



PAYMENT SERVICES
CSU BAKERSFIELD



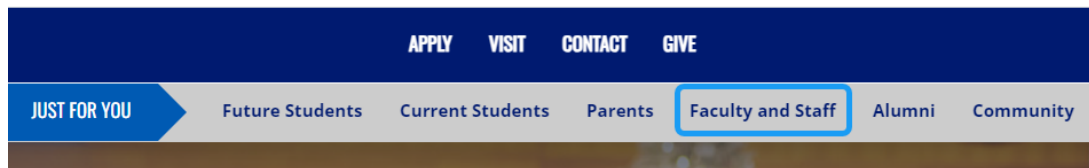
CSUB ProCard

Quick Reference Guide

Track ProCard Statement in Adobe Sign

Navigation

1. From the CSUB homepage, go to **Faculty & Staff > More Faculty and Staff Links > Adobe Sign**.



QUICK LINKS

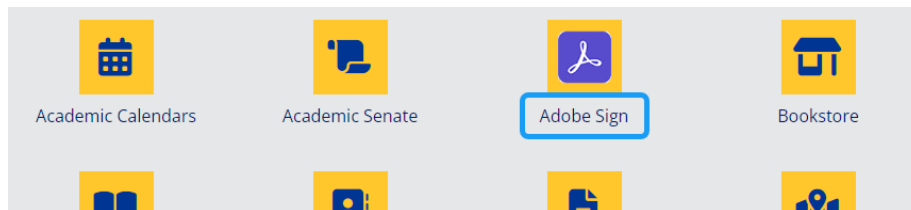
- [Campus Directory](#)
- [Canvas](#)
- [Library](#)
- [myCSUB](#)
- [myHR](#)
- [Office 365](#)

[MORE FACULTY AND STAFF LINKS](#)

IMPORTANT DATES

- AUG 19** ALL FACULTY DUE ON CAM
- AUG 26** First Day of Classes
- SEP 02** HOLIDAY – Labor Day – Ca Closed
- SEP 04** Last Day to Add Classes

[MORE DATES](#)



2. Use your email address and CSUB password to log in.
3. Go to **Manage** in the ribbon at the top of the screen.



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Powered by
Adobe
Acrobat Sign

Home

Send

Manage

Workflows

Reports

Track ProCard Statement

1. On the Manage page, type keywords into the search bar to search for agreements.



2. Use the menu at the left-hand side of the screen to select which agreement status you want to view (In Progress, Waiting for You, Completed, Canceled, etc.).

Your agreements

All (4319)



STATUS

- In progress (67)** ...
- Waiting for you (0)
- Completed (3363) ...
- Canceled (875)
- Expired (7)
- Draft (1)

< Results for procard







- RECIPIENTS
- Kristin Warner
0 of 5 completed
- Eidie Gonzalez
3 of 7 completed
- Star Watson
0 of 7 completed
- Tabitha Marsh
0 of 6 completed

3. To view an agreement, click **Open** next to the agreement name in the search results.

<input type="checkbox"/>	Bianca Wohlgemuth 3 of 3 completed	Me	ProCard Reconciliation and Approval For... ianca Wohlgemuth [BKCMP - February 2024]
<input type="checkbox"/>	Bianca Wohlgemuth 5 of 5 completed	Me	ProCard Reconciliation and Ap...ohlgemuth [BKCMP - April 2024] Open  
<input type="checkbox"/>	Bianca Wohlgemuth 5 of 5 completed	Me	ProCard Reconciliation and Approval For... ianca Wohlgemuth [BKCMP - October 2023]

4. From the menu at the right-hand side of the screen, click **Recipients** to view the signers for the agreement.

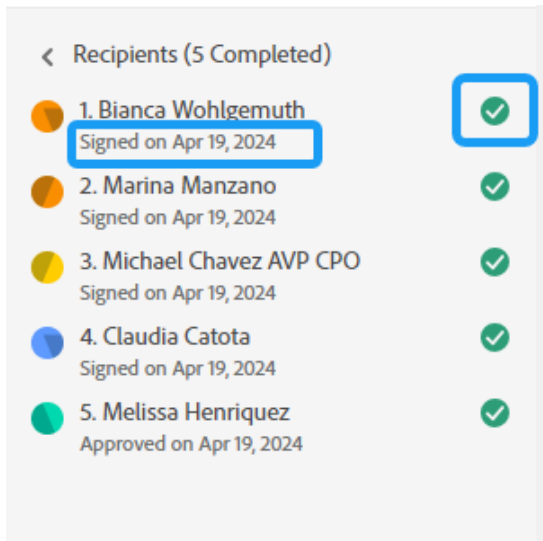
Actions

-  Create a Template
-  Download PDF
-  Download Audit Report
-  Archive Agreement
-  Download Form Field Data
-  Hide Agreement

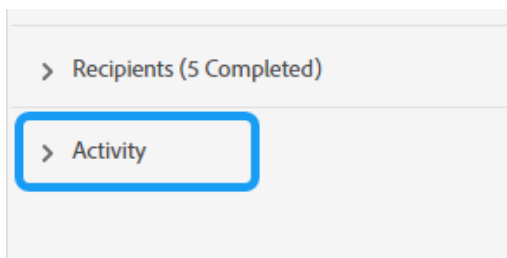
[See 5 more](#)

- > Recipients (5 Completed)**
- > Activity

5. Signers who have signed the agreement already will have a green checkmark next to their name, and a note below their name with the date that they signed the agreement.



To view a more detailed history, you can also click **Activity** from the same menu.



If the agreement has been cancelled, you will be able to view the cancellation date and the note that the signer left when they cancelled it.

