To access Creative Cloud, click on the link: https://account.adobe.com.
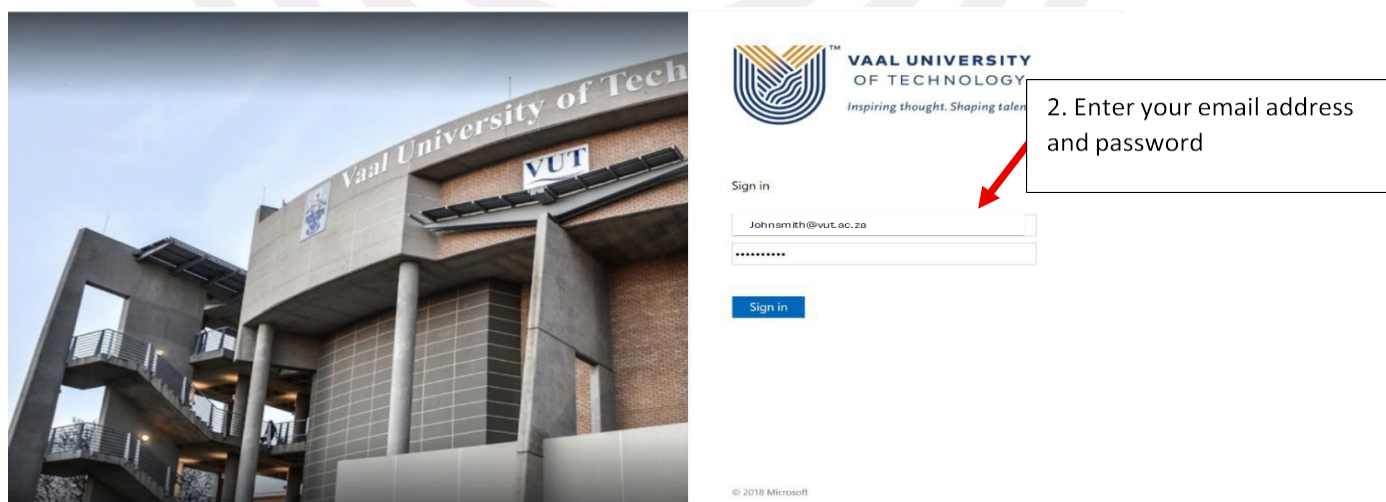
Once the page loads, you will see the screen shown below.

Step1: Sign in

You will need to enter your work email address to proceed.
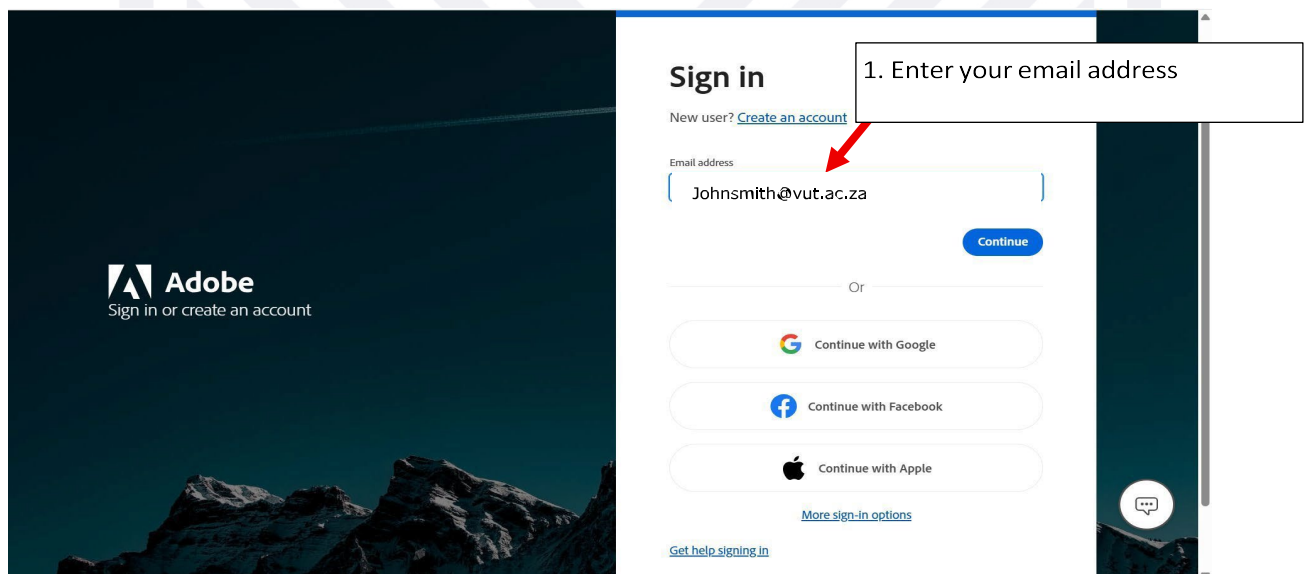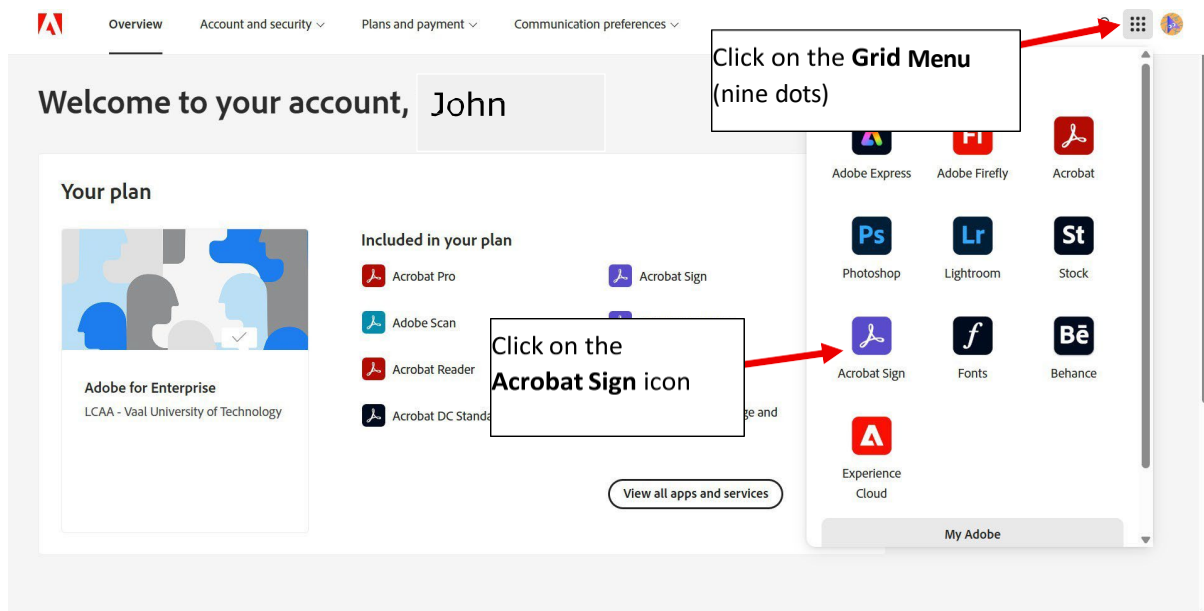

You will be redirected to a VUT sign in page, where you will need to enter your work email address and password.
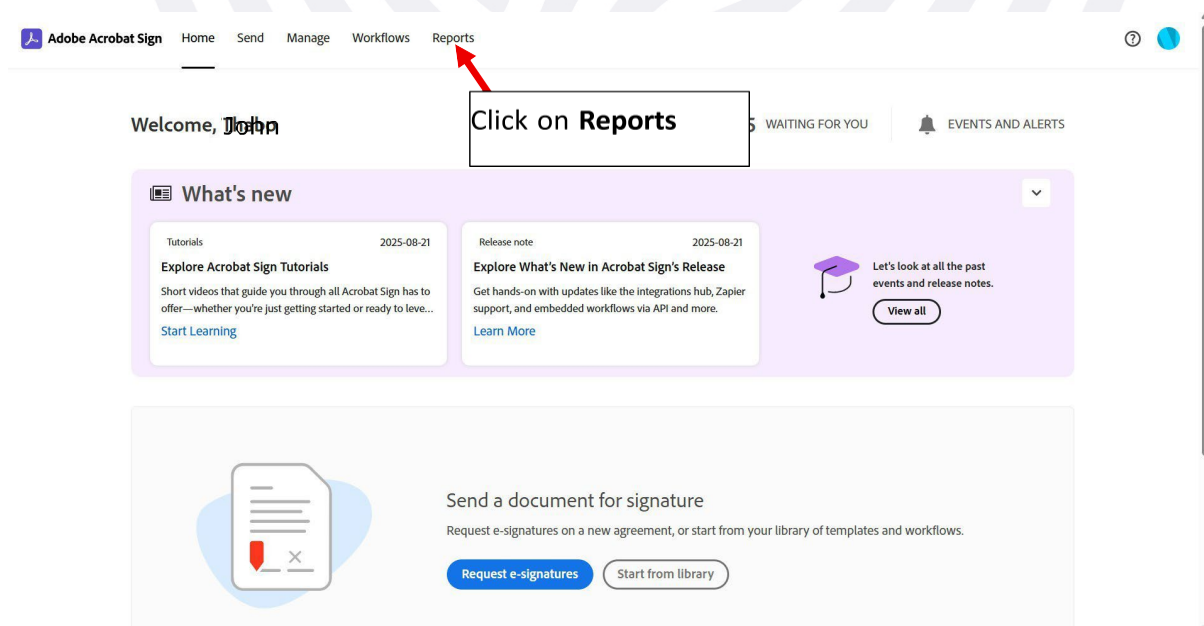
Step 2:

Once you are signed in, on your top right you will need to click on the **Grid Menu** (nine dots), you will then be presented with Adobe Apps where you will click on **Acrobat Sign**.
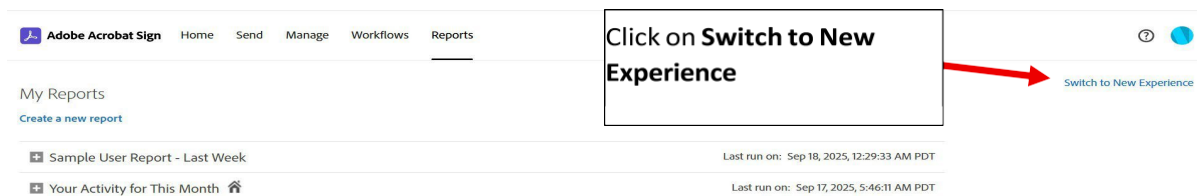

Step 3:

You will be presented with the screen below, on the menu list click on **Reports.**

Step 4:

NB: For this step, if you see the screen below, click on **Switch to New Experience**.


Step 5:

On the **New Experience view**, you will be presented with the below screen, where you will need to click on **Transaction consumption** on the **Reports** options, on your left.

Hoover the curser over the Transaction Consumption Reports list presented, an **Open** button will appear, click on it.
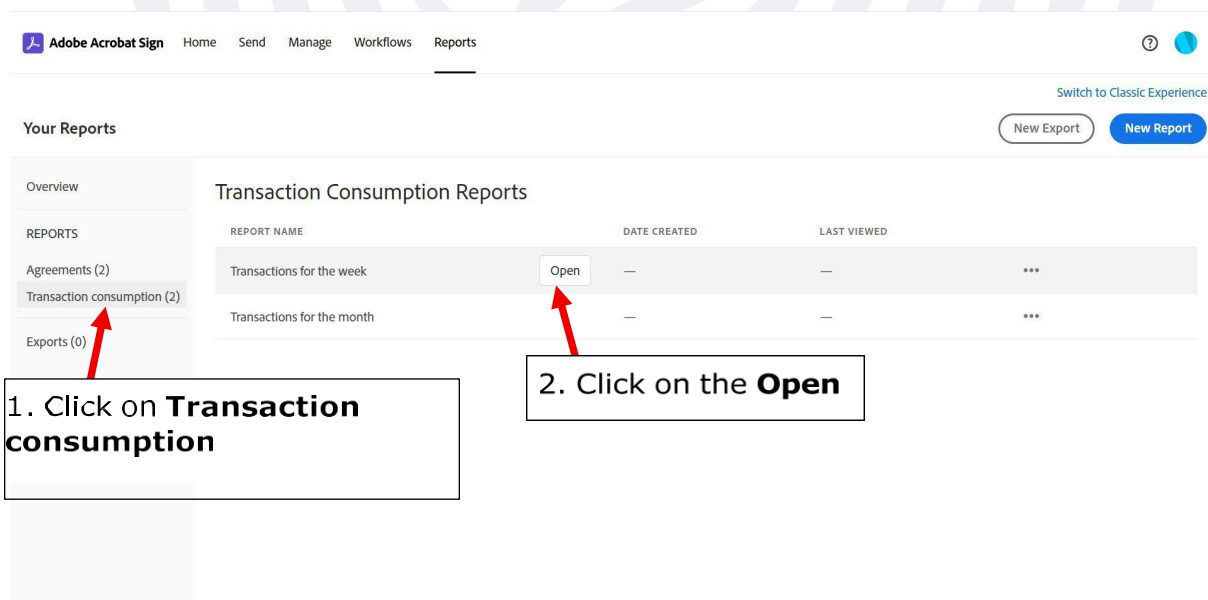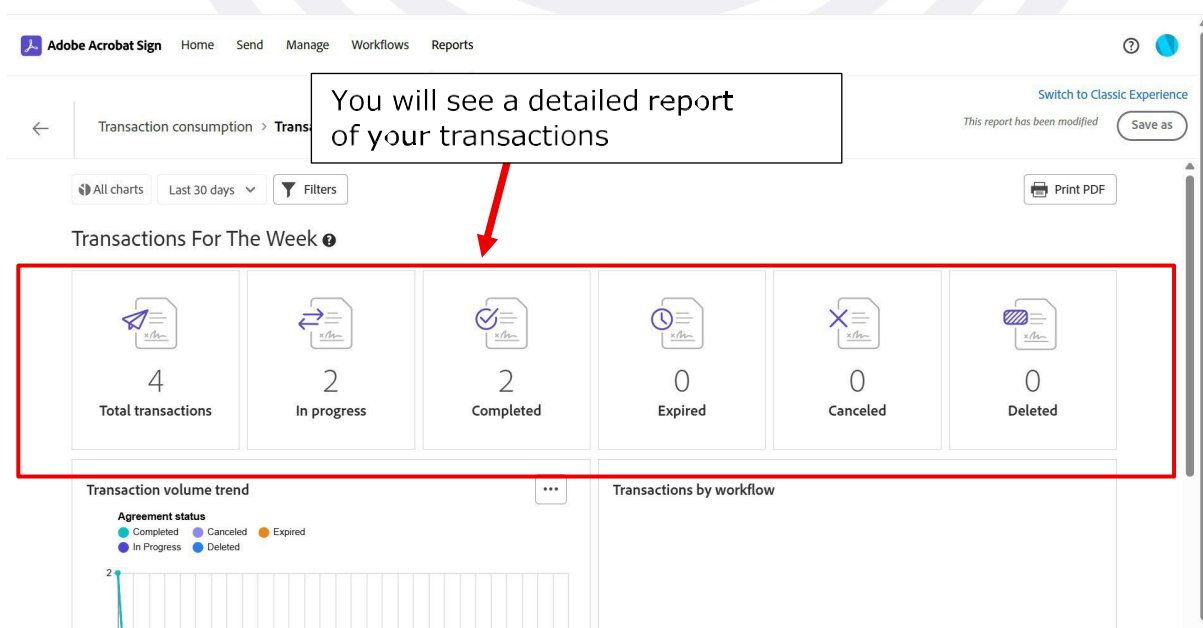
Step 6:

Click on the duration filter dropdown to view and click on the duration filter you need.
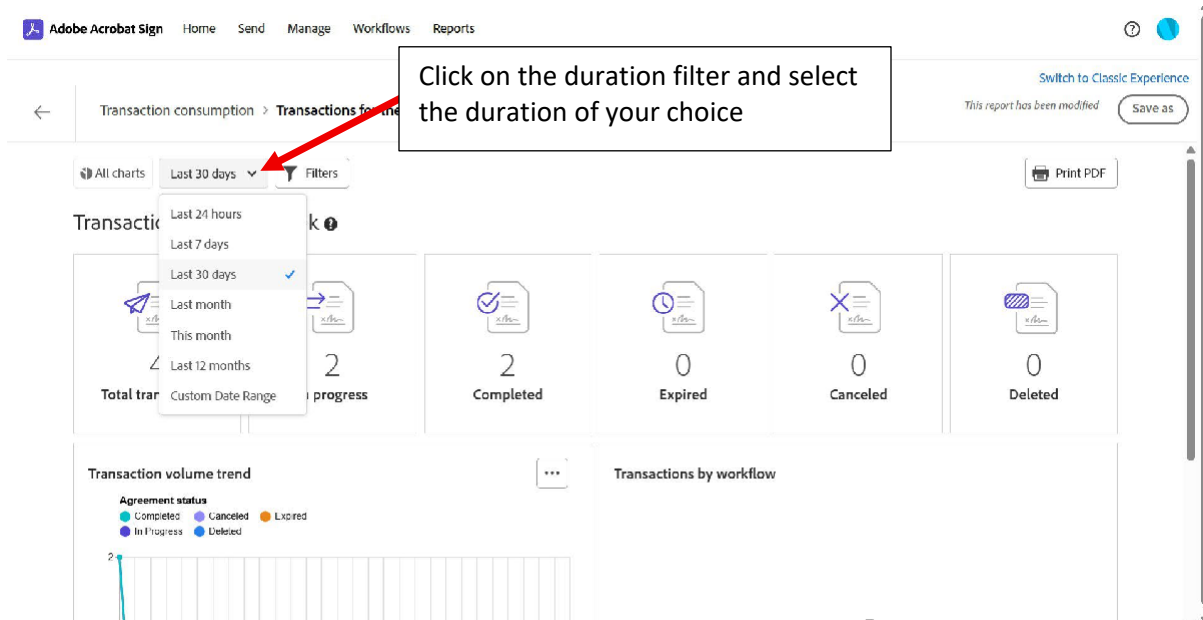
You will then be presented with your report as shown on the screen below, where you will see all your transactions for the duration filter you have selected. Please note that if you had no transactions in the duration you have selected, you will not see a report.

For any clarity regarding the above steps, feel free to contact Lebohang Thokoane from IT Services on the details below:

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