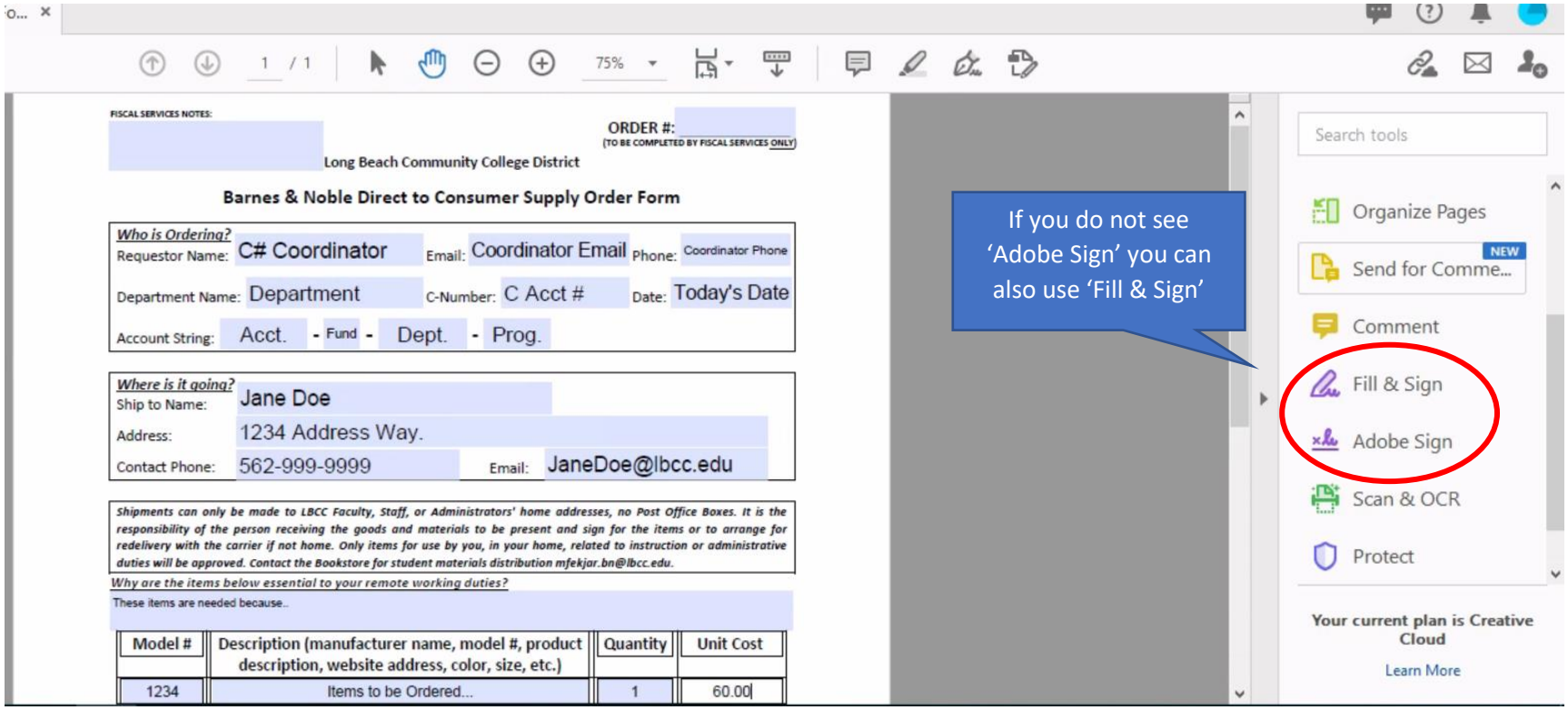
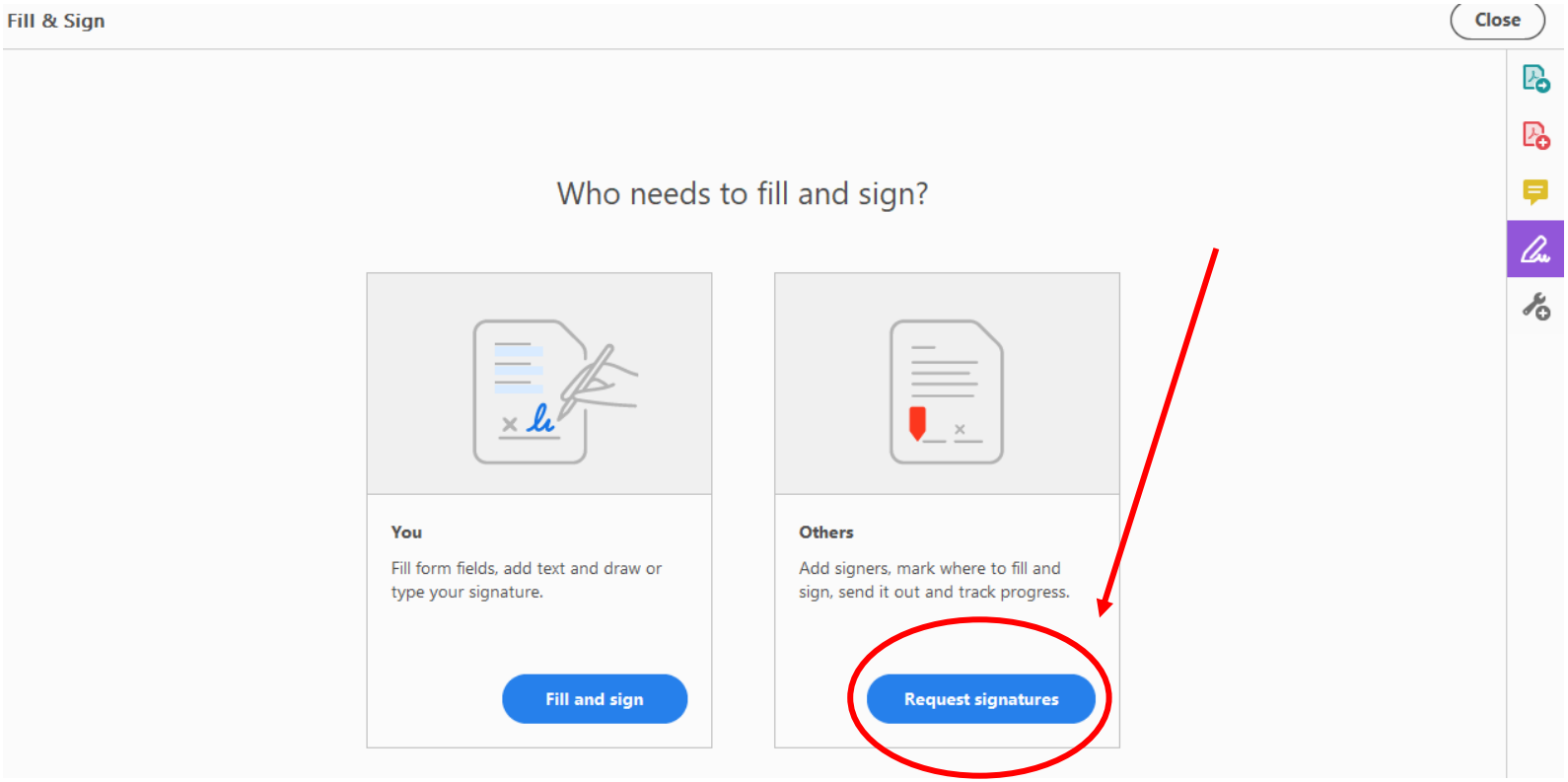
Routing your Barnes & Noble Direct to Consumer Order for Approval Signatures Using Adobe Sign

1. Complete the Barnes & Noble Direct to Consumer Emergency Supply Order Form. Ensure that all necessary fields have been completed.
    - The form can also be found on https://apps.lbcc.edu/lbccforms/ , under forms for Fiscal Services, labeled 'Barnes & Noble Direct to Consumer Supply Order Form".
    - Please note that a C-Number account is needed to place an order. If your area does not have a current C-Number, fill out the C Number Authorization form. This can also be found under forms for Fiscal Services, labeled 'C-Number Request & Authorization form'. Any new C-Number account requests should also be routed for approval signatures using Adobe Sign.

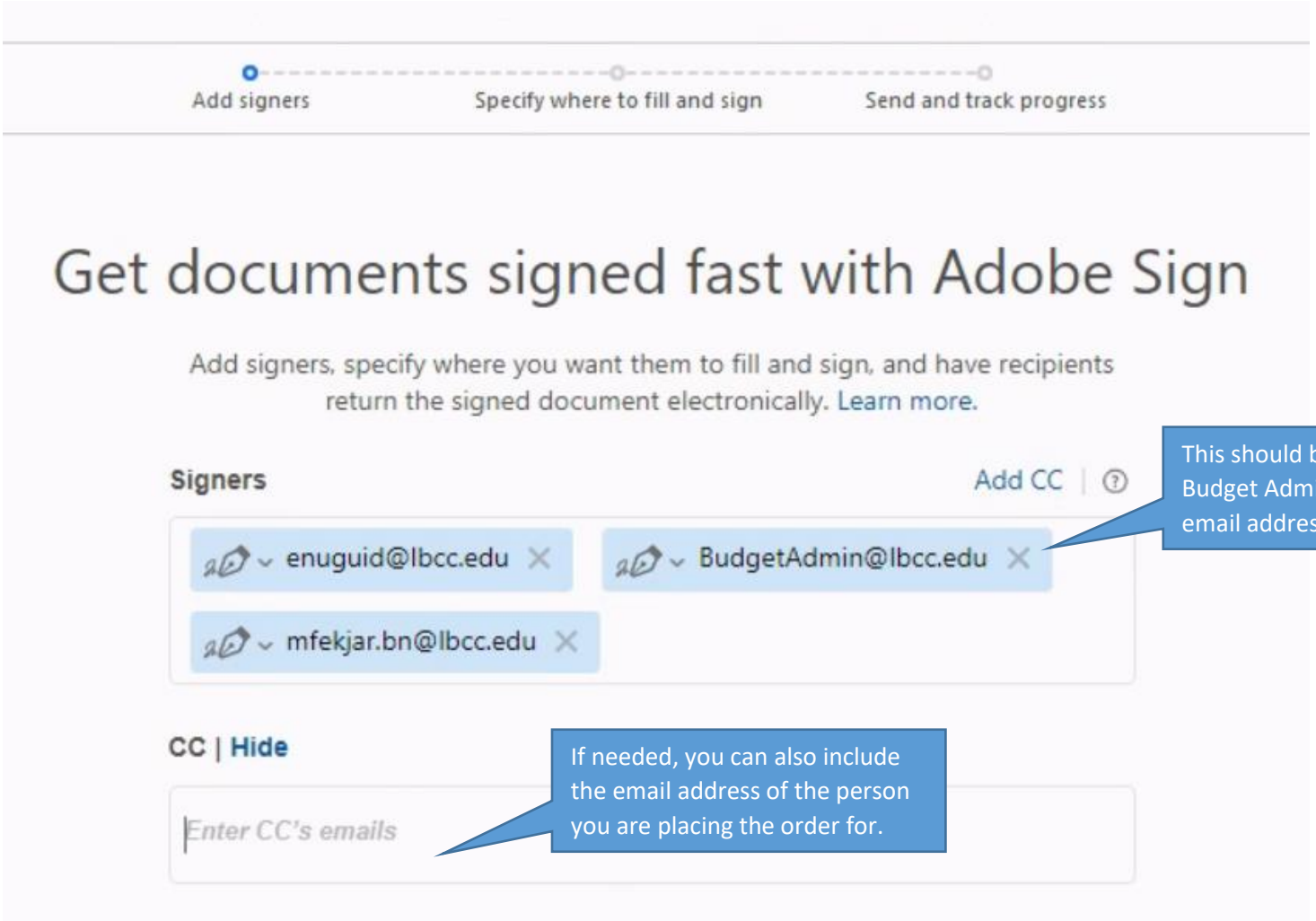
2. Once the order form is completed, click 'Adobe Sign' to begin the signature routing process. This can be found on the right side of your completed form.
    - Please note, that users may not see 'Adobe Sign' as an option. You can also use 'Fill & Sign' or 'Send for Signature'. Either option should work the same way.



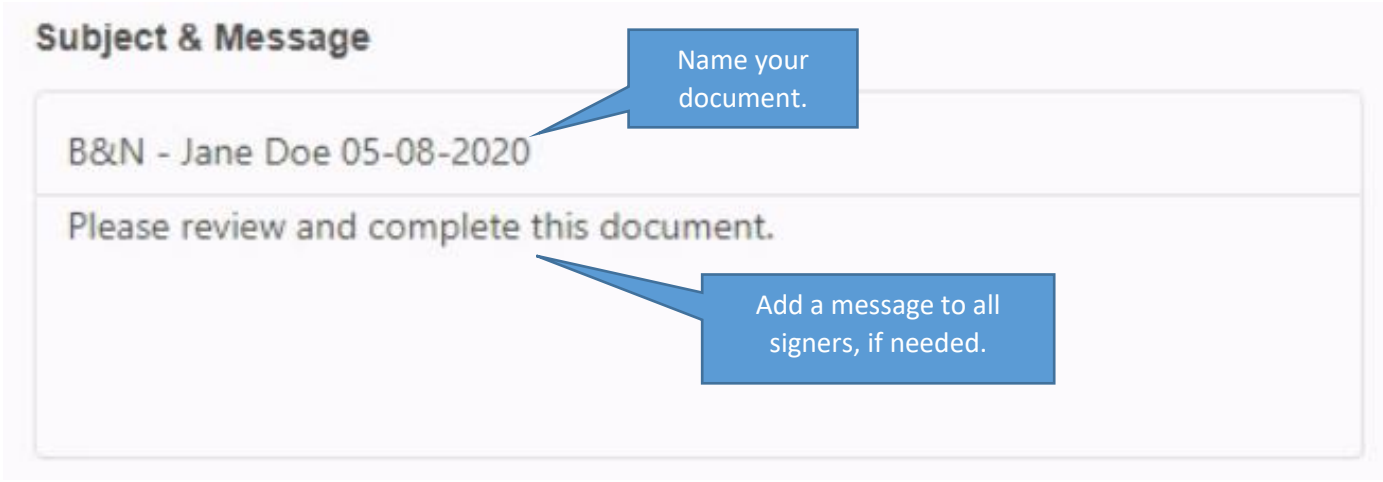
- If using ‘Fill & Sign’, click on ‘Request Signatures.’



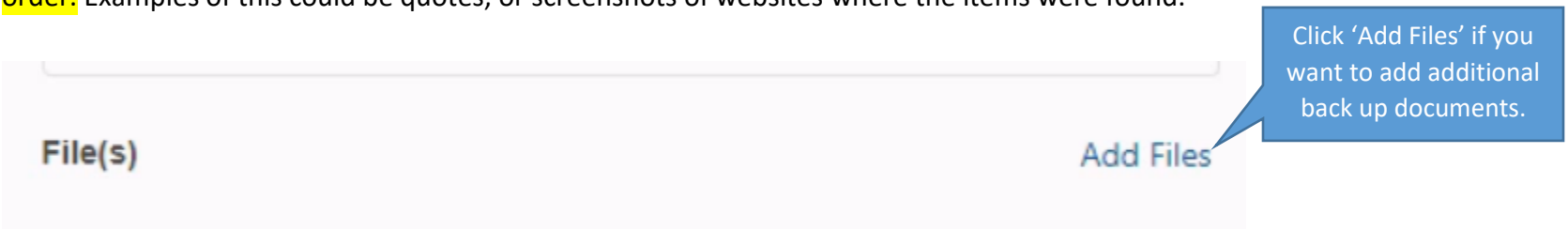
3. Under SIGNERS, enter the email addresses in the order the form should route. Please ensure that all email addresses are input correctly. If any of them are incorrect, it will not route properly.
    - The first email address should be to Elyse Nuguid in Fiscal Services (enuguid@lbcc.edu).
    - The 2nd email address should be your Budget Administrator (Dean or Director) who approves for your area.
    - The 3rd email address should be to Mary Fekjar at the Bookstore (mfekjar.bn@lbcc.edu).
    - If you want, you can also CC the person you are placing the order for. This will inform the person who is receiving the items once all parties (listed above) have approved and signed form.



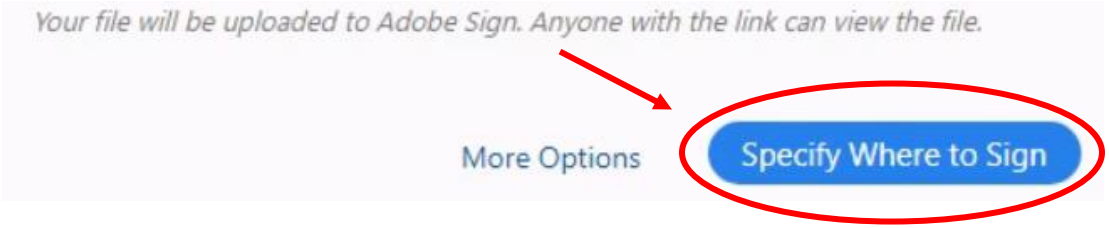
4. Under SUBJECT & MESSAGE, name your document for easier tracking and add a message if needed. This message can be seen by all signers.



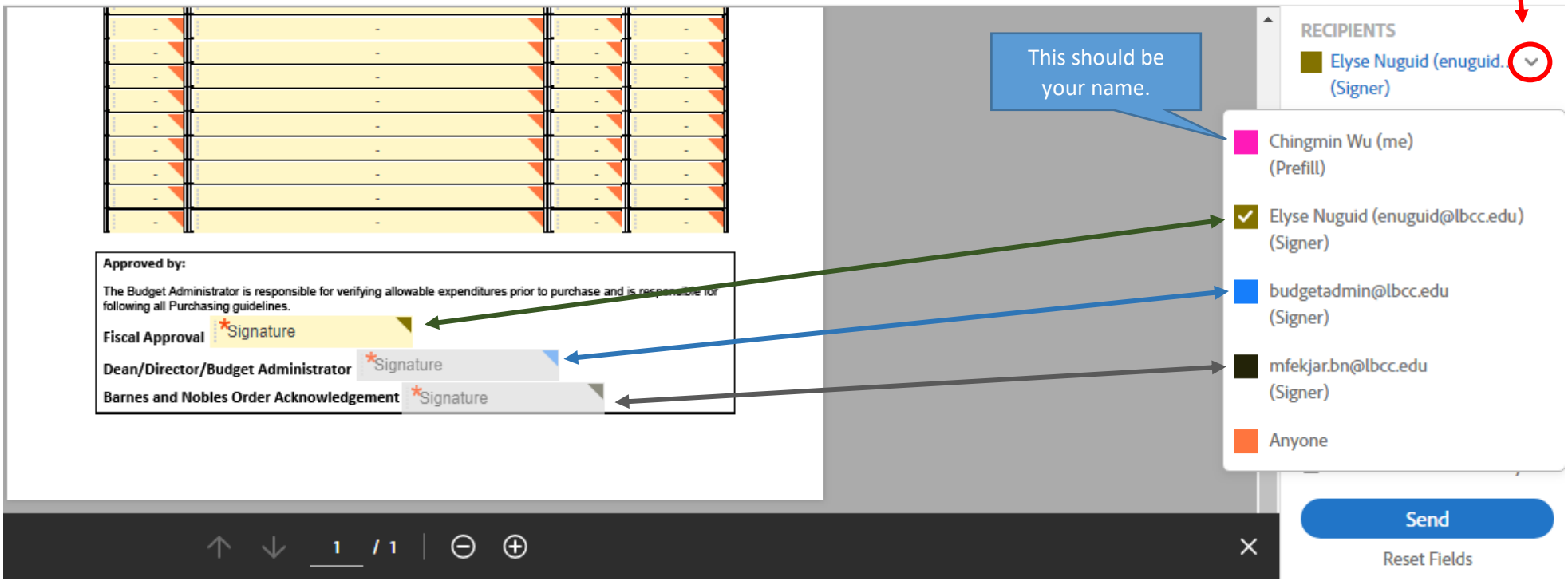
5. Under FILES, you can include any additional documents for backup that may be helpful to the signers when approving and placing the order. Examples of this could be quotes, or screenshots of websites where the items were found.



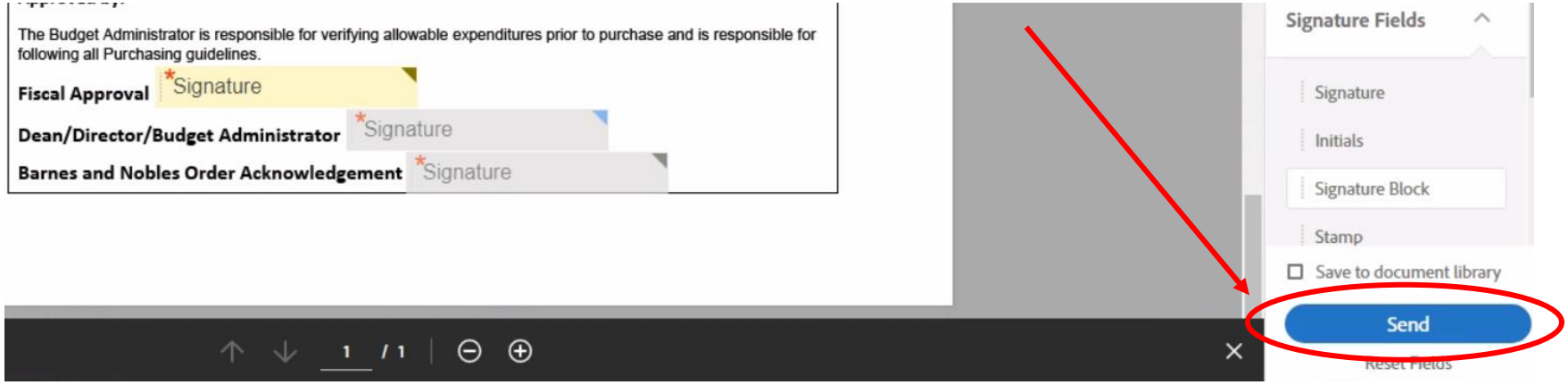
6. Once all fields are completed, click 'Specify Where to Sign'.
   - Depending on the send option chosen in Step #2, you might see not see 'Specify Where to Sign', instead you can click 'Next'.



7. You will then be routed to your document for a final review. Under RECIPIENTS, click on the drop-down arrow to review your signers. The names/email addresses should be listed in the order the document will route. (enuguid@lbcc.edu , Your Budget Administrator, mfekjar.bn@lbcc.edu)
    - Adobe automatically color codes the document indicating who will be signing where.



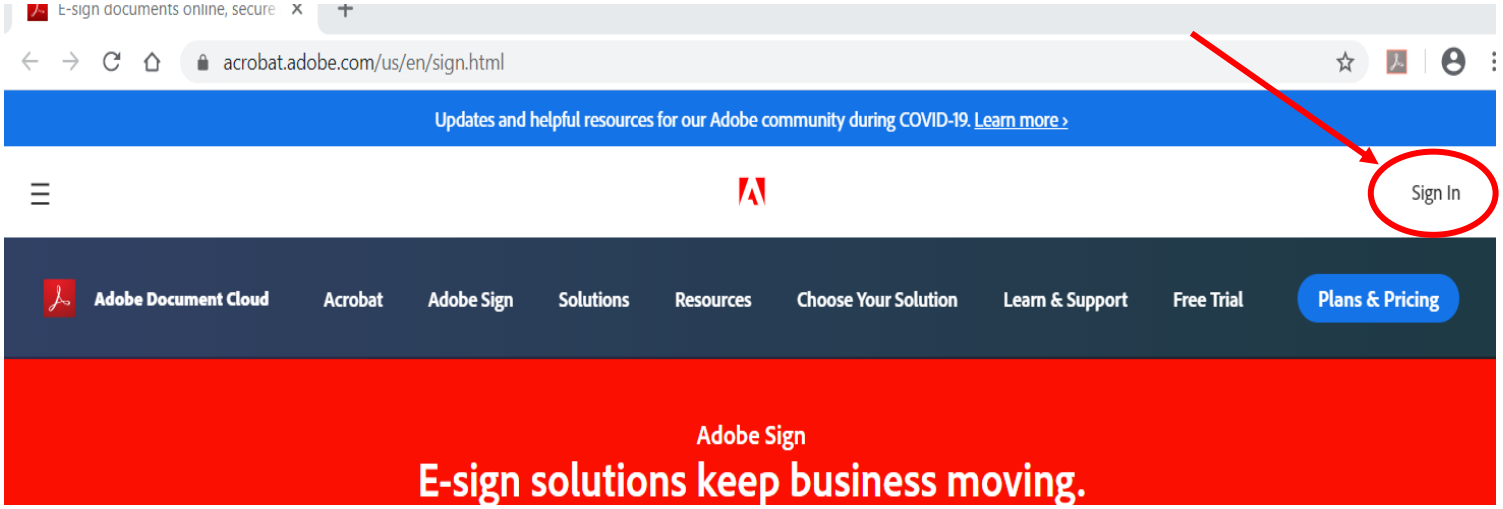
8. Once all data is reviewed and correct, click ‘Send’ on the bottom right corner.



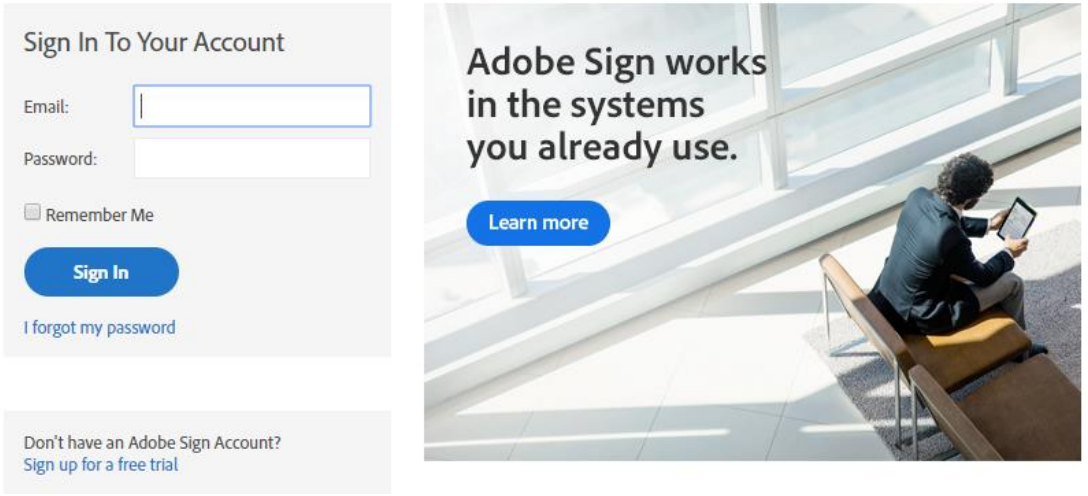
9. Check your email for a copy of the form and a confirmation that this was sent. As the document routes for digital signatures, you will be sent email updates.

Managing Your Adobe Sign Documents

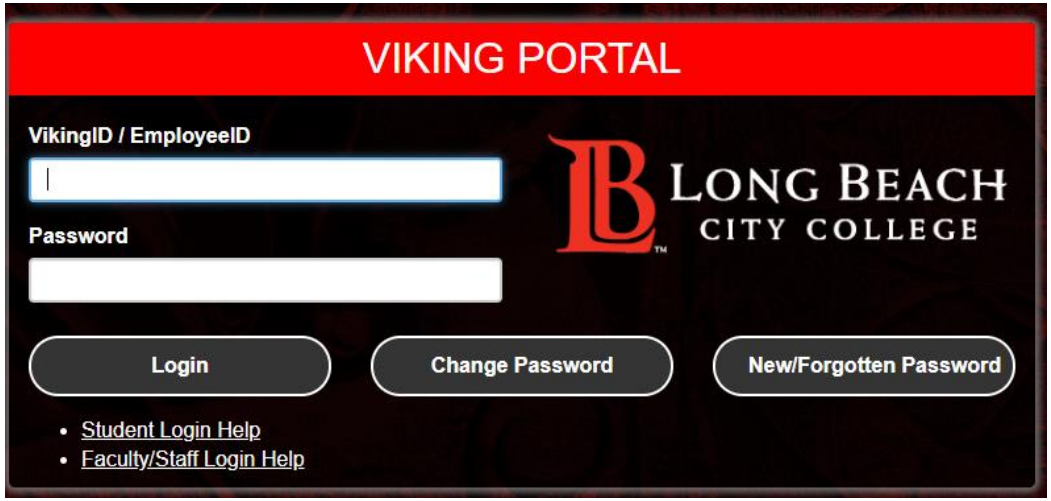
1. If you want to see the status on all the documents that you have routed for signatures, sign onto the following website: **https://acrobat.adobe.com/us/en/sign.html**



2. Sign in using your employee email address and password.

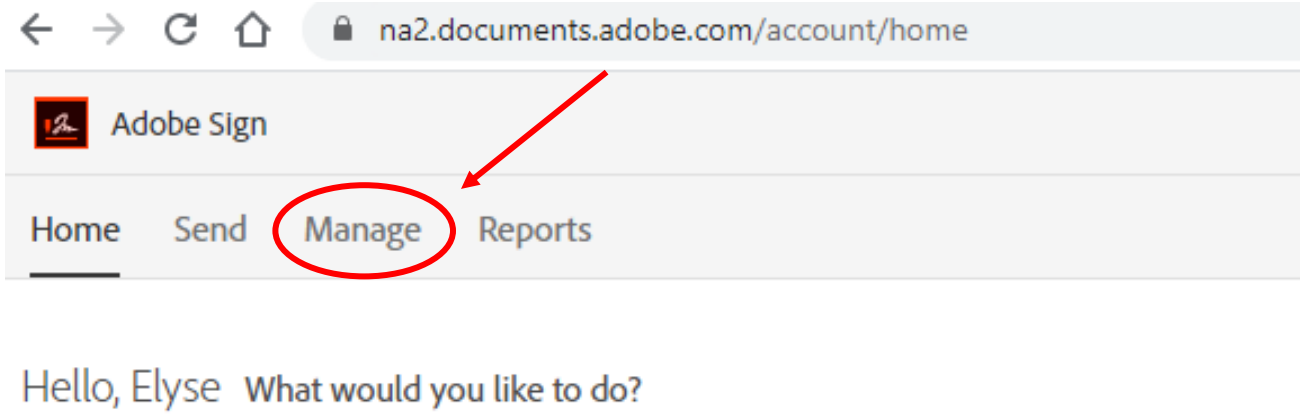
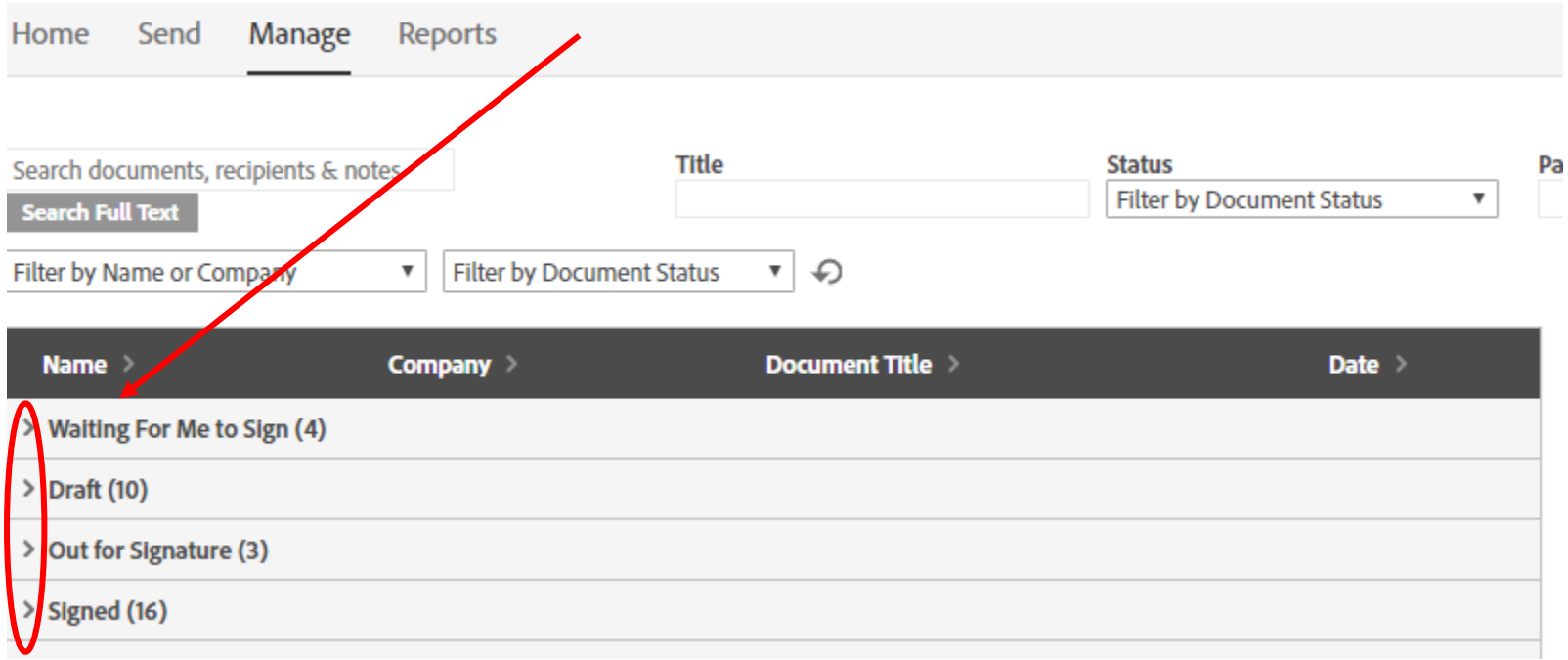


3. Enter your Employee ID# and password into the Viking Authentication Portal and Login.



4. Enter the one-time passcode that was sent to you and click Login.

5. Once signed into Adobe Sign, click MANAGE to view the documents in your panel.



6. You should be able to see all the documents you have created and their status. You can click on the various drop-down arrows to see what status your documents are in.