



PAYMENT SERVICES
CSU BAKERSFIELD

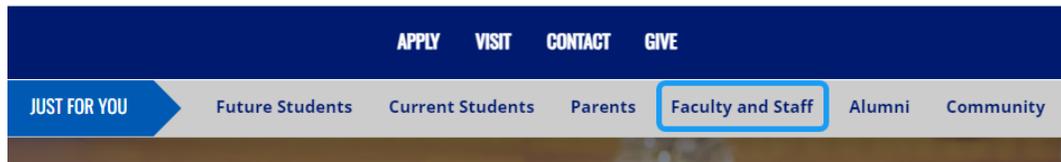


CSUB ProCard

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

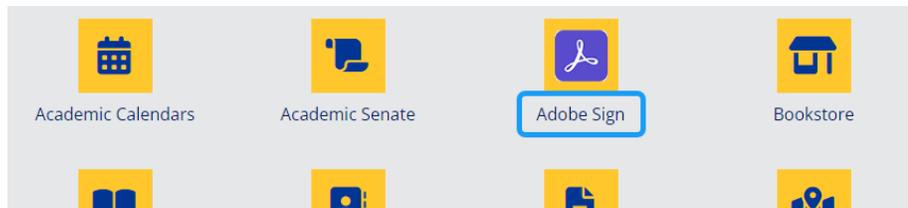
- [Campus Directory](#)
- [Canvas](#)
- [Library](#)
- [myCSUB](#)
- [myHR](#)
- [Office 365](#)

[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

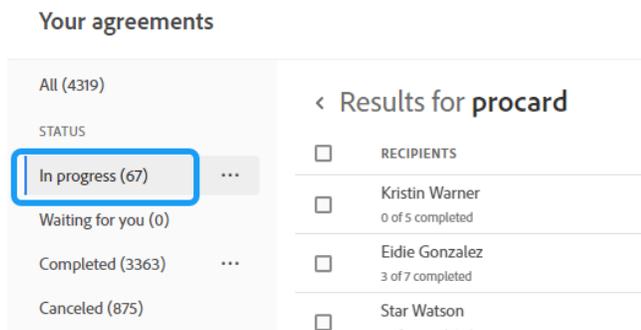
Home Send **Manage** Workflows Reports

Track ProCard Statement

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



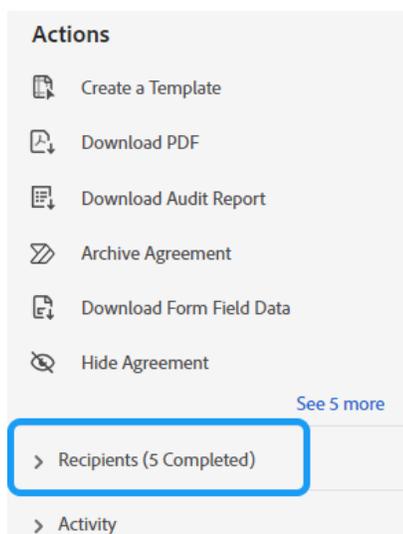
2. Use the menu at the left-hand side of the screen to select which agreement status you want to view (In Progress, Waiting for You, Completed, Canceled, etc.).



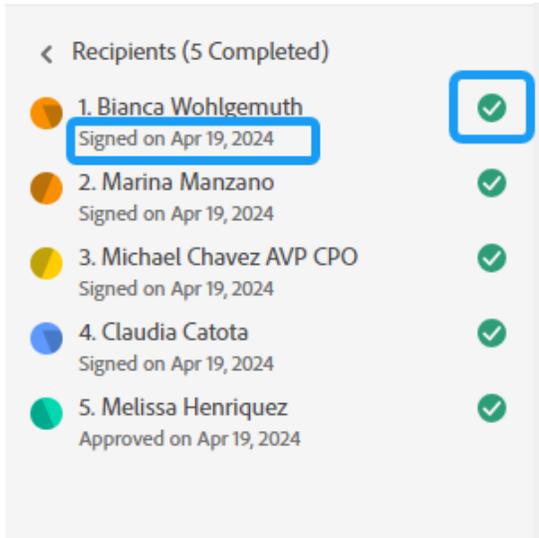
3. To view an agreement, click **Open** next to the agreement name in the search results.

<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]

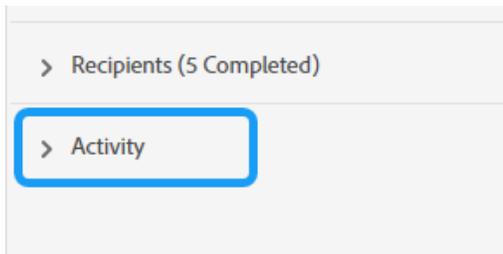
4. From the menu at the right-hand side of the screen, click **Recipients** to view the signers for the agreement.



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.

