



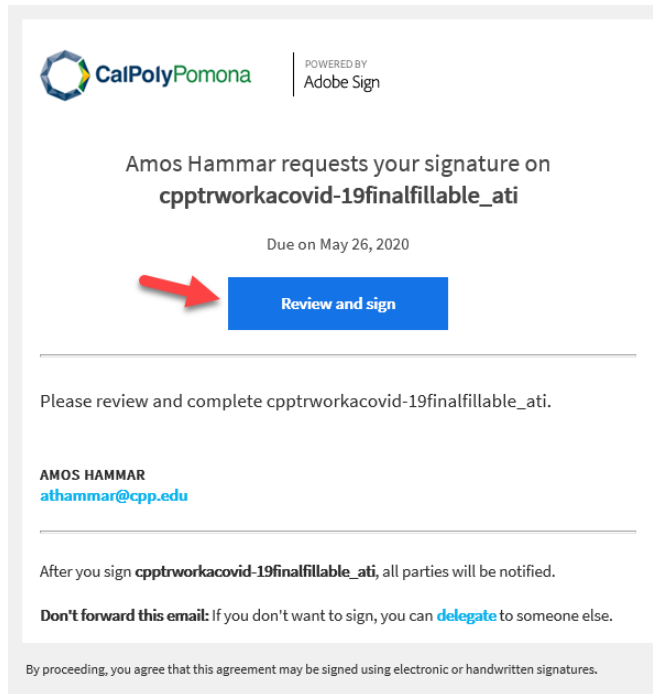
Getting Started With
Adobe Sign

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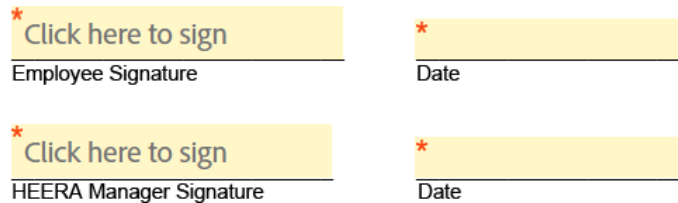
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Adobe Sign: How to Sign a Document

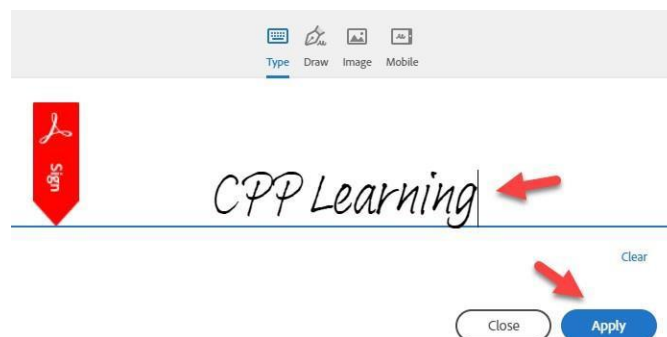
1. From the Adobe Sign email request click on the **Review and Sign** button.



2. Review the form and fill out the fillable fields as needed. **Add your signature** to the digital signature blocks where applicable **by clicking on them**.



3. Use the keyboard to **type your name** in the digital signature area of the signature box and then click **Apply**.



4. Click the **Next** button to move to the next fillable field automatically.

The screenshot shows a document signing interface. On the left, a grey vertical bar contains a yellow arrow pointing right with the word "Next" in red. A red arrow points to this "Next" button. To the right, the form contains the following fields and text:

- SUBMITTALS:** Return the completed... Submit the completed Temporary Remote work... remotework@groups.cpp.edu. Please include the Remote Work-IT&IP Addendum.
- Employee Signature:** A text field containing "CPP Learning" with a date "05/12/2020" below it. A tooltip above the field says "Click to change" and points to the email address.
- Employee HEERA:** A text field with "Printed Name" below it.
- Signature:** A text field with "*Click here to sign" below it.
- Date:** A text field containing "05/12/2020".

5. After you have completed all of the required fillable fields and signature blocks, you will see the **Click to Sign** field at the bottom of the screen. Click this button to proceed.

The screenshot shows the bottom portion of the document signing form. It includes:

- Additional Comments:** Four horizontal yellow text input fields.
- Completed by IT&IP Technician:** A yellow text input field.
- Date:** A yellow text input field.
- Footer:** A black bar containing the text "I agree to the Terms of Use and Consumer Disclosure of this document" on the left and a blue button labeled "Click to Sign" on the right. A red arrow points to the "Click to Sign" button.

6. Once the document has been signed, a confirmation screen will appear.

The confirmation screen features a blue checkmark icon followed by the text "You're all set". Below this, it states: "You finished signing 'cpptworkacovid-19finalfillable_ati'." and "All parties will be notified via email. You can also [download a copy](#) of what you just signed."

A promotional banner with a light grey background. It contains the text: "Easy to sign. Easy to send." and "Need your own documents signed? Adobe Sign can help save you time." Below the text is a blue button labeled "Learn more".

Here's how Adobe Sign can help you:

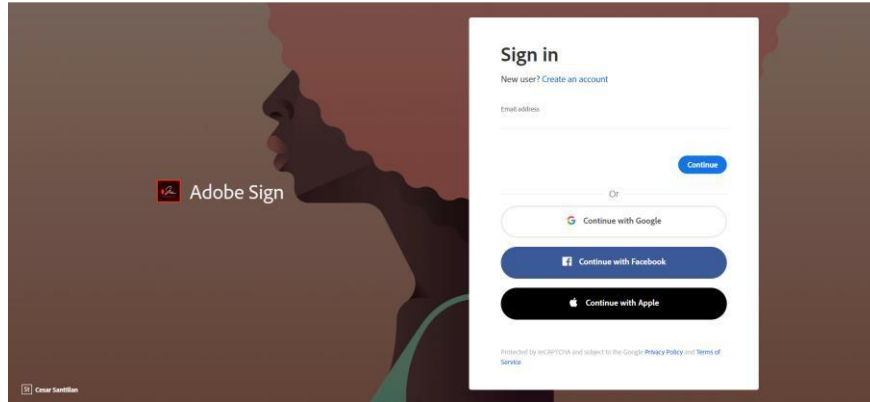
Get signatures fast
Send documents to others to fill and sign

Keep work moving
View, track and manage sent agreements

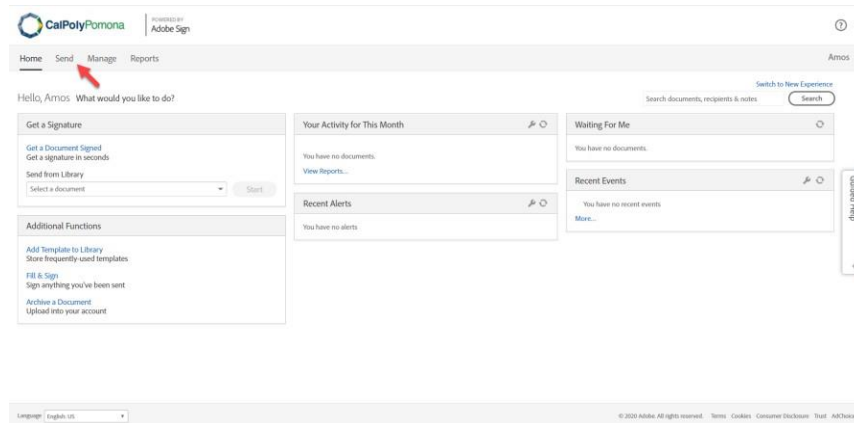
Stay organized
Store and access agreements from anywhere

Adobe Sign: How to Send a Document for a Digital Signature

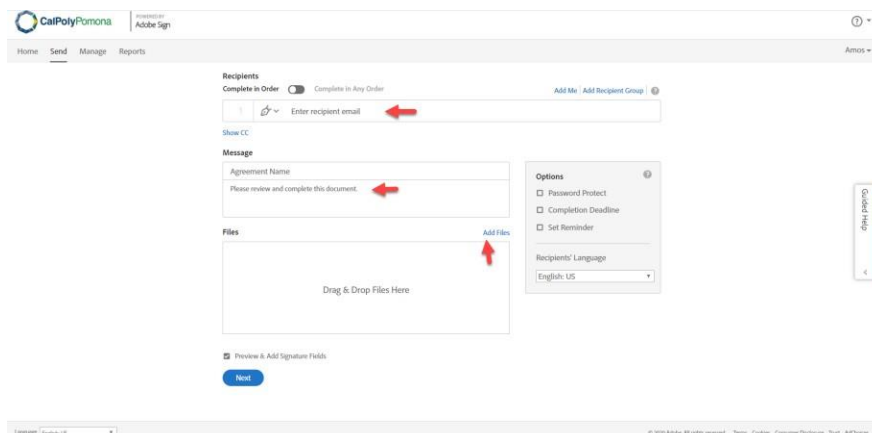
1. Navigate to the Adobe Sign website at: [Adobe Sign](#)
2. **Sign-in** using your CPP email address.



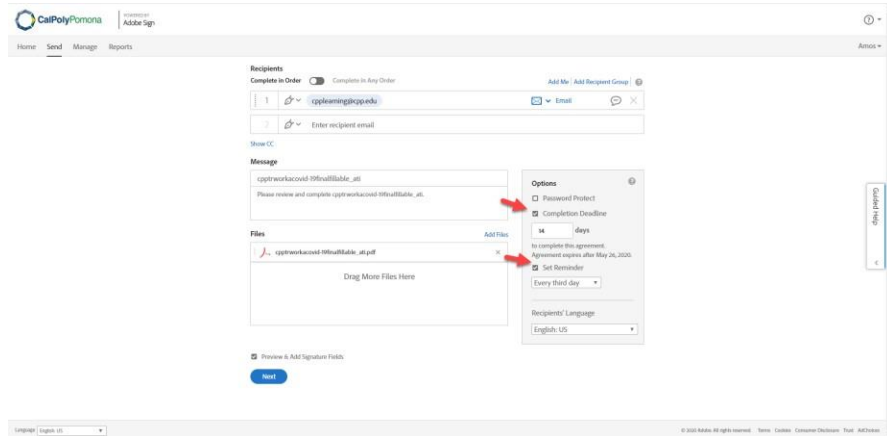
3. To send a document to someone for a digital signature, click the **Send** button.



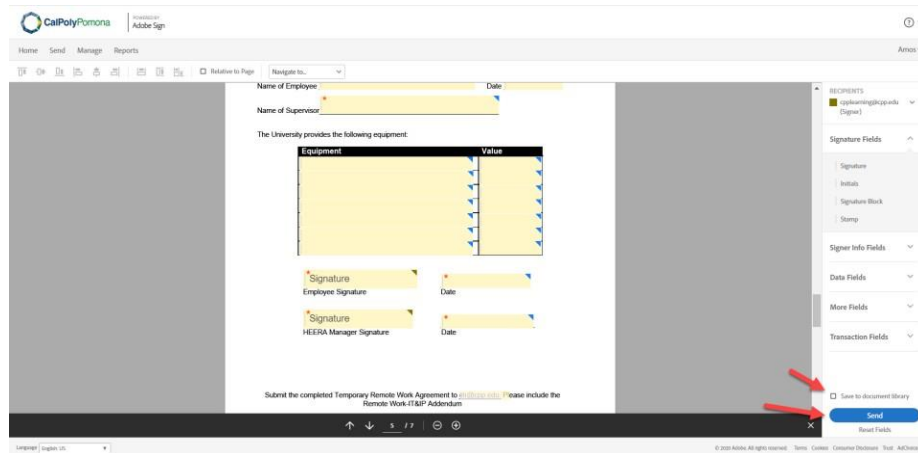
4. Add the recipient's email address in the **Enter recipient email field**, customize the message the recipient will see in the **Message field** and add the file(s) you want signed by clicking the **Add Files** button.



- You can setup an optional signature password, signature deadline and a reminder by using the options menu. Click the **Next** button to proceed.

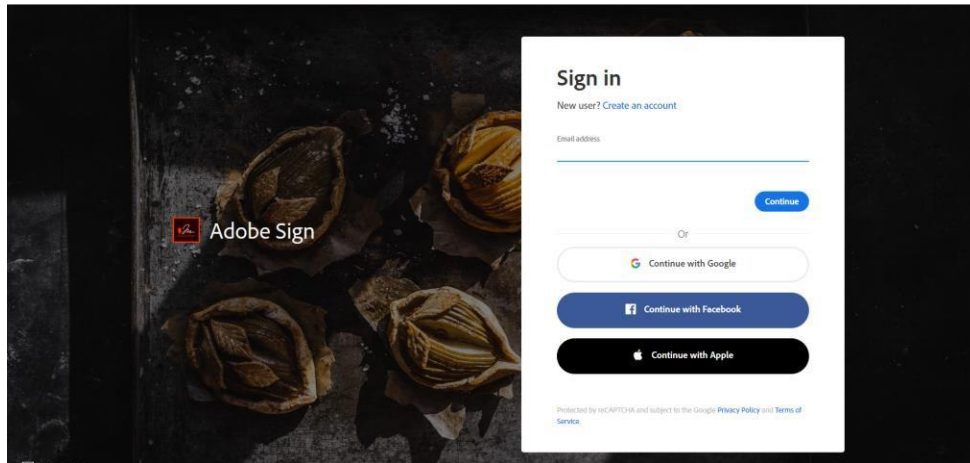


- Review your document and select the option to save the document to the document library for future use if desired by checking the box next to the **Save to Document Library** field. When ready to send it to the recipient(s), click **Send**.

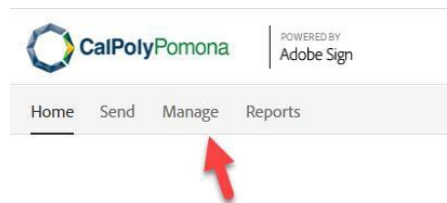


Adobe Sign: How to Check the Status of Document Signatures

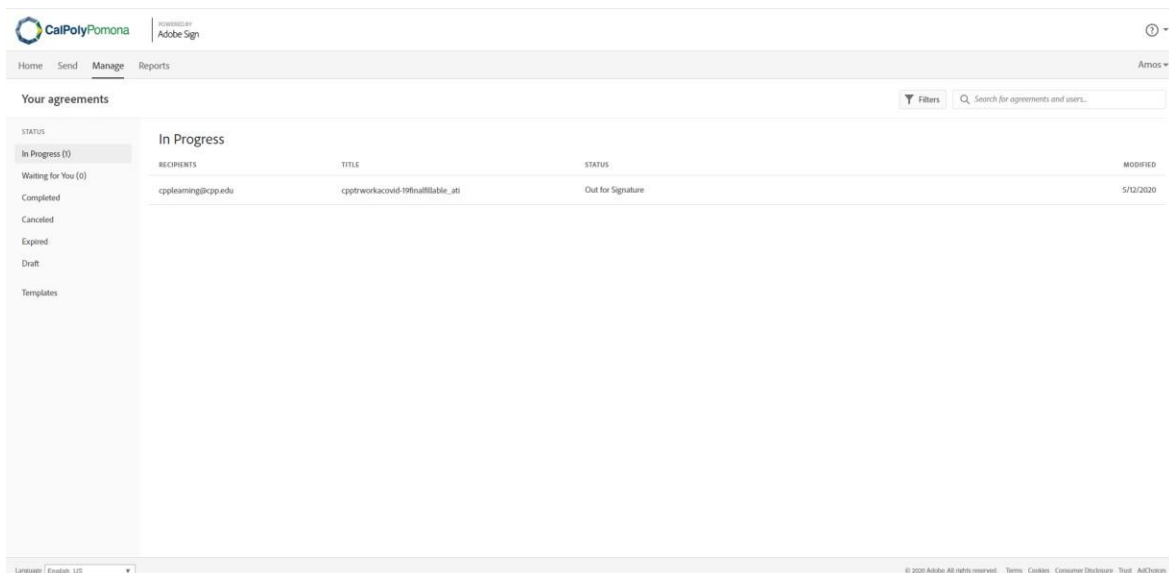
1. Navigate to the Adobe Sign website at: [Adobe Sign](#)
2. **Sign-in** using your CPP email address.



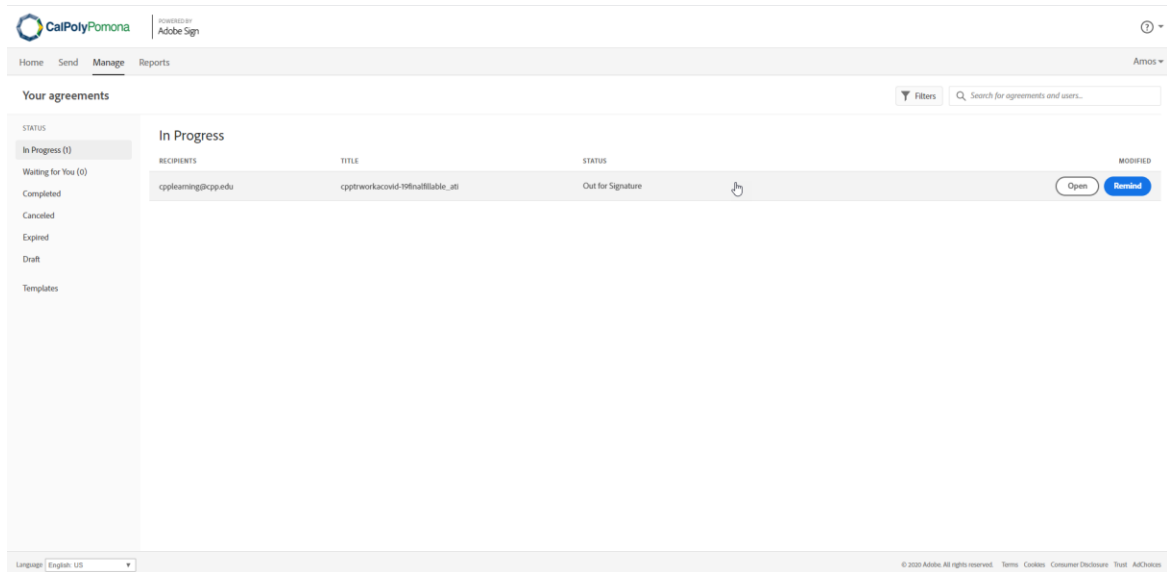
3. From the Adobe Sign home page click on the **Manage** button.



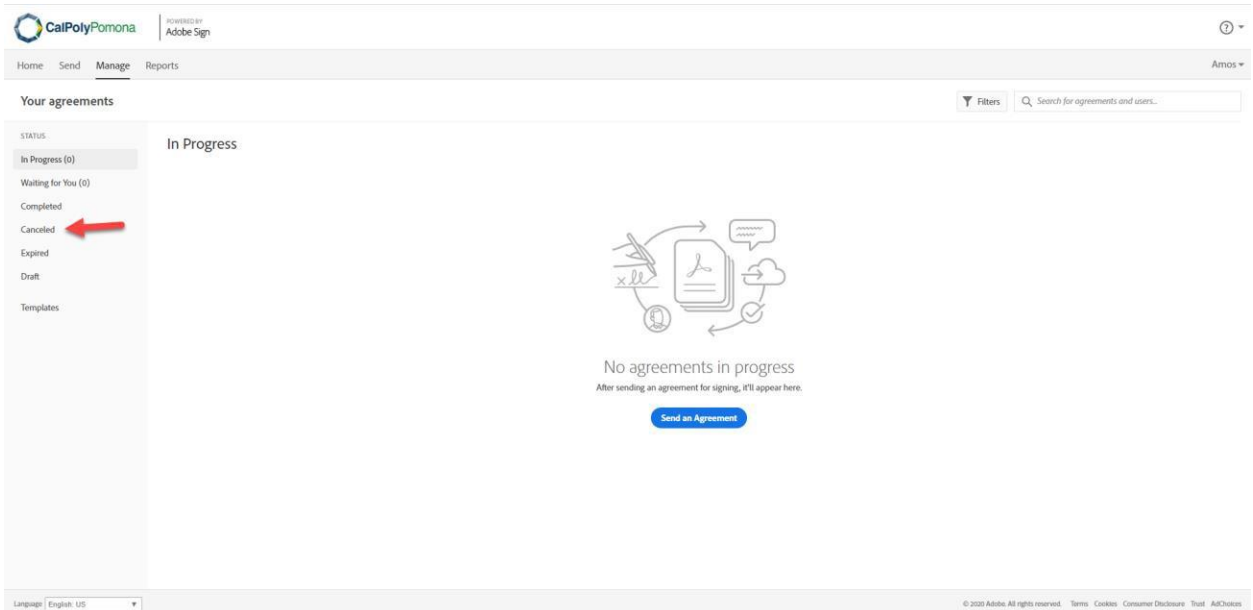
4. From the Manage screen, you can view the status of the documents that you have sent out for signatures.



5. Hover your mouse over a document that is **Out for Signature** to see more options including **Open** the document or to **Remind** the recipient of the digital signature request.



6. To view documents that have been signed and completed, click the Completed button.



7. Hover your mouse over a document that has been mark as **Completed** to see more options including **Open** and **Download**.

The screenshot shows the Adobe Sign interface for CalPoly Pomona. The top navigation bar includes 'Home', 'Send', 'Manage', and 'Reports'. The user's name 'Amos' is visible in the top right. The main section is titled 'Your agreements' and features a search bar and a 'Filters' button. On the left, a sidebar lists document statuses: 'In Progress (0)', 'Waiting for You (0)', 'Completed', 'Cancelled', 'Expired', 'Draft', and 'Templates'. The 'Completed' status is selected, and the main area displays a table with the following data:

RECIPIENTS	SENDER	TITLE	MODIFIED
CPD Learning	Me	cpptworkacovid-19finalfillable_ali	

When the mouse hovers over the document row, two buttons appear: 'Open' and 'Download PDF'.

At the bottom of the page, there is a language dropdown set to 'English, US' and a footer with copyright information: '© 2021 Adobe. All rights reserved. Terms Cookies Consumer Disclosure Trust AdChoices'.