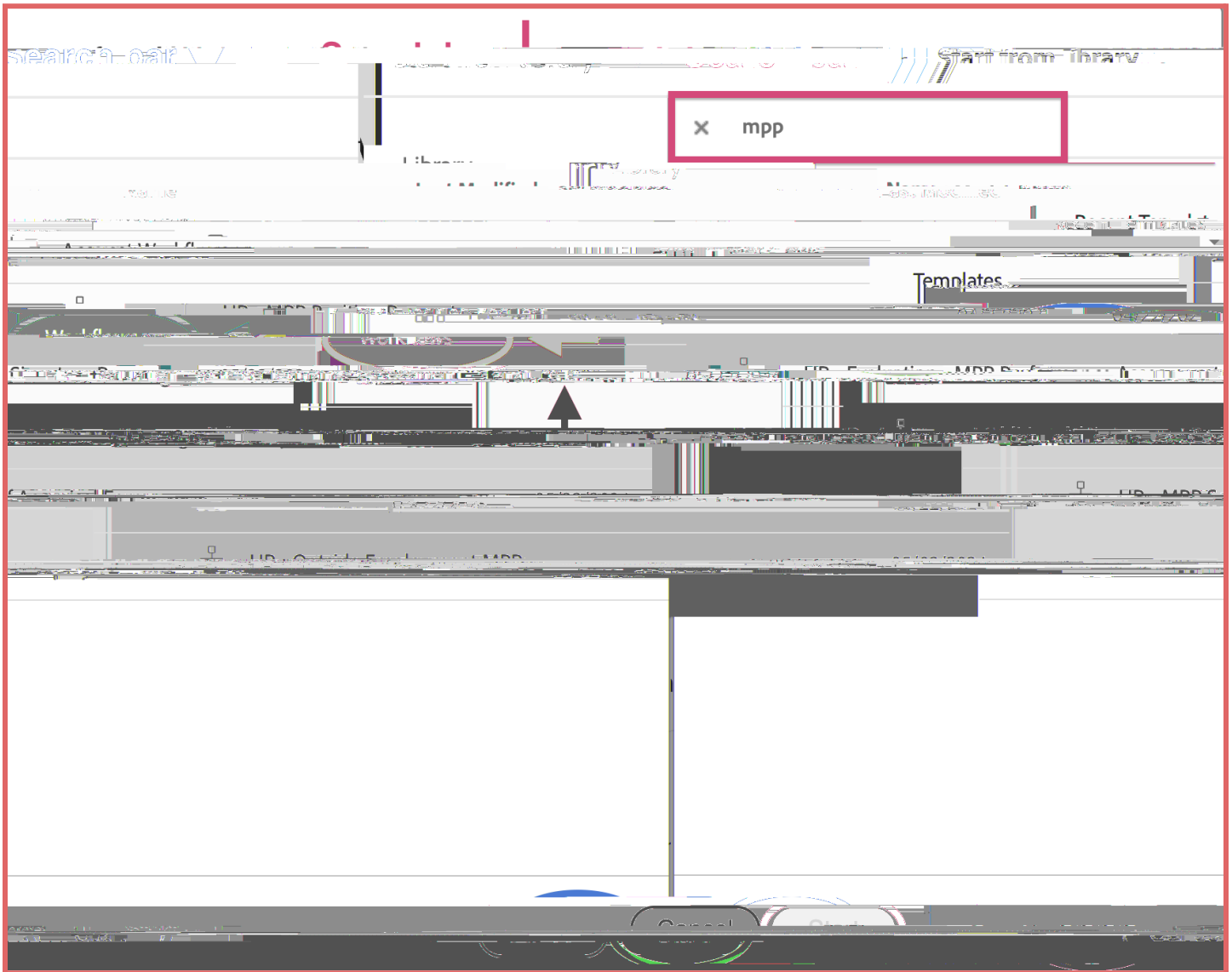
1. Before beginning this process, you must fully complete the *MPP Performance Assessment form* in the PDF or MS Word edition. Blank templates are available on the HR Website under Performance Management <http://c.ea.ba.ed/h/h/form.html>
2. Sign in to Adobe Sign <http://c.ea.ba.ed>
 - a. Select Continue with Google **Image** and select the correct email account



3. Once signed in go to the Adobe Sign Home page **See Image**
 - a. If the screen opens to a different screen click Home in the top left corner next to the Logo



4. Click on the Start from Library button on [See image](#)
5. In the newly opened window select Workflows *It may take a few seconds to show up. Do not select "Templates," although it's the default setting.*
6. Use the each button to open the folder in the form file Eg MPP or Evaluation [See Image](#)
7. Select HR - Evaluation - MPP Performance Assessment - Signature Page



8. RECIPIENTS. After the election, the following shall add the recipient

° 13. Upon bmi ion he fo m ill a oma icall o e