Southern Connecticut State University

Adobe Sign: Requesting Signatures

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 MyApps portal.

The following steps will walk you through how to send a document for signatures within Adobe Sign.

Requesting signatures

1. Select "Request signatures" from Adobe Sign's main landing page.
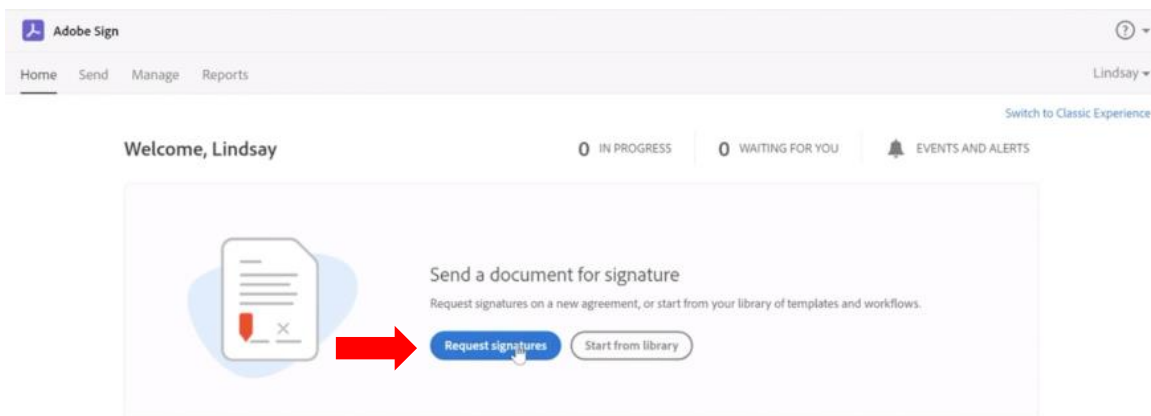
2. Select whether the signatures need to be completed in a specific order or any order with the sliding tab at the top of the page. Here we will show a document with a specific signing order.
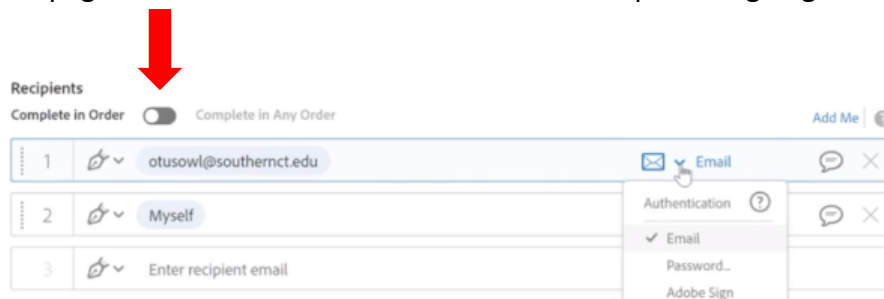
3. Enter the recipients email address(es). If using the "in order" option, be sure to enter them in the order to be signed. To add yourself as a signer, select "Add Me".

4.
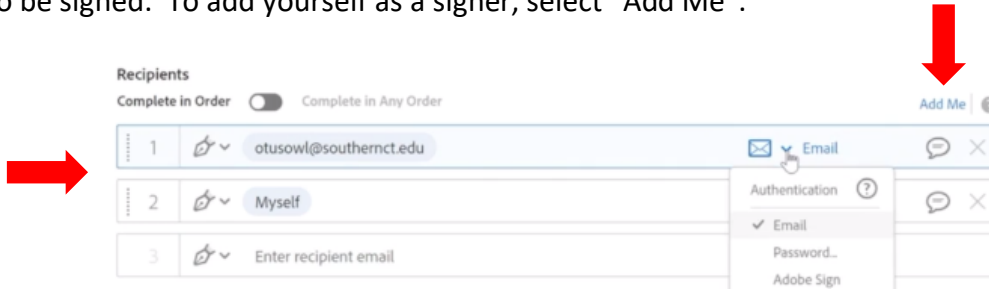
5. To the right of the user, you will see the method in which they will authenticate the signing process. Users within SCSU may use Adobe Sign as the authentication method. Users outside of Southern may not have access to Adobe Sign, so in that case, we will want to use "Email" or "Password" as the authentication method.
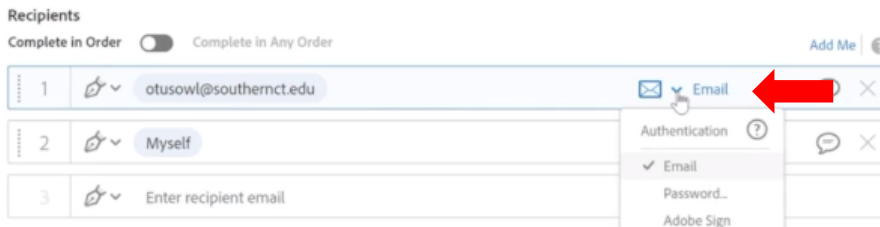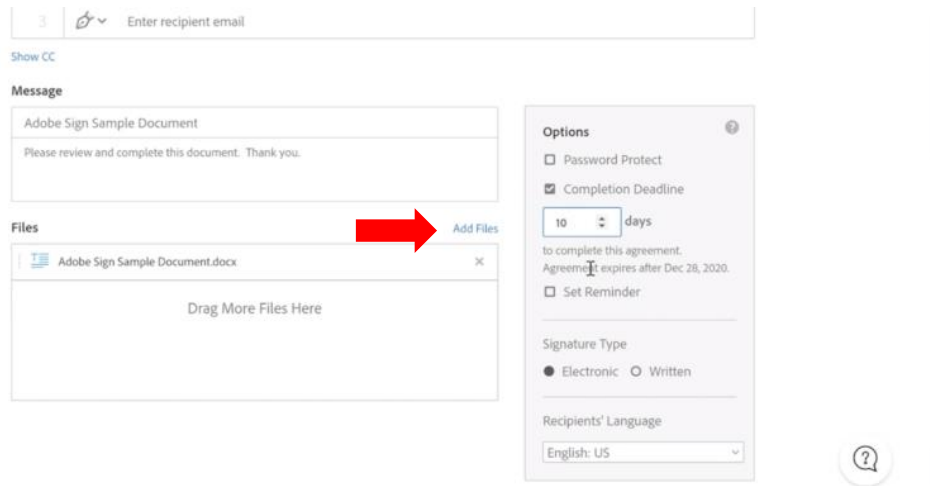

6. Add a private message to each user as well, if you wish, by selecting the speech bubble icon next to that user.
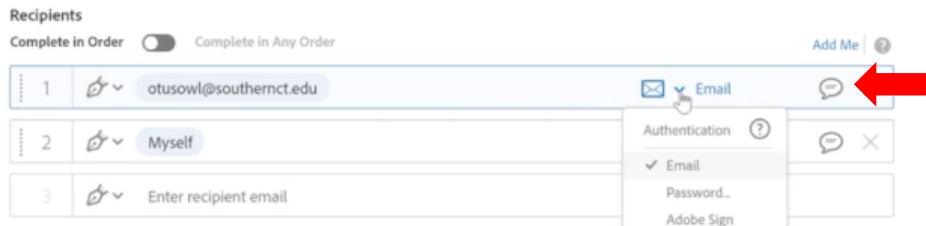
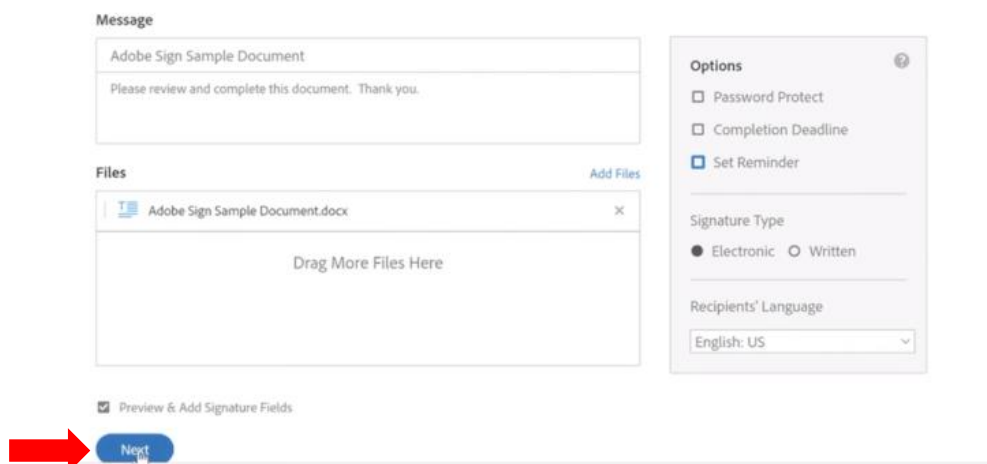7. To add an overall message to all users listed, enter text in the "Message" box.
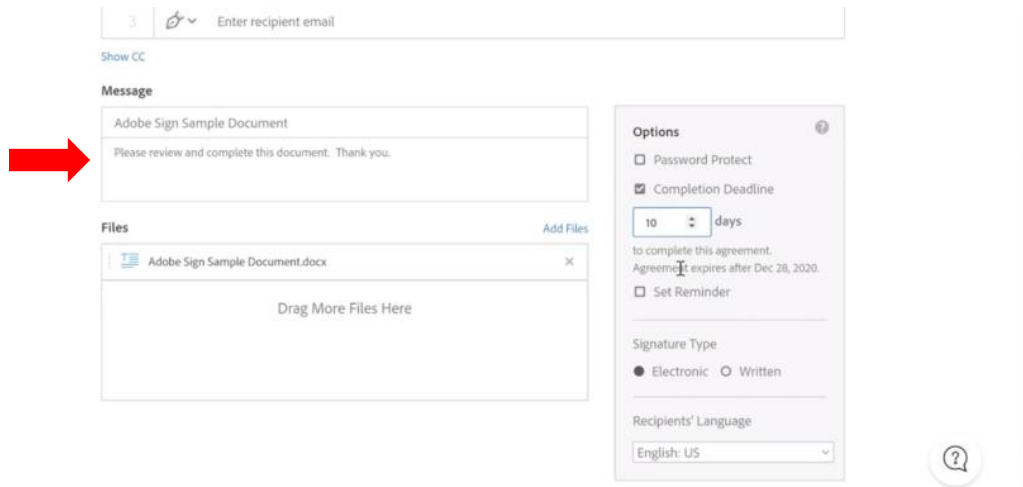
8. Select "Add Files" to upload your document, or drag and drop the files into the box provided.


9. Additional features are available on the right-hand menu, such as adding a password, deadline, or scheduled reminders.
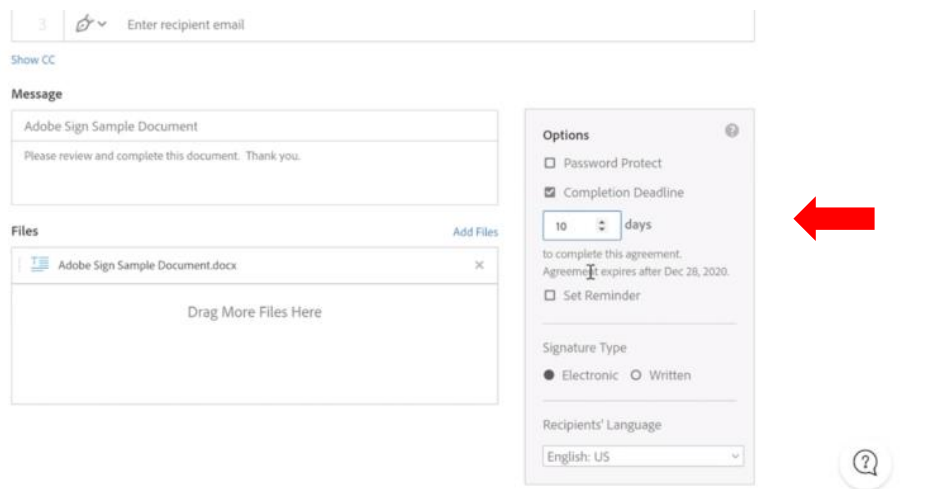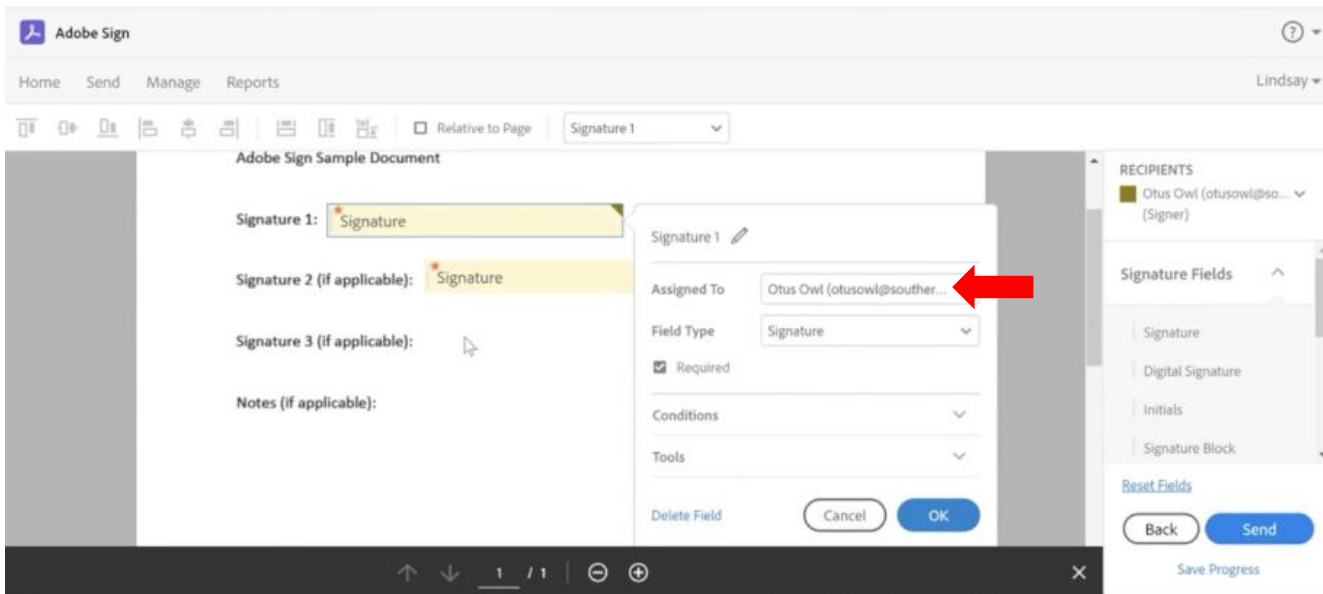

10. Once finished, click "Next".

11. On the next page, we will set the required fields for each user. Select the type of required field from the right-hand menu, then drag and drop that field from the menu to the area where the information is needed. We will look at signatures first. Since we have two users needing to sign this document, we will drag and drop two signature fields onto the document in the proper places.
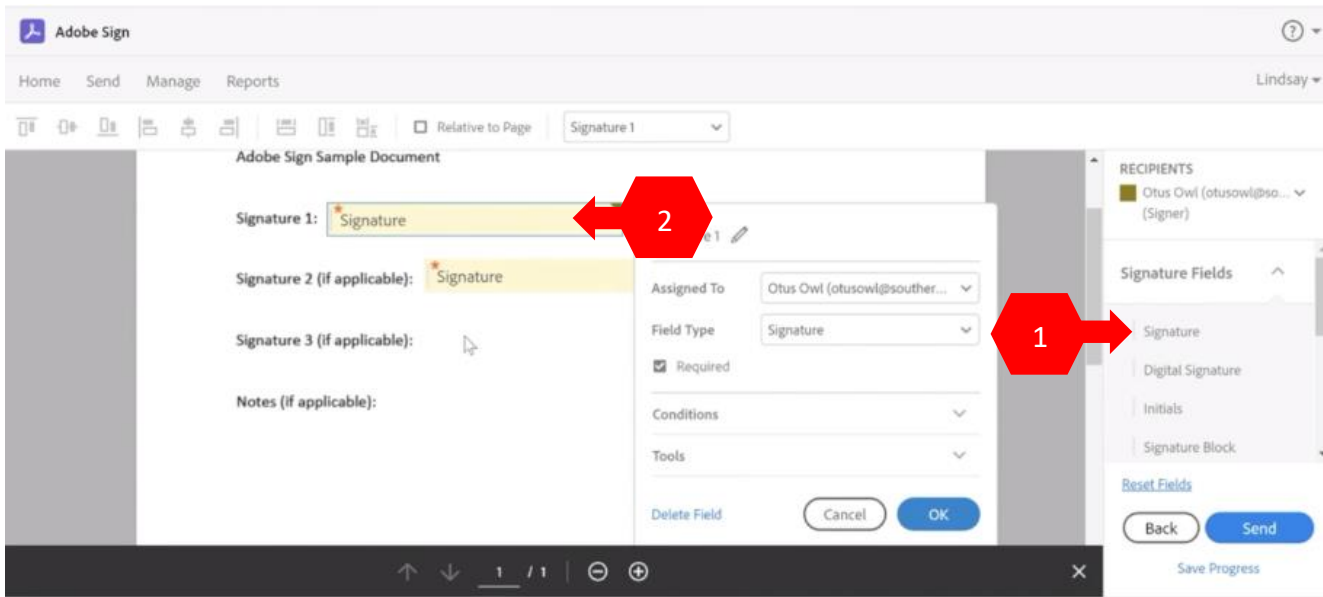

12. Double-click on each newly placed signature fields to set which user this field is intended for, and to set other options if needed. Select the "Assigned To" drop-down menu and choose who needs to sign in each box. Explore the other options available here, which will vary depending on what type of field this is.
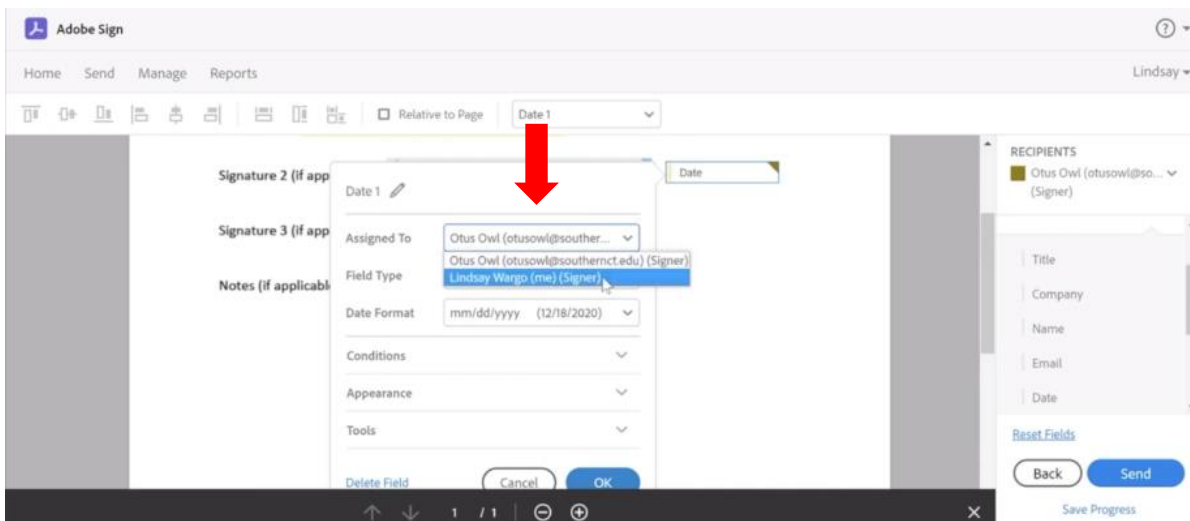
13. Once finished, select "OK".
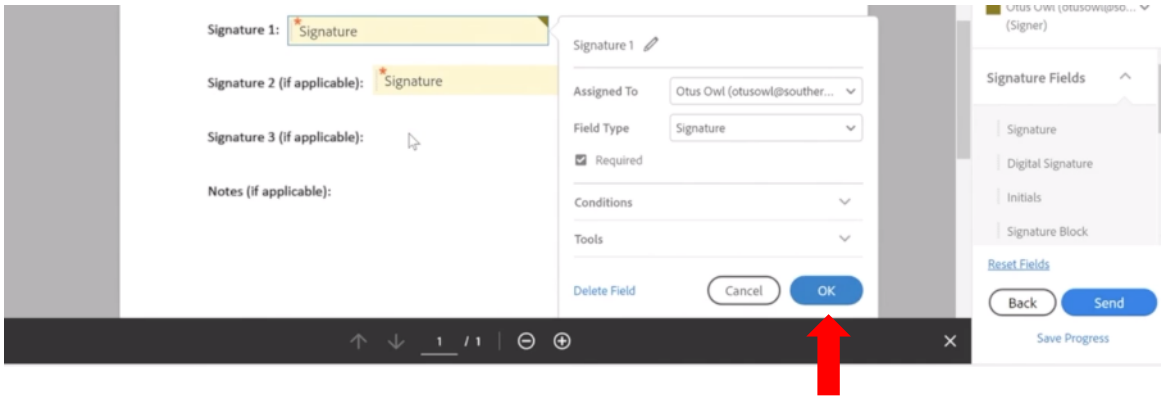
14. Here we will also be adding "Date" fields next to each signature. This field type can be found under "Signer info Fields". Once again, drag and drop the fields in the appropriate location on the document.
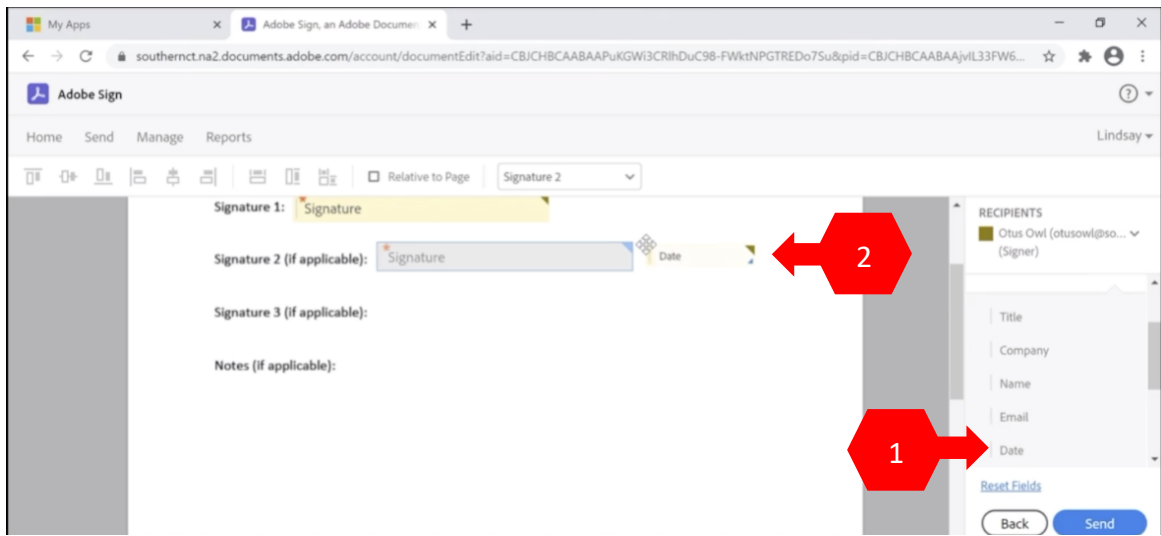

15. Double-click these fields as well, to set whom is to complete each field and set preferences. Click "OK" once finished setting the options.

16. Following this same process of dragging and dropping fields, we have also entered a "Notes" field. You may adjust the box size by dragging the box's corner. For general field such as this, you will notice the option of setting whom it is assigned to also includes an "Anyone" option.
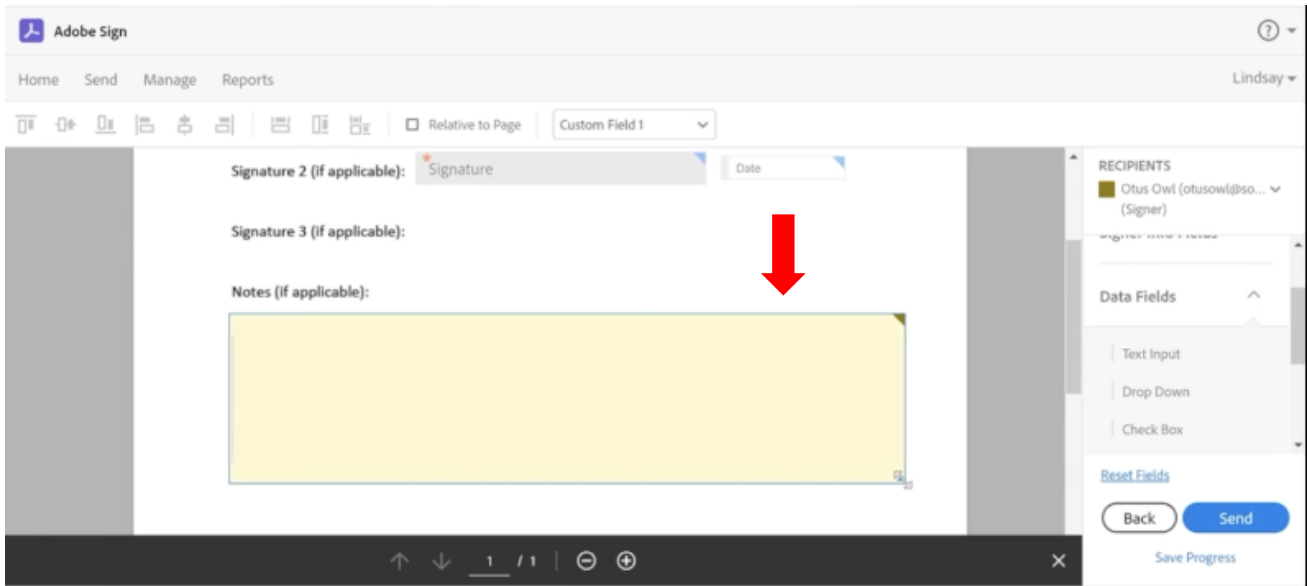
17. Once the document is complete, select "Send", or "Save Progress" to save as a draft.
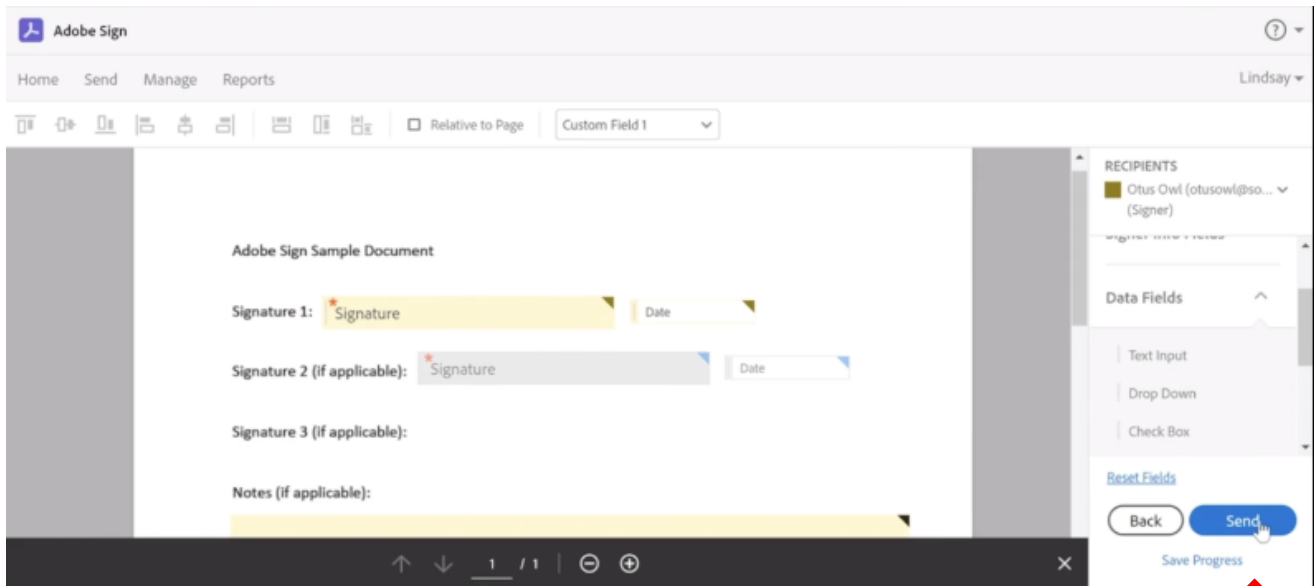
18. Once sent, Adobe Sign will provide you with a confirmation page showing details of this document.

Adobe Sign

Home   Send   Manage   Reports   Lindsay

"Adobe Sign Sample Document" has been successfully sent for signature

A copy has also been sent to you at wargol1@southernct.edu for your records.
"Adobe Sign Sample Document" was sent for signature to Otus Owl (otusowl@southernct.edu) and Lindsay Wargo (wargol1@southernct.edu). They will complete "Adobe Sign Sample Document" in order, one after the other.
As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders
There are no reminders set for this document.

You will be alerted if:
- The document you sent has **not been viewed by today at 7:22 PM.**
- The document you sent has **not been signed by Dec 19 at 11:22 AM.**
Change alert settings

What's next?
Send Another Document | Manage This Agreement

All agreements that are not completed within 365 days will be automatically expired.