

- **Sending Onboarding Packet**

- You will log into Adobe sign
 - Click "Send from Library" or Click "Manage"
 - Select "Premium Event Staffing Onboarding Packet"
 - Click "Start"
 - Enter staff member's email address.
 - Click the box in "Options" that states "Set Reminder" (That will continue to send them reminders until it's completed or cancelled by you"
 - Click "Send"