

Adobe Sign: Fill and Sign Tool

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Introduction

Adobe Sign is a cloud-based e-signature service that allows the user to send, sign, track, and manage signature processes using a browser or mobile device. It is part of the Adobe Document Cloud suite of services. SCSU faculty and staff have access to Adobe Sign via the <u>MyApps</u> portal.

The fill and sign tool within Adobe Sign allows you to upload a document you've been sent, fill in any necessary fields, and add your signatures. The following steps will walk you through how to use this feature.

Fill and Sign

Navigation

Select "Fill and sign a document" from the Adobe Sign homepage.

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	E D	Send a document Request signatures on a new	t for signature wagreement, or start from your	library of templates and v	vorktiows.
	<u>×</u>	Request signatures	(Start from library)		
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Uploading a file

Select "Add Files" or drag and drop a file into the box provided. Both PDFs and Word files may be uploaded.

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		-	Drag & Drop Files Here		Options Password Protect
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Setting preliminary file options

Password protection

You may add a password to the document if you wish by selecting "Password Protect" and creating a password in the two boxes shown.

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			Files		Add Files		
			1 🏭 A	dobe Sign Sample Document.docx	×	Options	
				Drag More Files Here	-	 Password Protect Password must contain 6 to 32 characters 	
			Agreeme Adobe S	nt name		Confirm Password Confirm Password Show Password	
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Titling the agreement

While the "Agreement name" will retain the original title of the file uploaded, this may be changed here if needed. When finished, select "Next to proceed.

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			Upload or choose files to sign and fill out yourself. After signing, you will be able to save, download or send	hem to others.		
			Files	Add Files		
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			Drag More Files	Here	Password Protect Password must contain 6 to 32 characters	
			Agreement name		Password Confirm Password	
	1	\rightarrow	Adobe Sign Sample Document		Show Password	
	2	\rightarrow	Next			2

Filling a document

The "Ab" selection allows you to enter plain text, such as the date or other notes. After selecting this tool, click anywhere on the page to insert a text box. Text size may be changed with the pop-up toolbar options.



The same may be done for adding crossmarks (x), checkmarks, or a filled dots.



Signing a document

Select "Sign", your signature or initial signature, and place on the page where needed. If you don't have a signature saved, select "Add Signature" or "Add initials" to create. To enlarge the signature, drag the corner of the highlighted signature box once placed on the page.



Completing your signed document

Once your document is finished, select "Done".

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	Signature 1: 12/16/20	

Adobe Sign will provide you with a confirmation page. From here, you may send a copy, download a copy, or "Manage" to view additional options.

