

Enrollment Application Installation Guide

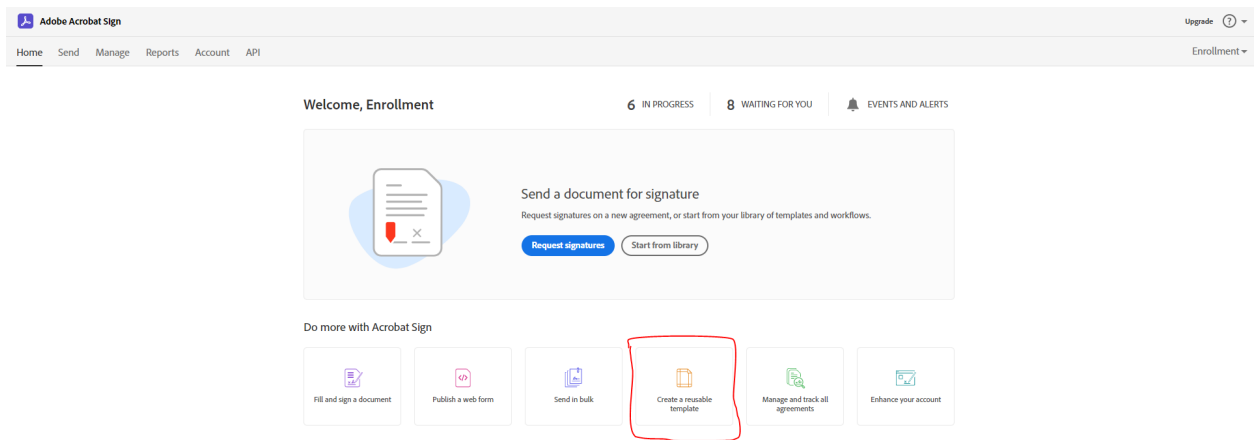
GitHub Link (access required): <https://github.com/Ryanseanlee>

I. Adobe Sign Setup

(1) Create your Adobe Sign Account or log in:

<https://www.adobe.com/sign/developer-form.html>

(2) Create a reusable template:



(3) Upload the “Blank_MainFrame_ISD_Registration_Form.pdf” and “Blank_Active_Directory_ISD_Registration_Form”.

Adobe Acrobat Sign

Home Send Manage Reports Account API **Create Library Template**

Create a Library Template

Upload any document you send often, add form fields and create your template. It will be saved to your document library. [Learn more](#) about creating library templates.

Template Name

New Forms

Files * [Add Files](#)

Blank_MainFrame_ISD_Registration_Form.pdf

Blank_Active_Directory_ISD_Registration_Form.pdf

Drag More Files Here

[Preview & Add Fields](#)

Template Type

☐ Reusable document

☐ Reusable form field layer

☒ Both

Who can use this template

☐ Only me

☐ Any user in my group

☒ Any user in my organization

Click on Preview and Add Fields for the next step

Adobe Acrobat Sign

Home Send Manage Reports Account API Upgrade Enrollment

Field Templates Relative to Page

COUNTY OF LOS ANGELES
MAINFRAME, UNIX, AND REMOTE ACCESS REGISTRATION FORM
 For L.A. COUNTY EMPLOYEES and CONTRACTORS

PROFILE INFORMATION — Complete boxes 1 – 9

(1) DATE OF REQUEST (2) TYPE OF REQUEST (3) NEW LOGIN ID (4) UPDATE LOGIN ID (5) DELETE LOGIN ID (6) EMPLOYEE OR CONTRACTOR #

(4) LAST NAME, FIRST NAME, MI (5) E-MAIL ADDRESS

(6) COUNTY DEPARTMENT NAME/ORGANIZATION NAME (7) COUNTY DEPARTMENT NUMBER

(8) WORK MAILING ADDRESS (STREET, CITY, STATE, ZIP) (9) WORK PHONE NUMBER

IBM DATA CENTER ACCESS — Complete for required access, as defined by your management

(10) LOGIN ID (11) 2-DIGIT MAJOR GROUP CODE (12) 2-DIGIT LSO GROUP CODE (13) SECURITY AUTHORIZATION

TSO ACCESS — Check box for access and complete fields 10, 11, 12, and 13 (see above)

(14) 2-DIGIT TSO GRP CODE (15) BIN NUMBER (16) SUB-GROUP 1 (17) SUB-GROUP 2 (18) SUB-GROUP 3

ONLINE ACCESS — Check box for access and complete fields 10, 11, 12, 13, 15, and 20

(19) SYSTEM APPLICATION (20) GRP NAME/NATURAL PROFILE (21) OLD GRP/NATURAL PROFILE

(22) TYPE OF REQUEST (Check One) (23) NEW LOGIN ID (24) UPDATE LOGIN ID (25) DELETE LOGIN ID

(26a) NEW TOKEN (26b) REPLACE LOST/STOLEN TOKEN (26c) REPLACE DEFECTIVE TOKEN (26d) RENEW TOKEN

UNIX ENVIRONMENT ACCESS — Complete for required access, as defined by your management

(22) TYPE OF REQUEST (Check One) (23) NEW LOGIN ID (24) UPDATE LOGIN ID (25) DELETE LOGIN ID

(26a) NEW TOKEN (26b) REPLACE LOST/STOLEN TOKEN (26c) REPLACE DEFECTIVE TOKEN (26d) RENEW TOKEN

REMOTE ACCESS — Complete for required access (E-mail address required, see box #5)

(26a) NEW TOKEN (26b) REPLACE LOST/STOLEN TOKEN (26c) REPLACE DEFECTIVE TOKEN (26d) RENEW TOKEN

Template Properties

RECIPIENTS

Signer

Signature Fields

Signature

Initials

Signature Block

Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

[Reset Fields](#)

[Save](#)

Finally, click Save.

(4) Get started on Workflows under “Account” → “Workflows” → “+”

Adobe Acrobat Sign

Home Send Manage Reports **Account** API Upgrade ? Enrollment

Search

- Security Settings
- Send Settings
- Message Templates
- Notarization Settings
- Bio-Pharma Settings
- Payments Integration
- Signer Messaging
- SAML Settings
- SAML Errors
- Data Governance
- External Archive
- Account Languages
- Email Settings
- Workflows**
- Shared Libraries
- Acrobat Sign API
- Webhooks

Workflows

You have 5 published workflows.

Search

Name	Group	Status	Last Modification
[NEW FORMS] Employee/Contractor Agreement	All groups	Active	04/23/2022
New PD Contractor Agreement	All groups	Active	01/26/2022
New PD Employee Workflow	All groups	Active	04/23/2022
PD Contractor Agreement	All groups	Active	02/03/2022
PD Employee Agreement	All groups	Active	02/04/2022

Adobe Acrobat Sign logo

(5) Create one workflow for each “Blank_MainFrame_ISD_Registration_Form.pdf” and “Blank_Active_Directory_ISD_Registration_Form”.

Adobe Acrobat Sign

Workflow Designer | [NEW FORMS] Employee/Contractor Agreement

Workflow Info Agreement Info Recipients Emails Documents Sender Input Fields

Workflow Name * [NEW FORMS] Employee/Contractor Agreement

Activate for * ☒ All groups ☐ Default Group

Instruction for Sender

Enter instruction for sender...

Close Update Deactivate

Adobe Acrobat Sign

Workflow Designer | [NEW FORMS] Employee/Contractor Agreement

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Agreement Name *

[NEW FORMS] Employee/Contractor Agreement

Recipient's Language

Do not show language selector

Message *

Please Sign.

Cc

Enter email address...

Minimum Maximum

☐ Editable

Send Options

☐ Set password to open downloaded PDF

☐ Required

☐ Completion deadline

days to complete the agreement

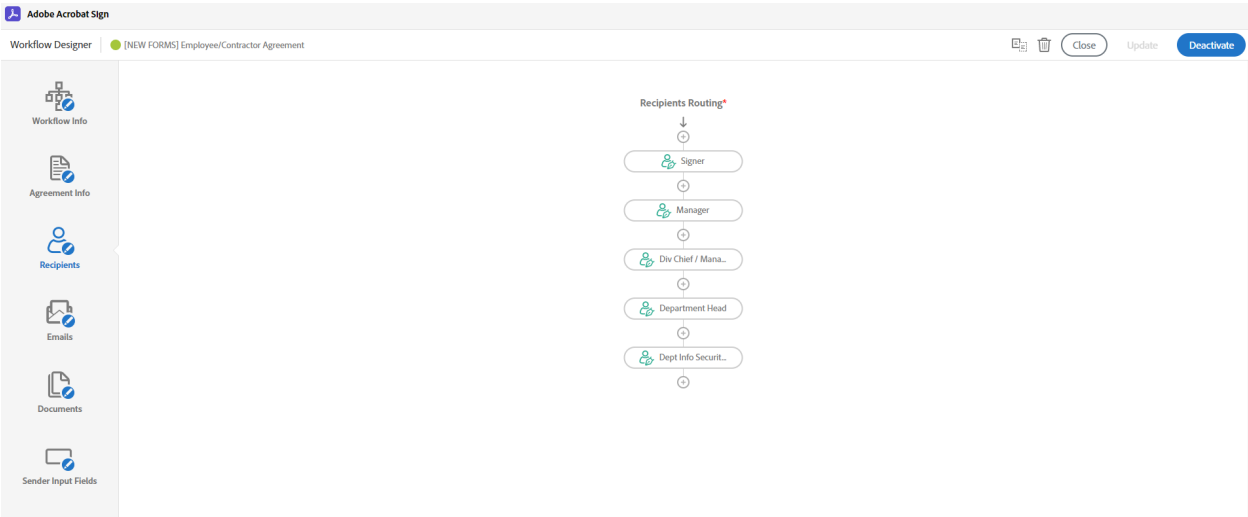
☐ Allow authoring of documents prior to sending

☐ Enable authoring by default

Close

Update

Deactivate



Adobe Acrobat Sign

Workflow Designer | [NEW FORMS] Employee/Contractor Agreement

Workflow Info

Agreement Info

Recipients

Emails

Documents

Sender Input Fields

Events	Notification Receiver			
	Sender	Recipients	CC	Delegate
Agreement Starts	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>	-
Agreement Moves to Next Signer	<input type="checkbox"/>	Always	<input type="checkbox"/>	-
Signer Views Invitation	<input type="checkbox"/>	-	-	-
Signer Signs	<input type="checkbox"/>	-	<input type="checkbox"/>	-
Signer Delegates	<input type="checkbox"/>	-	-	Always
Agreement is Signed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agreement is Cancelled/Declined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Close

Update

Deactivate

The screenshot shows the Adobe Acrobat Sign Workflow Designer interface. On the left is a sidebar with icons for Workflow Info, Agreement Info, Recipients, Emails, Documents, and Sender Input Fields. The main area is titled 'Workflow Designer' and shows a workflow for '[NEW FORMS] Employee/Contractor Agreement'. At the top right are buttons for 'Close', 'Update', and 'Deactivate'. Below the title bar, there are three tabs: 'Document Title', 'Files', and 'Document Name'. The 'Document Name' tab is active, showing a table with one row containing the text '[NEW FORMS] Employee/Contractor'. To the right of the table is a checkbox labeled 'Required' which is checked. An 'Add Document' button is in the top right corner of the table area.

Insert the file created in the reusable file.

The screenshot shows the Adobe Acrobat Sign Workflow Designer interface, similar to the previous one, but with the 'Field Title' tab selected. The main area shows a table with columns 'Field Title', 'Document Field Name', and 'Default Value'. Below the table, it says 'You have no fields, add one.' An 'Add Field' button is in the top right corner of the table area. The sidebar on the left remains the same.

**(6) Add your application to the Adobe Sign API under “Account” → “Adobe Sign API”
→ “API Applications”**

Adobe Acrobat Sign

HomeSendManageReportsAccountAPI

Upgrade ⓘ

Enrollment ▾

Q Search

Notarization Settings

Bio-Pharma Settings

Payments Integration

Signer Messaging

SAML Settings

SAML Errors

Data Governance

External Archive

Account Languages

Email Settings

Workflows

Shared Libraries

Acrobat Sign API ^

API Information

API Request Log

API Applications

Webhooks

API Applications ⓘ

Q Search

Name	Application ID	Created ▾	Status
PD BackEnd	CBjCH5CAABAAtip3lQaU65790xUG2yW4dy8l6OU48EH	01/21/2022 06:14	ACTIVE

+

⋮

ⓘ

(7) Configure OAuth for your application according to these steps:

Note: These scopes should be enabled when completing this step.

Enabled?	Scope	Modifier	Description
<input type="checkbox"/>	user_read	account	View users in your account
<input type="checkbox"/>	user_write	account	Create or manage users within your account
<input checked="" type="checkbox"/>	user_login	self	Login access – providing full access to any user in your account overriding other requests
<input checked="" type="checkbox"/>	agreement_read	account	Access documents & data on behalf of any user in your account
<input checked="" type="checkbox"/>	agreement_write	account	Manage the status of documents on behalf of any user in your account
<input checked="" type="checkbox"/>	agreement_send	account	Send documents on behalf of any user in your account
<input type="checkbox"/>	widget_read	account	View web forms on behalf of any user in your account
<input type="checkbox"/>	widget_write	account	Create, edit or publish web forms on behalf of any user in your account
<input checked="" type="checkbox"/>	library_read	account	View templates and document library on behalf of any user in your account
<input checked="" type="checkbox"/>	library_write	account	Manage the templates and document library on behalf of any user in your account
<input checked="" type="checkbox"/>	workflow_read	account	View workflows on behalf of any user in your account
<input type="checkbox"/>	workflow_write	account	Create workflows on behalf of any user in your account
<input type="checkbox"/>	webhook_read	account	View webhooks on behalf of any user in your account
<input type="checkbox"/>	webhook_write	account	Create or edit webhooks on behalf of any user in your account
<input type="checkbox"/>	webhook_retention	account	Permanently delete webhooks on behalf of any user in your account
<input checked="" type="checkbox"/>	application_read	account	View applications.
<input checked="" type="checkbox"/>	application_write	account	Manage applications, includes: managing oAuth scopes, application name, display name.

Cancel

Save

*** At the top of the page for Redirect URI put: <https://www.google.com/>**

Click save and your API application should be created.

(8) Download and install Postman from the <https://www.postman.com/>

(a) This will be used to get access to the token

- (9) Save your Client Id and Redirect URI for the next step in retrieving the access token.

Configure OAuth

Client ID: CBJCHBCAABAAItp3iIQaUf6790eU62yW4dY8i5oU48EH

Redirect URI:

Note: The redirectUri specified in your OAuth requests must belong to this list of uris. You can mention multiple uris as comma separated list.

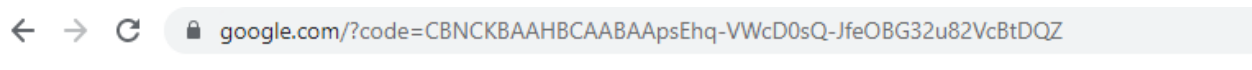
- (10) Get your access token and refresh your token following these steps:

- First, open a web browser:
 - Replace na3 with the server where your developer account is.
 - Retrieve new redirect_uri and client_id from step 8

Replace the necessary server of the developer account, client id, and URI, as well as all the scopes used in step 7.

https://secure.na3.adobesign.com/public/oauth/v2?redirect_uri=https://www.google.com/&response_type=code&client_id=CBJCHBCAABAAItp3iIQaUf6790eU62yW4dY8i5oU48EH&scope=user_login:self+agreement_send:account+agreement_write:account+agreement_read:account+library_read:account+library_write:account+workflow_read:account

- If the call is successful, pick the Authorization code from the Address bar.



- (11) Once Postman is downloaded and installed, click NEW to create a POST.

- (12) Enter the <https://api.na3.adobesign.com/oauth/v2/token> link to your Adobe Sign account belongs to.
- (13) Following the Screenshot, you will retrieve an access token and refresh token.

The screenshot shows a REST client interface with the following details:

- URL:** `https://api.na3.adobesign.com/oauth/v2/token`
- Method:** POST
- Body:**

KEY	VALUE	DESCRIPTION
<input checked="" type="checkbox"/> code	CBNCKBAAHBCAABAfXm3YSaYuq9TRv_YDFKterU...	
<input checked="" type="checkbox"/> client_id	CBJCHBCAABAAltp3ilQaUf6790eU62yW4dY8i5oU48...	
<input checked="" type="checkbox"/> client_secret	16jl676sFsResJ16PPqbmD4DA8sk_Pfi	
<input checked="" type="checkbox"/> redirect_uri	https://www.google.com/	
<input checked="" type="checkbox"/> grant_type	authorization_code	
Key	Value	Description
- Response:**

```

1 {
2   "access_token": "3AAAPh1a7hC142wU73fUapxu0MGge-zlJXNVjCgm_k9Sd071E0rWDr0JoPX0Jk-q3l0mtZRuCo10qAjPIBbxNzRD-RdXeuG",
3   "refresh_token": "3AA Follow link (ctrl + click) /v0dIDdGI3D1oacFUbzqygSXlFZPWfXprlNrbMv0kGijKgsJXqoZ6yc*",
4   "api_access_point": "https://api.na3.adobesign.com/",
5   "web_access_point": "https://secure.na3.adobesign.com/",
6   "token_type": "Bearer",
7   "expires_in": 3600
8 }
```

Note: Save your access token, refresh token, client id, client secret, code, and redirect URI.

- (14) Once you have your access token, use it to retrieve important IDs from Adobe Sign.

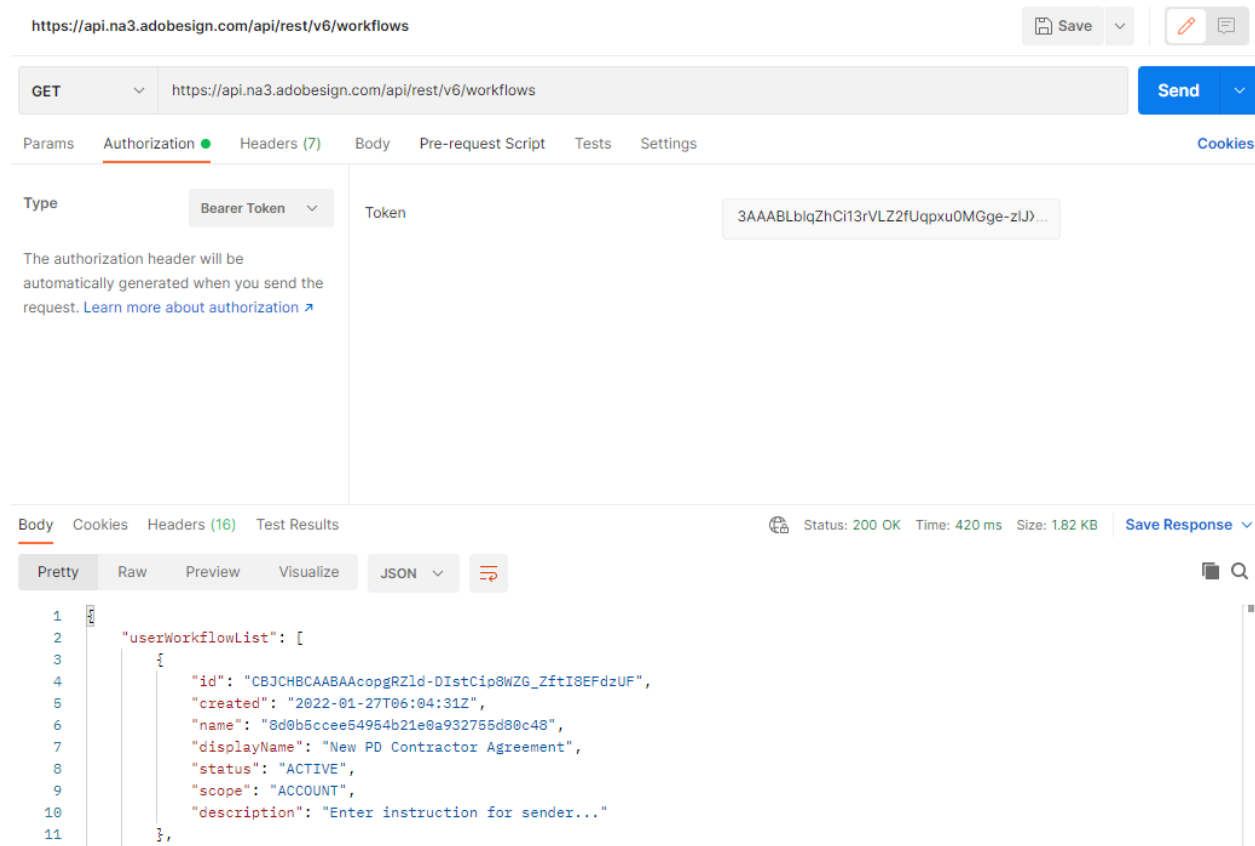
(a) Create a GET to retrieve LibraryDocuments:

The screenshot shows a REST client interface with the following details:

- URL:** `https://api.na3.adobe.com/api/rest/v6/libraryDocuments`
- Method:** GET
- Authorization:** Bearer Token. The token value is `3AAABLbqZhCi13rVLZ2fUqpxu0MGge-zlJ>...`.
- Response Status:** 200 OK, Time: 524 ms, Size: 3.86 KB.
- Response Body (JSON):**

```
1  {
2    "libraryDocumentList": [
3      {
4        "id": "CBJCHBCAABAP9a73ZzE1p04yM8tYcV2au4p7LvPvNHr",
5        "name": "[DEMO USE ONLY] [NEW FORMS] EmployeeContractor",
6        "creatorEmail": "appenrollment@gmail.com",
7        "ownerEmail": "appenrollment@gmail.com",
8        "modifiedDate": "2022-03-24T22:26:53Z",
9        "templateTypes": [
10         "DOCUMENT"
11       ],
12        "sharingMode": "ACCOUNT",
13        "status": "ACTIVE",
14        "hidden": false
15      }
16    ]
17  }
```

(b) Create a GET to retrieve Workflows:



II. Backend Program Setup

(1) Import the “backend.sql” file from

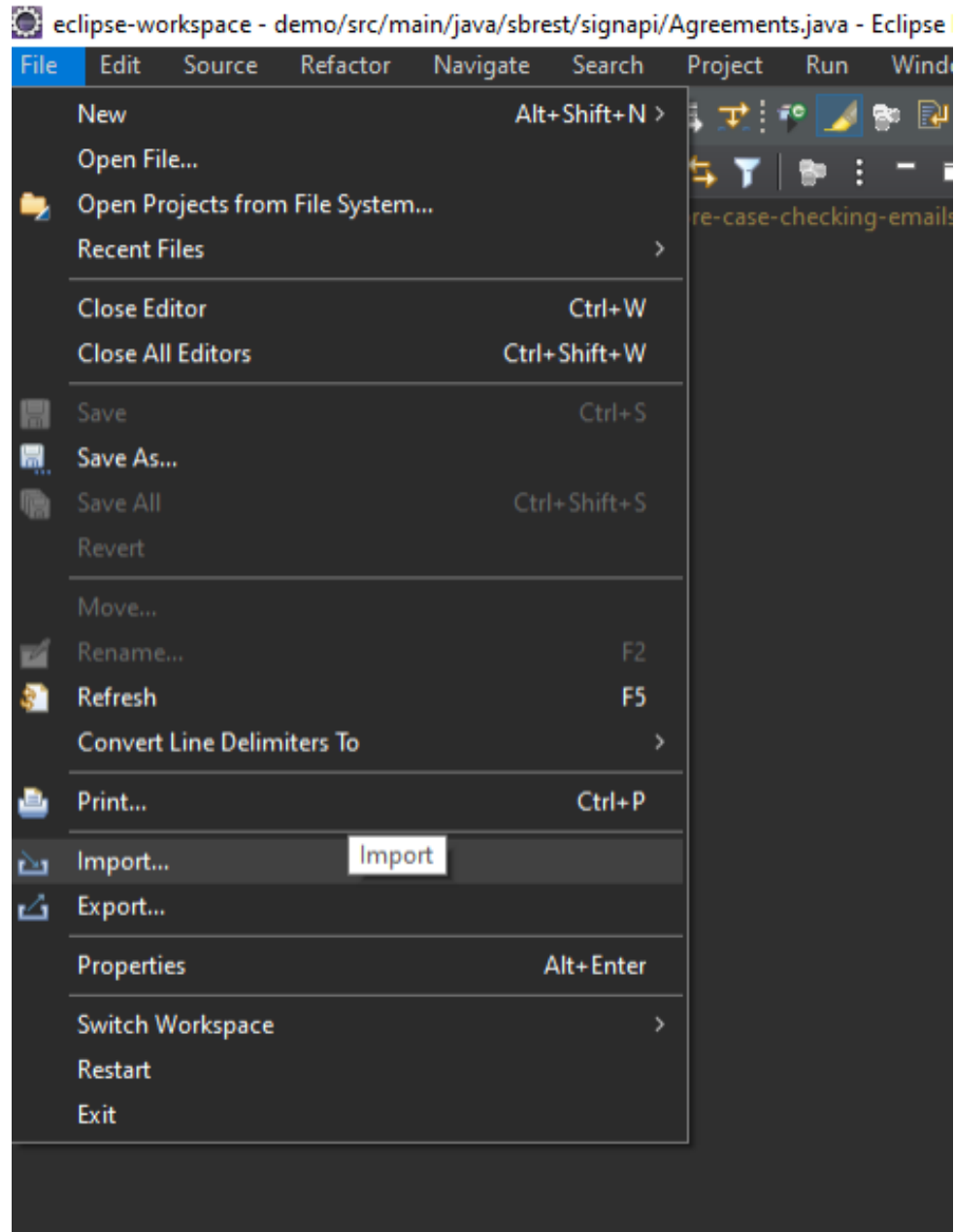
<https://github.com/Ryanseanlee>

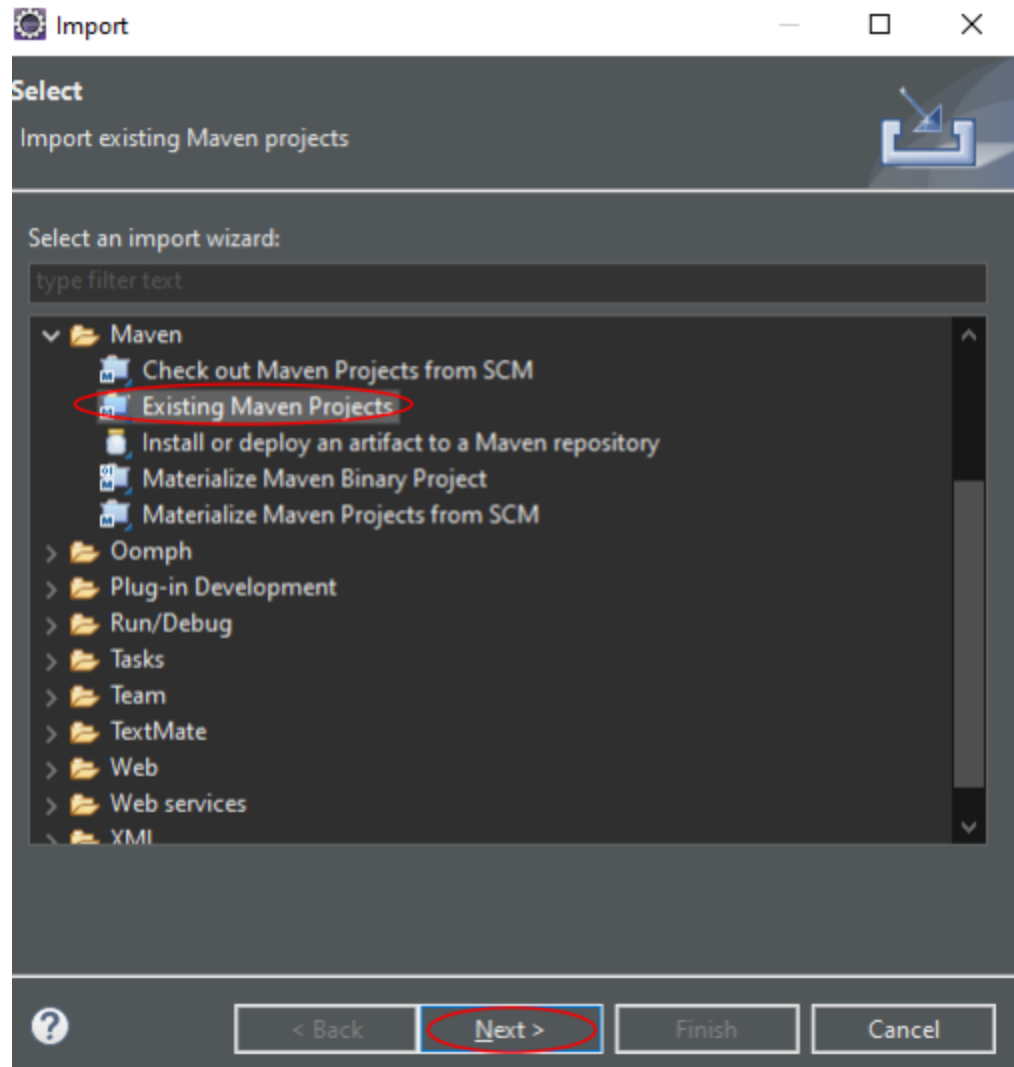
**** Will make a new backend.sql for this part.**

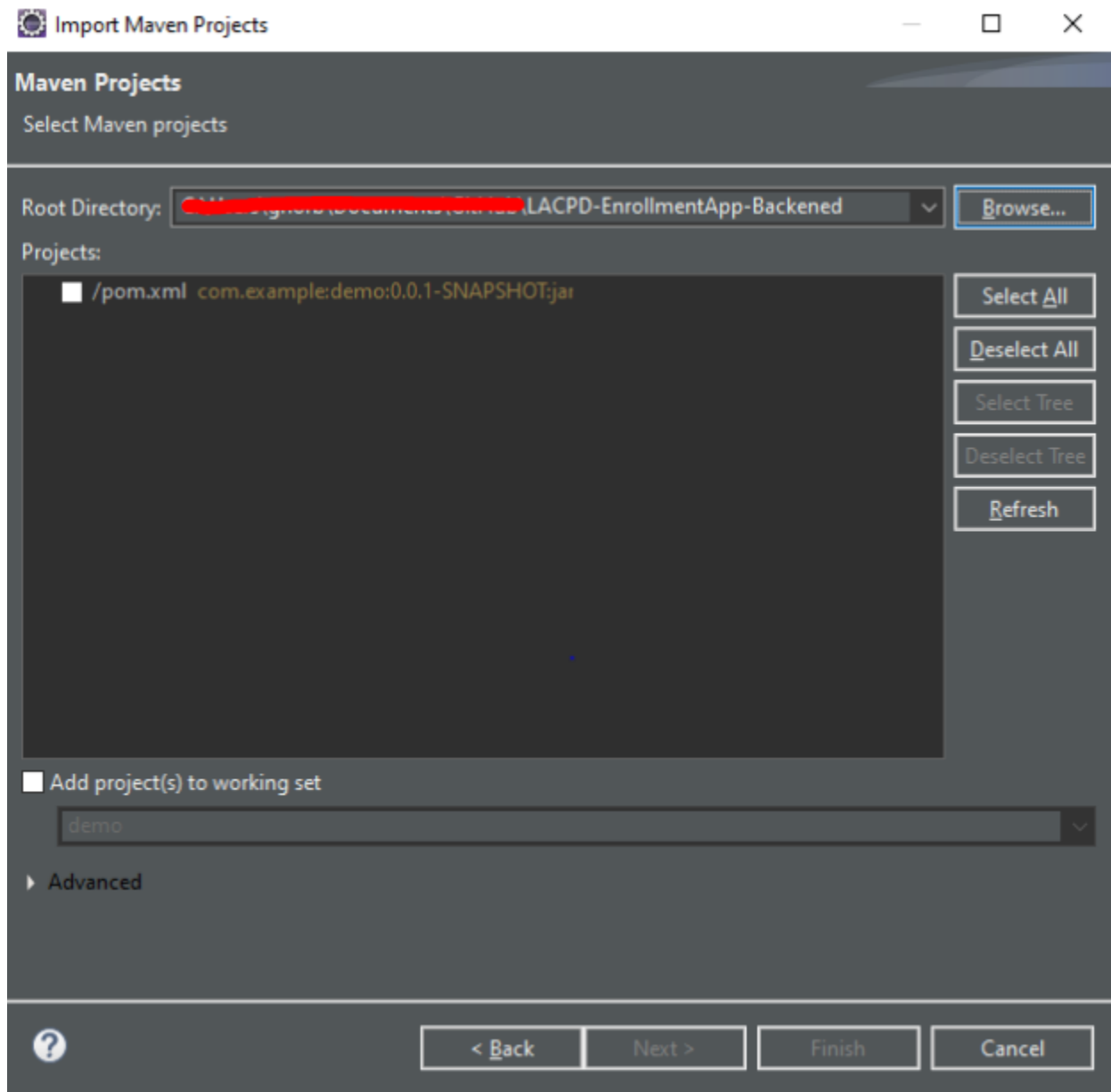
(2) Clone the backend program from

<https://github.com/Ryanseanlee/LACPD-EnrollmentApp-Backened>

(3) Import project into Eclipse as “Existing Maven Project.”

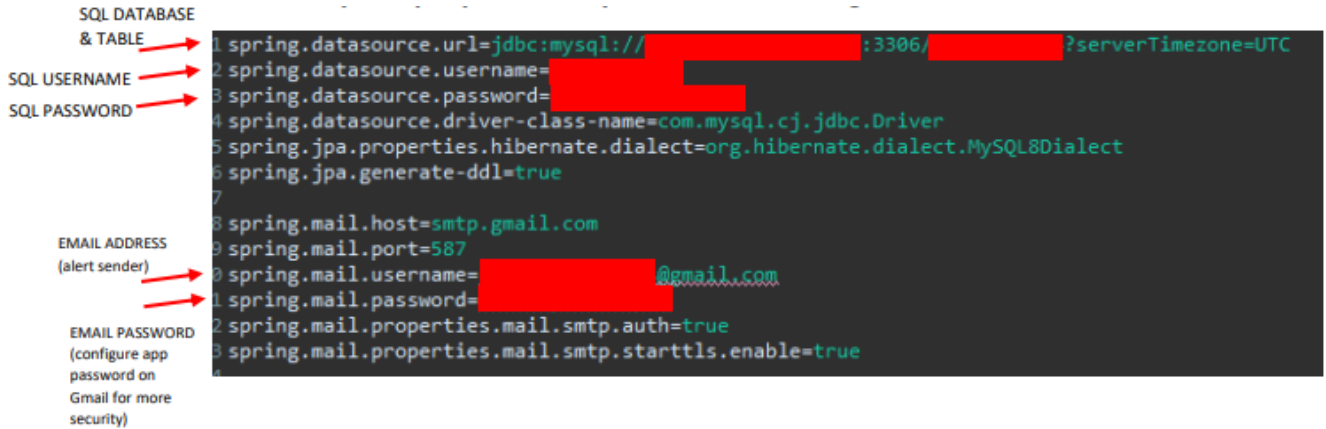






(4) Required key fields should be modified with new input that matches your information. (see the following picture)

- a. In application-dev.properties and/or application-prod.properties, replace the following fields:



- b. In OAuthTokens.java, replace refresh token and other API credentials.

Line 39:

```
private final static String OAUTH_REFRESH_TOKEN = "[redacted]";
```

Lines 73-75 and 101-103:

```
String requestBody = "code=[redacted]" + "&client_id=[redacted]"
+ "&client_secret=[redacted]" + "&redirect_uri=[redacted]"
+ "&grant_type=authorization_code";
```

- c. In Agreements.java, replace workflow IDs and template IDs (referred to as documentId)

```
22     if (serviceRequest.isEmployee()) {
23         email = serviceRequest.getEmployeeEmailAddress();
24         agreementName = "PD Employee Agreement";
25         documentId = "[redacted]";
26         workflowId = "[redacted]";
27         fileLabel = "PD Employee Forms";
28     }
29     else {
30         email = serviceRequest.getCompanyEmailAddress();
31         agreementName = "PD Contractor Agreement";
32         documentId = "[redacted]";
33         workflowId = "[redacted]";
34         fileLabel = "PD Contractor Forms";
35     }
```

- d. In the SQL database, pre-create an Admin user that will be used to log into the Enrollment Application.

```

select HelpDeskDev
select PDInventoryDev
select PDPhotosDev
select PDStaffListDev
select admin
select application_coordinators
select department_heads
select dept_info_security_officers
select div_chief_managers
select fields
select form_fields
select forms
select forms_fields
select hibernate_sequence
select mappings
select service_requests

```

- When creating the Admin it should have the fields below.

Select: admin

Select data Show structure Alter table New item

SELECT * FROM `admin` LIMIT 50 (0.001 s) Edit

<input type="checkbox"/> Modify	id	password	email	first_name	last_name	middle_name
<input type="checkbox"/> edit	1	admin123	admin@enrollment.com	Admin	Request	Reviewer

Deploy to a Server

The backend program is a Spring Boot application. Please see:

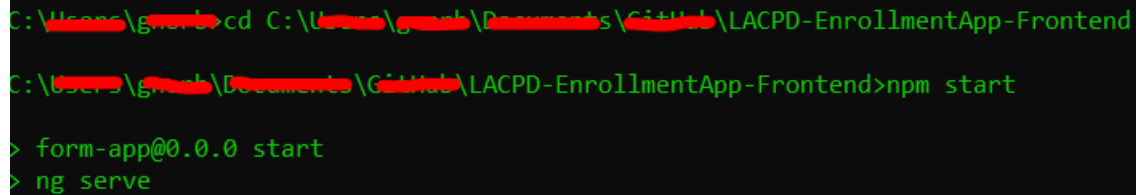
<https://www.baeldung.com/spring-boot-app-as-a-service> on how to deploy it as a service on a server.

III. Frontend Program Setup

(1) Clone the frontend program from

<https://github.com/Ryanseanlee/LACPD-EnrollmentApp-Frontend>

(2) Access the frontend directory from the command prompt



```
C:\Users\gmsch>cd C:\Users\gmsch\Documents\GitHub\LACPD-EnrollmentApp-Frontend
C:\Users\gmsch\Documents\GitHub\LACPD-EnrollmentApp-Frontend>npm start

> form-app@0.0.0 start
> ng serve
```

(3) Inside the command prompt, enter “npm install.” Wait for all node modules to install.

Deploy to a Server

The frontend program is a standard Angular Single Page Application (SPA). Please see:

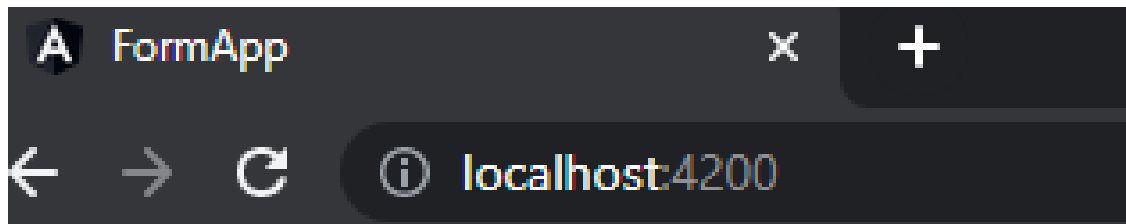
<https://angular.io/guide/deployment> on how to deploy it to a server.

IV. Testing The Programs

- Run the backend program by running “DemoApplication.java” in Eclipse.
- Run the frontend program with “npm run start” from the command prompt.

After running Backend & Frontend programs:

(1) Visit the webform at <http://localhost:4200>

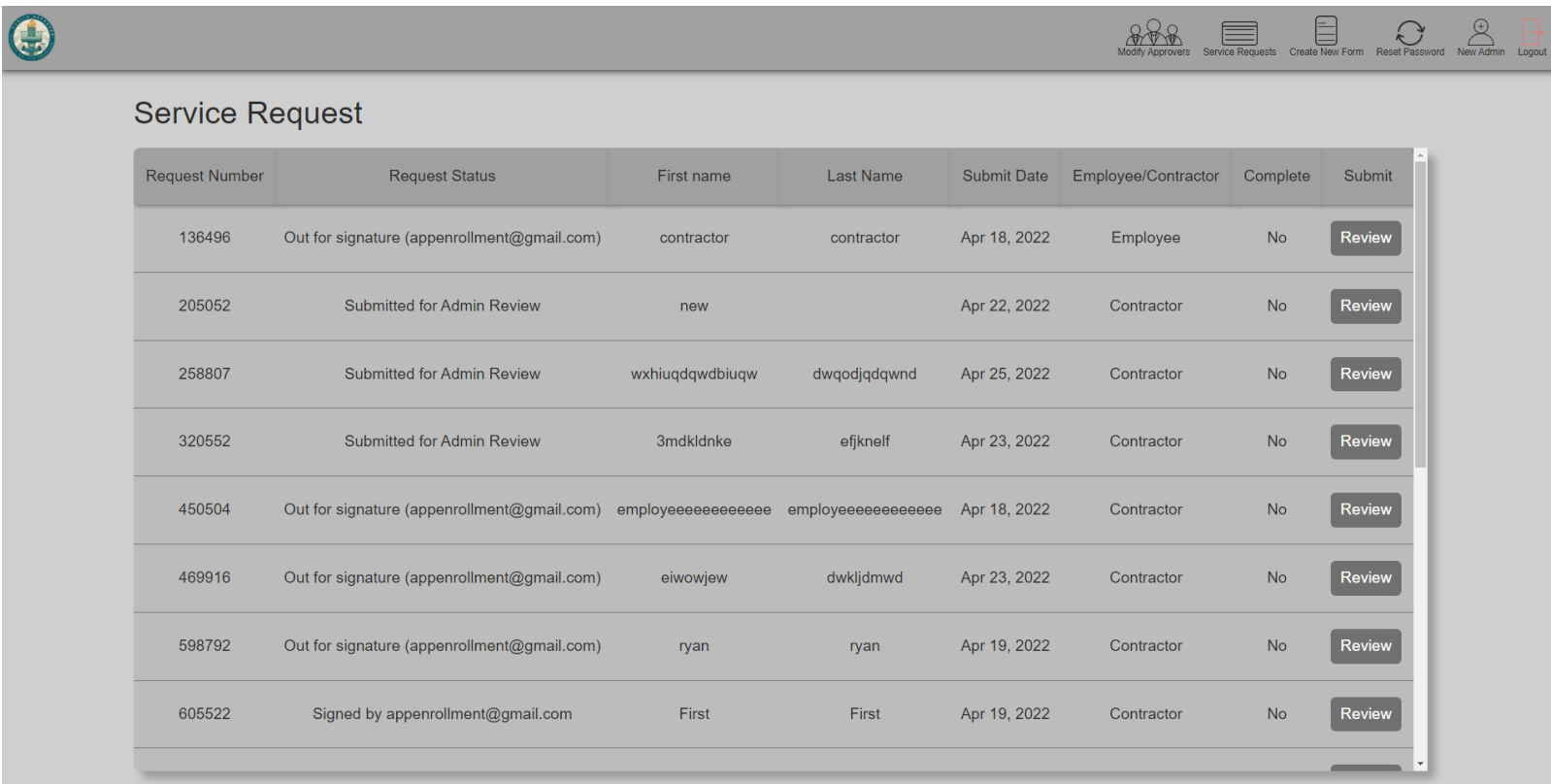


(2) A login screen will be displayed and require authentication in order to continue.



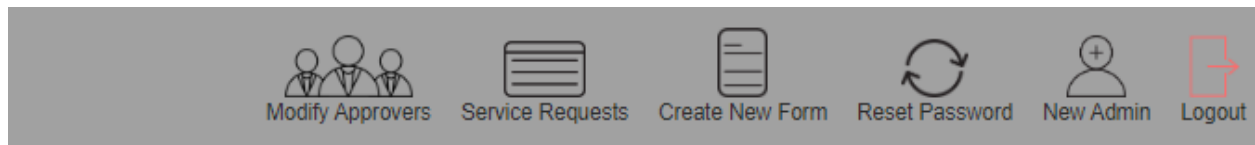
I. Service Request Page

A. This page lists the ongoing/completed forms.



Request Number	Request Status	First name	Last Name	Submit Date	Employee/Contractor	Complete	Submit
136496	Out for signature (appenrollment@gmail.com)	contractor	contractor	Apr 18, 2022	Employee	No	Review
205052	Submitted for Admin Review	new		Apr 22, 2022	Contractor	No	Review
258807	Submitted for Admin Review	wxhiuqdwdbiuqw	dwqodjqdqwnd	Apr 25, 2022	Contractor	No	Review
320552	Submitted for Admin Review	3mdkldnke	efjknelf	Apr 23, 2022	Contractor	No	Review
450504	Out for signature (appenrollment@gmail.com)	employeeeeeeeeeeee	employeeeeeeeeeeee	Apr 18, 2022	Contractor	No	Review
469916	Out for signature (appenrollment@gmail.com)	eiwowjew	dwkljdmwd	Apr 23, 2022	Contractor	No	Review
598792	Out for signature (appenrollment@gmail.com)	ryan	ryan	Apr 19, 2022	Contractor	No	Review
605522	Signed by appenrollment@gmail.com	First	First	Apr 19, 2022	Contractor	No	Review

B. The navigation bar will be accessible once logged in, and the admin can start a “new form.”



(3) Admin fills out Employee/Contractor known information & submits request form.

1 Personal 2 Address 3 Internet Access 4 Data Center Access 5 Active Directory 6 Manager 7 Approvers 8 Submit

Personal Information

<input checked="" type="radio"/> Employee <input type="radio"/> Contractor	County Department number 3231234567
First Name Peter	Cell Phone number 3211234567
Middle Initial H	Work Phone number
Last Name Harrison	Employee or Contractor Number 304323434
Email apenrollment@gmail.com	Contractor Company Name Company Name
County Department Name/Organization Name Example Department	Contract Work Order Number 3232323232
	Contract Expiration Date 04/23/2023

Next Save

1 Personal 2 Address 3 Internet Access 4 Data Center Access 5 Active Directory 6 Manager 7 Approvers 8 Submit

Address Information

Street Address 4342 Address St.
City Los Angeles
State CA
Zip Code 23213

Previous Next Save

1 Personal

2 Address

3 Internet Access

4 Data Center Access

5 Active Directory

6 Manager

7 Approvers

8 Submit

Internet Access

Policy Rules Descriptions:

Countywide Policy A: Allow access to all categories -except bad Categories

Countywide Policy B:(default)No access to sites/domains that are categorized as Adult Content, Gaming, Dating + additional categories such as Hacking, Proxy Avoidance, Remote Access Tools, and Bad Categories

Countywide Policy A

Countywide Policy B

Please Note:

- Bad Categories (Malicious, Outbound Data/Botnets, Malicious Sources/Malnets, Phishing, and Spam) are Blocked regardless of Policy Rule level - exemptions can be made with proper DISO/CISO approval
- Access to Personal Webmail such as Yahoo, Gmail, AOL, ect., is BLOCKED countywide - exemptions can be made with selection and justification indicated below

All Webmail

Stream Media

*Business justification:

3212

Previous

Next

1 Personal

2 Address

3 Internet Access

4 Data Center Access

5 Active Directory

6 Manager

7 Approvers

8 Submit

Access Options

IBM Access Information

Unix Environment Access

SecurID Remote Access

Logon ID

34325

2-Digit Major Group Code

34

2-Digit LSO Group Code

23

Security Authorization

Authorization

Login ID

2235

Application

Application

Access Group

2345

Billing Account Number

1251

Access Type

SecurID VPN

Previous

Next

Save

1 Personal

2 Address

3 Internet Access

4 Data Center Access

5 Active Directory

6 Manager

7 Approvers

8 Submit

Applications Requested

Select the following options

LACounty.gov Access

LACMobile

O365 E-mail

Previous

Next

Save

1 Personal

2 Address

3 Internet Access

4 Data Center Access

5 Active Directory

6 Manager

7 Approvers

8 Submit

Manager's Contact Information

Manager's First Name

FName

Manager's Last Name

LName

Manager's Phone #

3432133456

Manager's Email

appenrollment@gmail.com

Previous

Next

1 Personal

2 Address

3 Internet Access

4 Data Center Access

5 Active Directory

6 Manager

7 Approvers

8 Submit

Signatures

Select the following for signatures

Division Chief Manager

Sample Div Chief / Manager

Department Head

Joshua department head test

Application Coordinator

Joshua appcoord test

Dept. Info Sec. Officer

Joshua depinfo test

Previous

Next

Save

Personal

Address

Internet Access

Data Center Access

Active Directory

Manager

Approvers

Submit

You're Almost Done!

Please confirm the information below. If there is any mistake, click on the heading to go back and make changes. Click Submit once done!

Employee Basic Information

First Name

Peter

Cell Phone Number

3211234567

Middle Initial

H

Work Phone Number

N/A

Last Name

Harrison

Employee Number

30432334

Email Address

appenrollment@gmail.com

Contractor Company Name

Company

County Department/Organization Name

Department

Contract Work Order Number

323232323232

County Department Number

3231234567

Contract Expiration Date

2023-04-23

Employee Address

Street

4342 Address St.

City

Los Angeles

State

CA

Zip Code

23213

Manager Informaton

First Name

FName

Last Name

LName

Email

appenrollment@gmail.com

Phone Number

N/A

Applications Requested

Selected Policies

LA County Ben

LA County

Approvers

Division Chief Manager

Sample Div Chief / Manager

Department Head

Joshua department head test

Application Coordinator

Joshua appcoord test

Dept. Info Sec. Officer

Joshua depinfo test

Additional Access Information

IBM Info

Logon ID:

34325

Major Group Code

34

LSO Group Code:

23

Security Authorization:

Authorization

Unix Info

Logon ID:

2235

Application

Application

Access Group:

2345

Account Number:

N/A

SecurID Remote Access

Billing Account Number:

1251

Access Type

SecurID VPN

Internet Access Information

Selected Policies

LA County Policy 1

LA Waterfall

Justification

Submit

Lastly,

Thanks! Submission Received

Please save the number provided below for future reference.

This number will be used to check on the form's status.

Here is your reference number: **125985**

Please save this for future reference.

(4) The requestor receives confirmation emails with the request number.

New Request Submitted (#125985) Inbox x



appenrollment@gmail.com

to me ▾

Hello Peter,

Thank you for submitting your request. Here is your request number: 125985

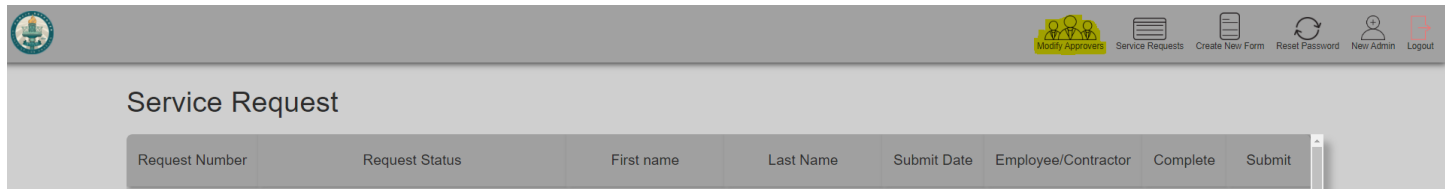
Please store this request number for your records.

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

↩ Reply

➡ Forward

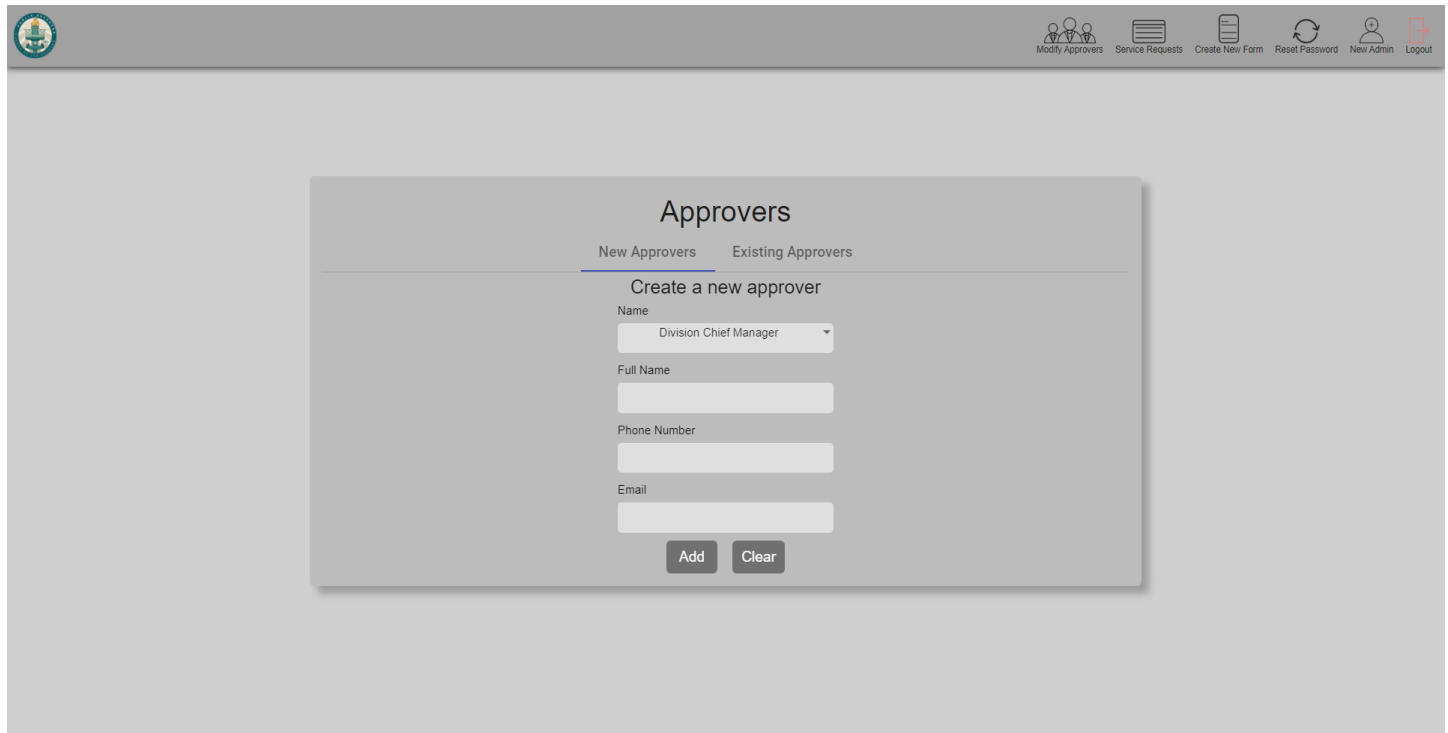
(5) Admin is prompt back to the Service Request page.



The screenshot shows the 'Service Request' page. At the top, there is a navigation bar with a logo on the left and several icons on the right: 'Modify Approvers' (highlighted in yellow), 'Service Requests', 'Create New Form', 'Reset Password', 'New Admin', and 'Logout'. Below the navigation bar, the page title 'Service Request' is displayed. Underneath the title is a table with the following columns: 'Request Number', 'Request Status', 'First name', 'Last Name', 'Submit Date', 'Employee/Contractor', 'Complete', and 'Submit'.

- Highlighted above is to reach the Approver form.

I. Admin can add information for the following four approvers:



The screenshot shows the 'Approvers' form. At the top, there is a navigation bar with a logo on the left and several icons on the right: 'Modify Approvers', 'Service Requests', 'Create New Form', 'Reset Password', 'New Admin', and 'Logout'. Below the navigation bar, the page title 'Approvers' is displayed. Underneath the title are two tabs: 'New Approvers' (selected) and 'Existing Approvers'. Below the tabs is a section titled 'Create a new approver'. This section contains four input fields: 'Name' (a dropdown menu with 'Division Chief Manager' selected), 'Full Name', 'Phone Number', and 'Email'. At the bottom of the section are two buttons: 'Add' and 'Clear'.

- (6) Admin may review requests (make revisions, assign Approvers, check on Signing Process). Then submit the request data to Adobe Sign.

Service Request							
Request Number	Request Status	First name	Last Name	Submit Date	Employee/Contractor	Complete	Submit
425000	Submitted for Admin Review	Peter	Harrison	Apr 25, 2022	Contractor	No	<button>Review</button>

- (7) All attached participants (requestor + approvers) will receive emails to sign the forms in the following order:

Manager Receives:

Signature requested on "[DEMO USE ONLY] [NEW FORMS] Employee/Contractor Agreement" [Inbox x](#)



Enrollment CalStatela

Enrollment CalStatela requests your signature on [DEMO USE ONLY] [NEW FORMS] Employee/Contractor Agreement Review and sign After you sign [DEMO USE ONLY] [NEW F



Enrollment CalStatela <adobesign@adobesign.com>
to me ▾

Enrollment CalStatela requests your signature on
[DEMO USE ONLY] [NEW FORMS] Employee/Contractor Agreement

[Review and sign](#)

After you sign [DEMO USE ONLY] [NEW FORMS] Employee/Contractor Agreement, the agreement will be sent to jpere450@calstatela.edu, Joshua Perez and jpere450@calstatela.edu. Then, all parties will receive a final PDF copy by email.

Don't forward this email: if you don't want to sign, you can [delegate](#) to someone else.

Powered by
 Adobe Acrobat Sign

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

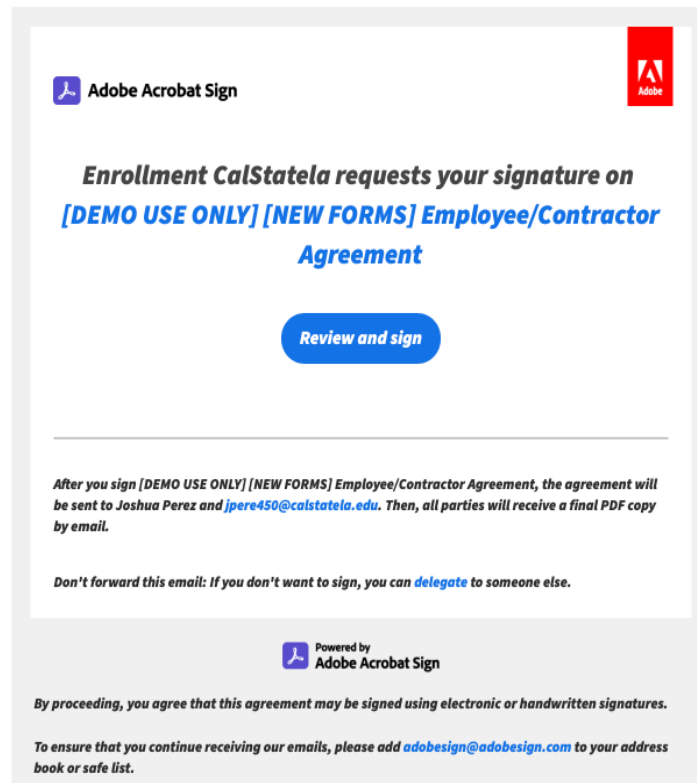
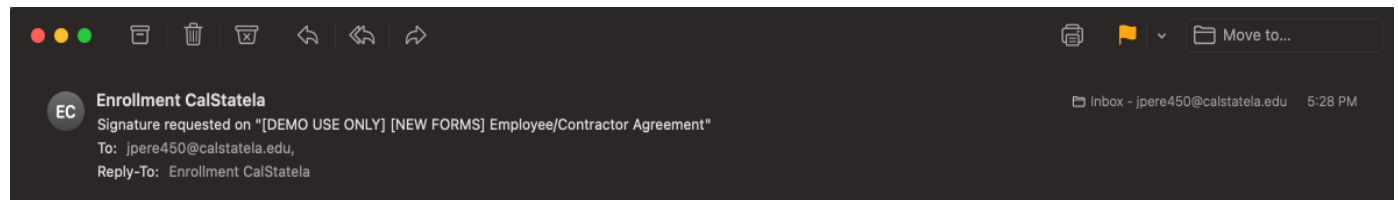
[Terms of Use](#) | [Report Abuse](#)

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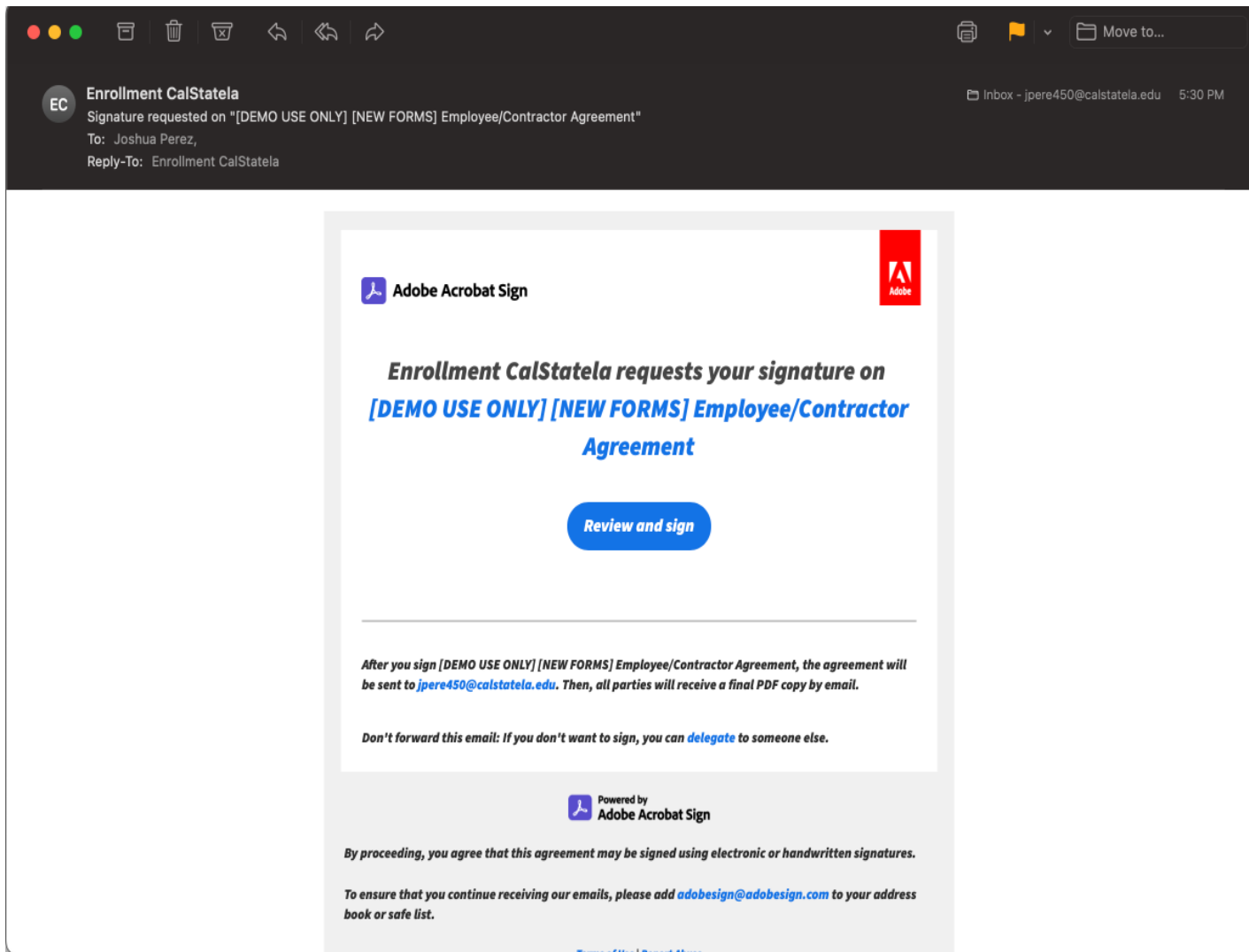
[Reply](#)

[Forward](#)

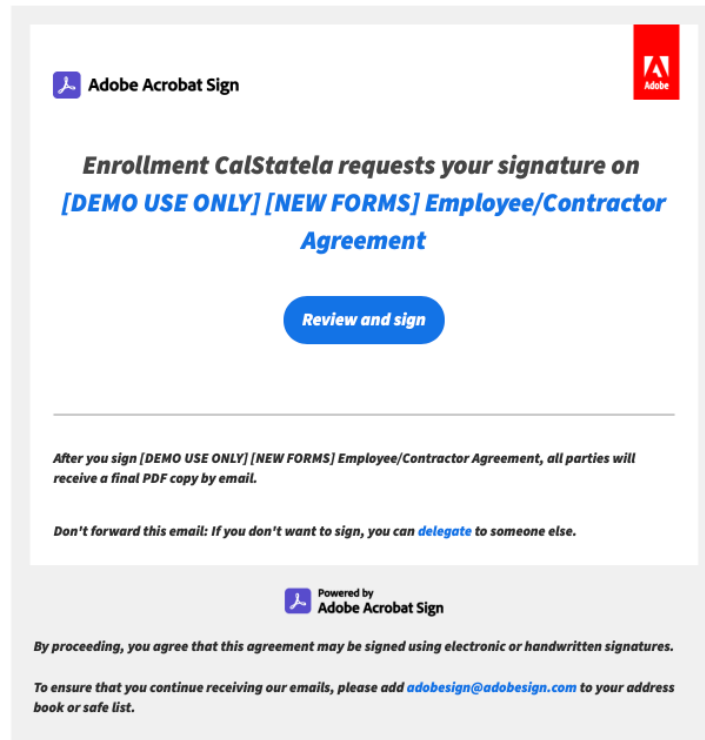
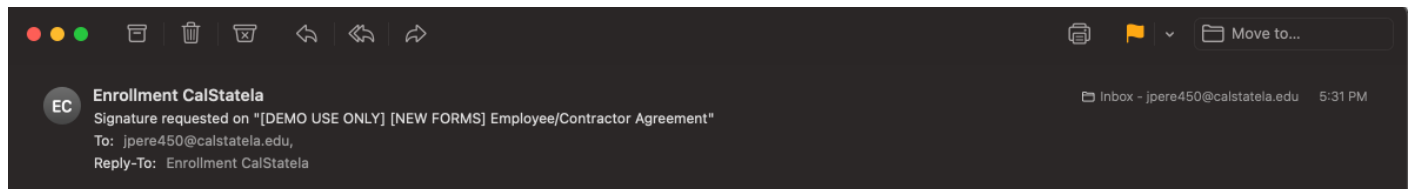
Division Chief/Manager Receives:



Department Head Receives:



Department Info Security Receives:



Lastly, all have signed. The form is complete:

Completed: "[DEMO USE ONLY] [NEW FORMS] Employee/Contractor Agreement" [Inbox x](#)



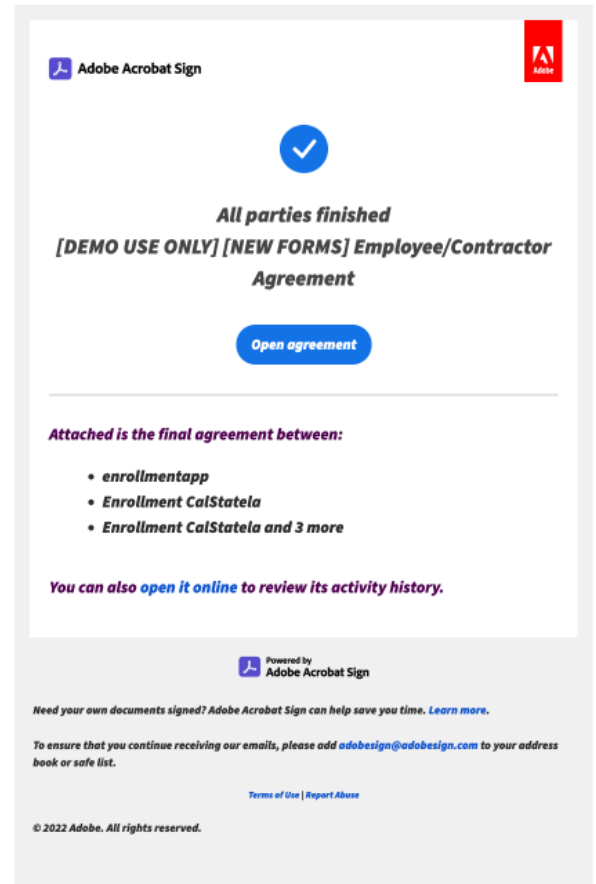
enrollmenttapp

Attached is the final agreement for your reference. All parties finished [DEMO USE ONLY] [NEW FORMS] Employee/Contractor Agreement Open agreement Attached is th

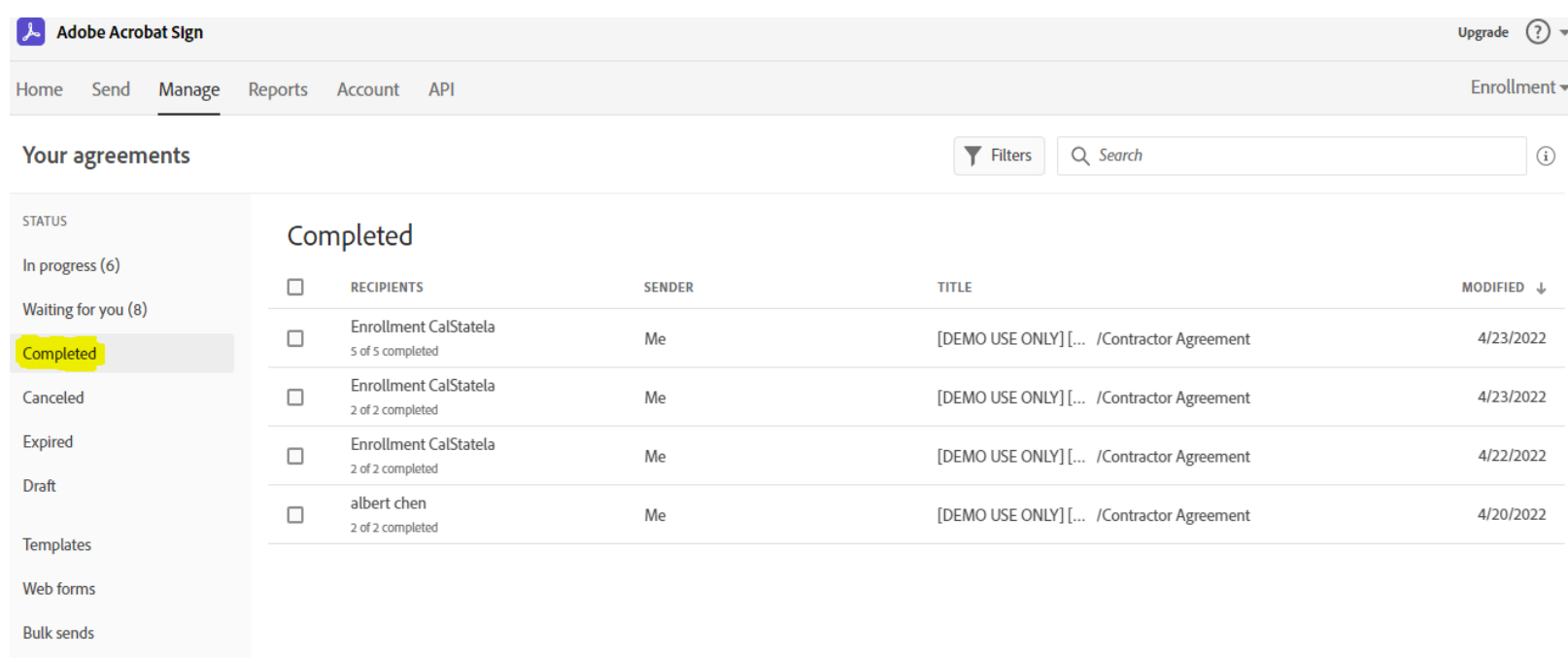


enrollmenttapp <adobesign@adobesign.com>

to Joshua, me



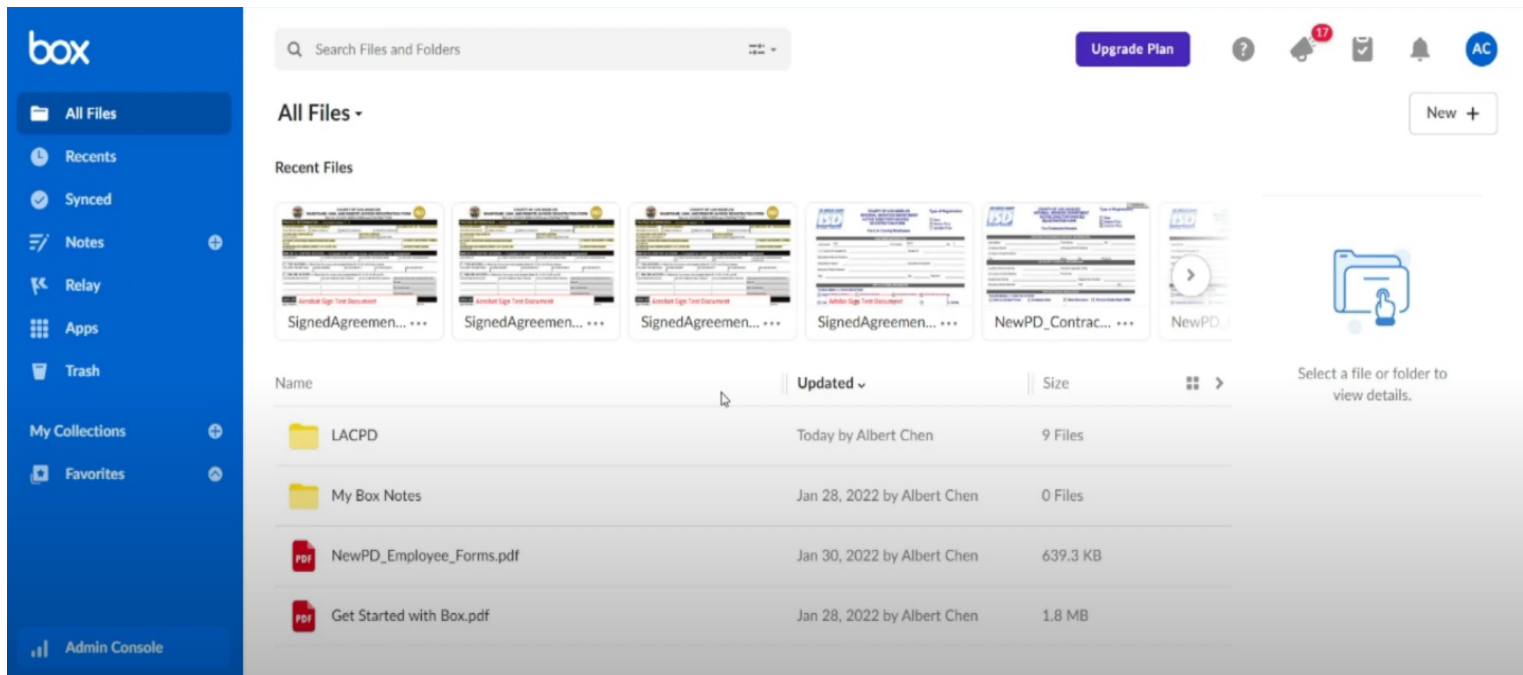
(8) After everyone has signed, the completed document is saved in the Adobe Sign account.



The screenshot shows the Adobe Acrobat Sign web interface. The top navigation bar includes 'Home', 'Send', 'Manage', 'Reports', 'Account', and 'API'. The 'Manage' tab is selected. On the left, a sidebar lists various status categories: 'In progress (6)', 'Waiting for you (8)', 'Completed' (highlighted in yellow), 'Canceled', 'Expired', 'Draft', 'Templates', 'Web forms', and 'Bulk sends'. The main content area is titled 'Your agreements' and shows a table of completed documents. The table has columns for 'RECIPIENTS', 'SENDER', 'TITLE', and 'MODIFIED'. There are four rows of completed agreements, all with a status of '5 of 5 completed' or '2 of 2 completed'.

RECIPIENTS	SENDER	TITLE	MODIFIED
Enrollment CalStatela 5 of 5 completed	Me	[DEMO USE ONLY] [... /Contractor Agreement	4/23/2022
Enrollment CalStatela 2 of 2 completed	Me	[DEMO USE ONLY] [... /Contractor Agreement	4/23/2022
Enrollment CalStatela 2 of 2 completed	Me	[DEMO USE ONLY] [... /Contractor Agreement	4/22/2022
albert chen 2 of 2 completed	Me	[DEMO USE ONLY] [... /Contractor Agreement	4/20/2022

(9) With the completion of the document, the document will also save onto BOX from Adobe Sign.



The screenshot shows the Box file management interface. The left sidebar contains navigation options: 'All Files', 'Recents', 'Synced', 'Notes', 'Relay', 'Apps', 'Trash', 'My Collections', 'Favorites', and 'Admin Console'. The main content area is titled 'All Files' and shows a list of recent files. The files are displayed in a grid view, showing thumbnails of PDF documents. Below the grid, a table lists the files with columns for 'Name', 'Updated', and 'Size'.

Name	Updated	Size
LACPD	Today by Albert Chen	9 Files
My Box Notes	Jan 28, 2022 by Albert Chen	0 Files
NewPD_Employee_Forms.pdf	Jan 30, 2022 by Albert Chen	639.3 KB
Get Started with Box.pdf	Jan 28, 2022 by Albert Chen	1.8 MB