

# 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.

The screenshot shows a web browser window displaying a document titled "Barnes & Noble Direct to Consumer Supply Order Form". The document contains several sections for form completion, including "Who is Ordering?", "Where is it going?", and a table for items to be ordered. The Adobe Sign interface is overlaid on the right side of the document, showing various tools and options. The "Fill & Sign" and "Adobe Sign" options are circled in red. A blue callout box points to the "Fill & Sign" option with the text: "If you do not see 'Adobe Sign' you can also use 'Fill & Sign'".

**Who is Ordering?**  
Requestor Name: C# Coordinator Email: Coordinator Email Phone: Coordinator Phone  
Department Name: Department C-Number: C Acct # Date: Today's Date  
Account String: Acct. - Fund - Dept. - Prog.

**Where is it going?**  
Ship to Name: Jane Doe  
Address: 1234 Address Way.  
Contact Phone: 562-999-9999 Email: JaneDoe@lbcc.edu

*Shipments can only be made to LBCC Faculty, Staff, or Administrators' home addresses, no Post Office Boxes. It is the responsibility of the person receiving the goods and materials to be present and sign for the items or to arrange for redelivery with the carrier if not home. Only items for use by you, in your home, related to instruction or administrative duties will be approved. Contact the Bookstore for student materials distribution mfekjar.bn@lbcc.edu.*

Why are the items below essential to your remote working duties?  
These items are needed because...

Model #	Description (manufacturer name, model #, product description, website address, color, size, etc.)	Quantity	Unit Cost
1234	Items to be Ordered...	1	60.00

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

Fill & Sign Close

Who needs to fill and sign?



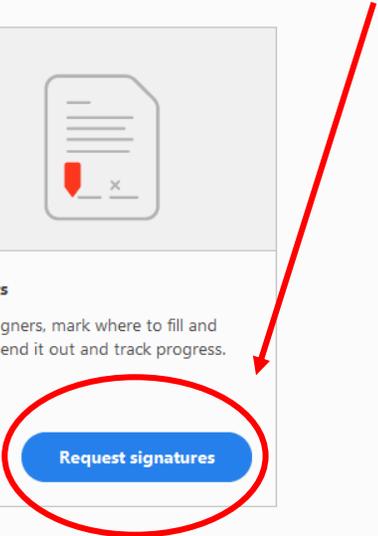
**You**  
Fill form fields, add text and draw or type your signature.

[Fill and sign](#)



**Others**  
Add signers, mark where to fill and sign, send it out and track progress.

[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](mailto:enuguid@lbcc.edu)).
  - The 2nd email address should be your Budget Administrator (Dean or Director) who approves for your area.
  - The 3<sup>rd</sup> email address should be to Mary Fekjar at the Bookstore ([mfekjar.bn@lbcc.edu](mailto: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.

The screenshot shows the 'Add signers' step of a document routing process. At the top, a progress bar indicates three steps: 'Add signers' (active), 'Specify where to fill and sign', and 'Send and track progress'. Below the progress bar, the main heading reads 'Get documents signed fast with Adobe Sign'. A sub-heading states: 'Add signers, specify where you want them to fill and sign, and have recipients return the signed document electronically. Learn more.' The 'Signers' section contains three email addresses in blue boxes: 'enuguid@lbcc.edu', 'BudgetAdmin@lbcc.edu', and 'mfekjar.bn@lbcc.edu'. A blue callout box points to the 'BudgetAdmin@lbcc.edu' address with the text: 'This should be your Budget Administrators email address.' Below the signers, there is a 'CC | Hide' section with a text input field containing the placeholder 'Enter CC's emails'. A blue callout box points to this field with the text: 'If needed, you can also include the email address of the person you are placing the order for.'

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

The screenshot shows a form titled "Subject & Message". It has two input fields. The first field contains the text "B&N - Jane Doe 05-08-2020" and has a blue callout box pointing to it with the text "Name your document.". The second field contains the text "Please review and complete this document." and has a blue callout box pointing to it with the text "Add a message to all signers, if needed.".

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.

The screenshot shows a section titled "File(s)" with a large empty space for file uploads. On the right side, there is a blue button labeled "Add Files". A blue callout box points to the "Add Files" button with the text "Click 'Add Files' if you want to add additional back up documents.".

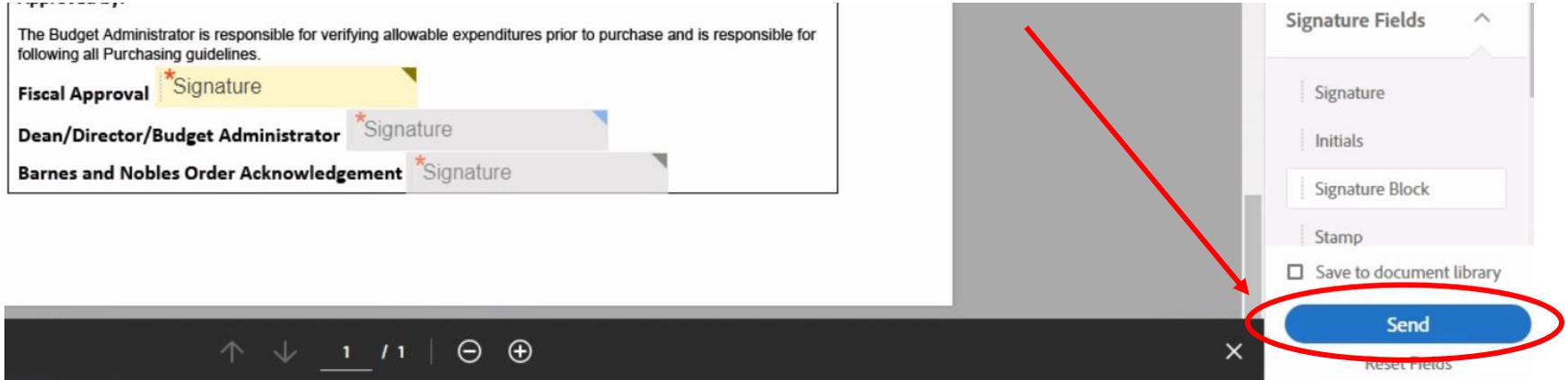
6. Once all fields are completed, click 'Specify Where to Sign'.
- Depending on the send option chosen in Step #2, you might see not see 'Specify Where to Sign', instead you can click 'Next'.

The screenshot shows a message: "Your file will be uploaded to Adobe Sign. Anyone with the link can view the file." Below the message, there are two buttons: "More Options" and "Specify Where to Sign". The "Specify Where to Sign" button is highlighted with a red oval, and a red arrow points to it from the left.

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](mailto:enuguid@lbcc.edu) , Your Budget Administrator, [mfekjar.bn@lbcc.edu](mailto:mfekjar.bn@lbcc.edu))
- Adobe automatically color codes the document indicating who will be signing where.

The screenshot displays the Adobe Sign interface. On the left, a document is shown with a grid of yellow signature fields. Below the grid, there are three signature fields with labels: "Fiscal Approval", "Dean/Director/Budget Administrator", and "Barnes and Nobles Order Acknowledgement". Each field has a red asterisk and the word "Signature". A blue callout box points to the "Fiscal Approval" field with the text "This should be your name." On the right, the "RECIPIENTS" panel is open, showing a list of signers. The first signer is "Elyse Nuguid (enuguid@lbcc.edu) (Signer)", which is circled in red. Below it are "Chingmin Wu (me) (Prefill)", "Elyse Nuguid (enuguid@lbcc.edu) (Signer)" (checked), "budgetadmin@lbcc.edu (Signer)", "mfekjar.bn@lbcc.edu (Signer)", and "Anyone". A "Send" button is at the bottom right, and a "Reset Fields" link is below it. A navigation bar at the bottom shows "1 / 1" and navigation icons.

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

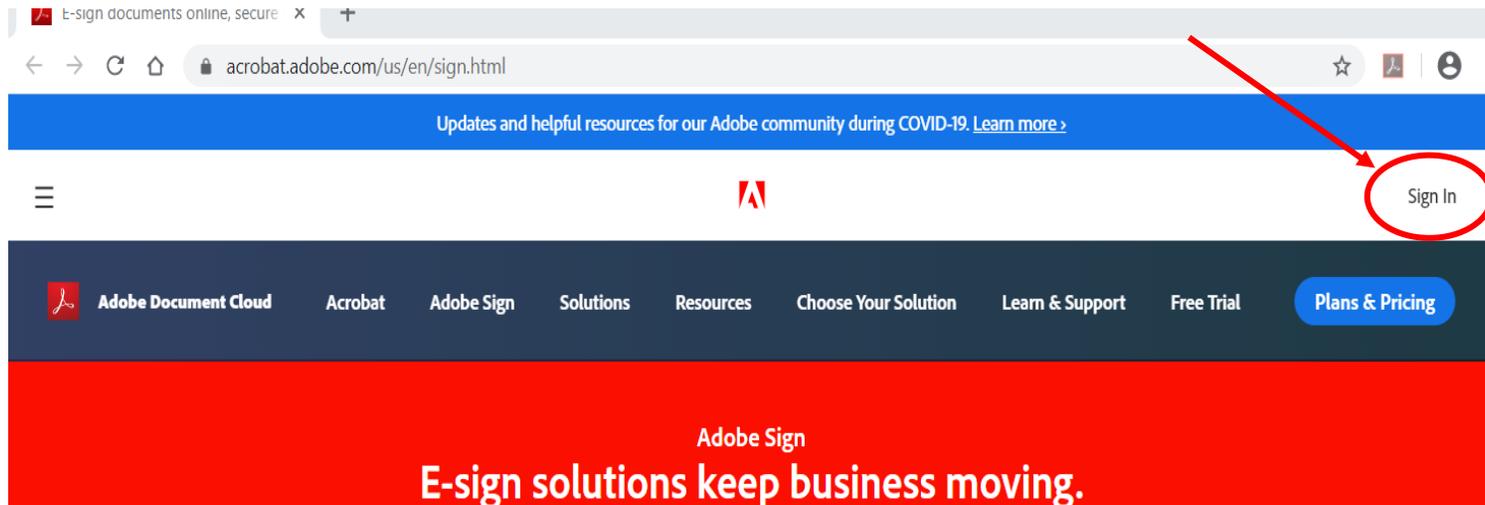


9. Check your email for a copy of the form and a confirmation that this was sent. As the document routes for digital signatures, you will be sent email updates.

# 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.

Sign In To Your Account

Email:

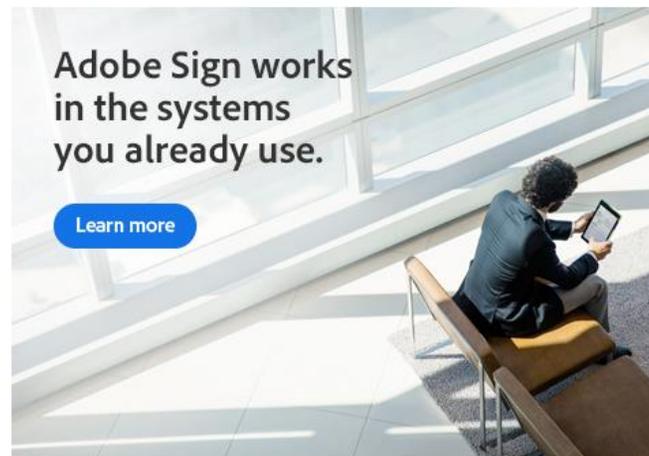
Password:

Remember Me

[Sign In](#)

[I forgot my password](#)

Don't have an Adobe Sign Account?  
[Sign up for a free trial](#)



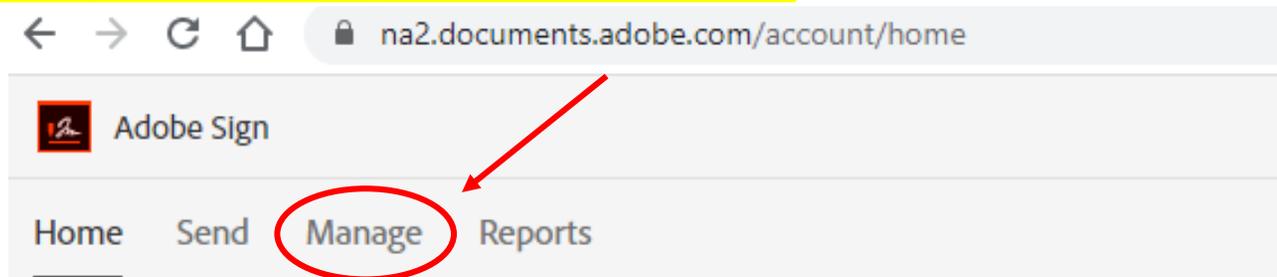
3. Enter your Employee ID# and password into the Viking Authentication Portal and Login.

The screenshot shows the 'VIKING PORTAL' login interface. At the top, there is a red header with the text 'VIKING PORTAL'. Below this, the page is dark with white text. On the left, there are two input fields: 'VikingID / EmployeeID' and 'Password'. To the right of these fields is the Long Beach City College logo, which consists of a large red 'LB' followed by the text 'LONG BEACH CITY COLLEGE'. Below the input fields, there are three buttons: 'Login', 'Change Password', and 'New/Forgotten Password'. At the bottom left, there are two links: 'Student Login Help' and 'Faculty/Staff Login Help'.

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

The screenshot shows the 'ONE TIME PASSCODE REQUIRED' page. At the top, there is a red header with the text 'ONE TIME PASSCODE REQUIRED'. Below this, the page is dark with white text. The first line of text says 'A One Time Passcode (OTP) will be delivered as a text/SMS to:' followed by the phone number 'xxx-xxx-3509' in red. The next line of text says 'It could take 10 to 15 seconds to be delivered. Upon receipt, please enter the OTP below to continue.' Below this text, there are three input fields: 'VikingID / EmployeeID', 'Password' (with dots for the password), and 'One Time Passcode (OTP)'. Below the 'One Time Passcode (OTP)' field, there is a link 'Problems with the OTP?'. At the bottom right, there is a checkbox labeled 'Remember this device?'. At the bottom, there are two buttons: 'Login' and 'Cancel'.

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



Hello, Elyse What would you like to do?

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.

