## **Creating a Document in Adobe Acrobat Sign**

From the Adobe Acrobat Sign Home page (<u>https://www.adobe.com/sign.html</u>). Click **Sign In** at the top right and use your SWBNO email address.



Do not enter your password on this screen, it will prompt you to choose "Company or School Account".



## Step 1 Click "Request E-signatures" or "Send" in the top left.

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me Send Manage Reports	
Welcome,	0 IN PROGRESS 0 WAITING FOR YOU
Reque	d a document for signature st e-signatures on a new agreement, or start from your library of templates and workflows.
	uest e-signatures Start from library
	uest e-signatures Start from library

Step 2 Enter recipient email addresses (and cc, if needed), choose (1) order of signatures (if needed), (2) add a custom message, and (3) upload document to be signed. Click "Next" button.

Home Se	nd Manage Reports	
	Get documents signed         Send an agreement to others for e-signing, approval, or other processing.         Send from:       Default Group (Primary Group)	
6	Recipients* Complete in Order Complete in Any Order	Add Me   Add Recipient Group   🔞
•	1 & recipient1@swbno.org	🖂 🛩 Email 🛛 🕹
	2 & v recipient2@swbno.org	🖂 🕶 Email 🛛 🗡
	3 Ør → recipient3@swbno.org	🖂 🗸 Email 🛛 🗡
	4 Ø ✓ Enter recipient email	
	Show CC	
	Message*	
	Adobe Sign Doc 2	Options
	Please review and complete Adobe Sign Doc.	Password Protect
		Set Reminder
	Files* Add Files	Recipients' Language
	Adobe Sign Doc.docx ×	English: US 🗸
	Drag More Files Here	



Step 4 Choose "Signature" from Signature Fields, drag and place signatures for each recipient where needed. Repeat as needed for all recipients and click "Send".

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	More Fields ~		More Fields $\sim$
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	Reset Fields		Reset Fields
	Save as template		Save as template
	Back Send		Back Send
	× Save Progress	↑ ↓ 1/1   ⊖ ⊕	× Save Progress

Step 5 Click the "Manage" tab in the top left corner of the Home page to see all documents that have been sent for signature, the progress of all sent documents, and all completed documents.

Adobe Acrobat Sign	0.
Home Send Manage Reports	
Your agreements	Filters     Q. Search     (j)
STATUS CONTRACTOR STATUS	
Waiting for you (0)	
Completed	
Canceled	
Expired	
Draft	XIIX A S
Templates	
Web forms	
Bulk sends	·
	No agreements in progress
	After sending an agreement for signing, it'll appear here.
	Send an Agreement

3 Drop-down menu will show list of recipients.