

# Creating a Document in Adobe Acrobat Sign

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

Sign In To Your Account

Email:

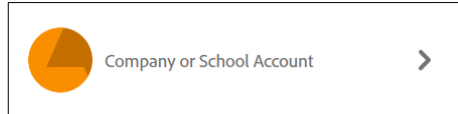
Password:

☐ Remember Me

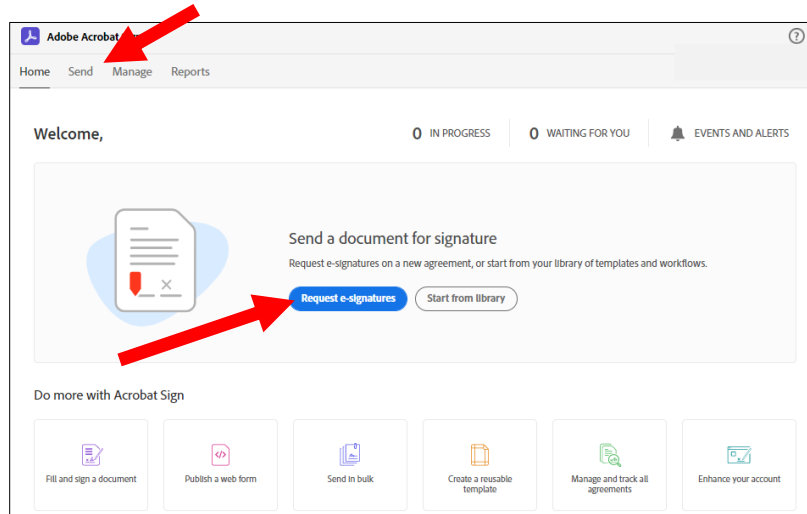
**Sign In**

[I forgot my password](#)

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.



**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.

Adobe Acrobat Sign

Home Send Manage Reports

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Send from: Default Group (Primary Group)

Recipients\*

1 Complete in Order ☐ Complete in Any Order ☐ Add Me Add Recipient Group

1	<input type="text" value="recipient1@swbno.org"/>	Email	X
2	<input type="text" value="recipient2@swbno.org"/>	Email	X
3	<input type="text" value="recipient3@swbno.org"/>	Email	X
4	<input type="text" value="Enter recipient email"/>		

Show CC

Message\*

Adobe Sign Doc

Please review and complete Adobe Sign Doc.

Files\*

Adobe Sign Doc.docx

Drag More Files Here

Options

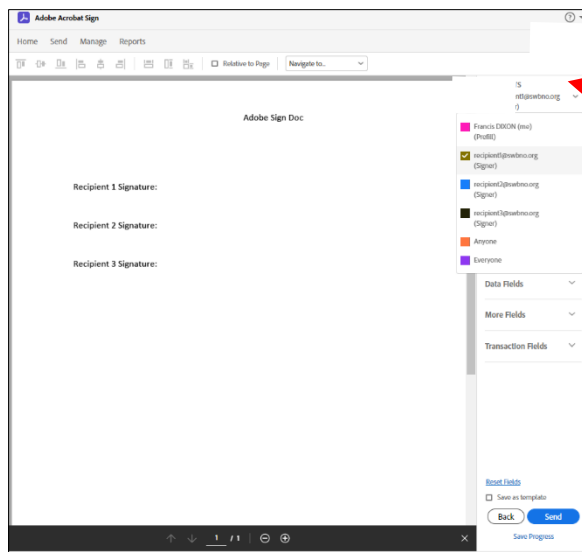
- ☐ Password Protect
- ☐ Set Reminder

Recipients' Language

English: US

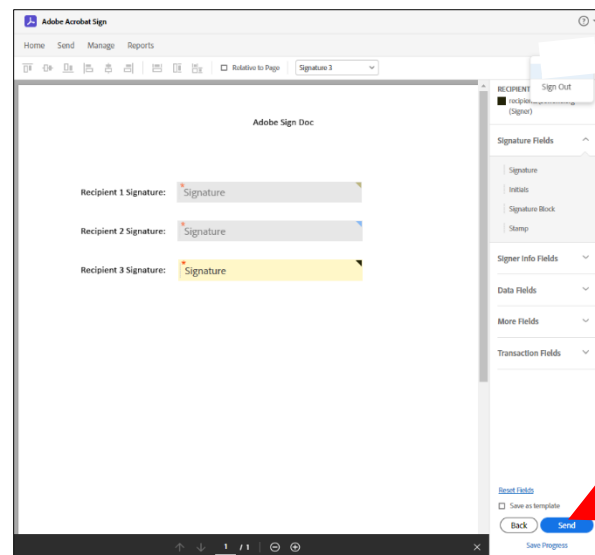
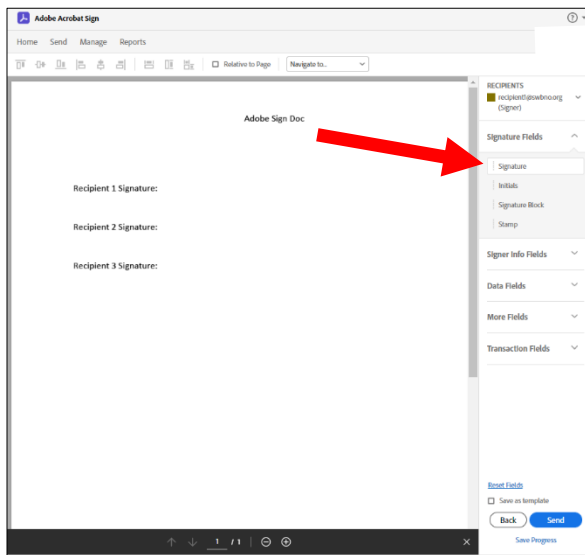
☒ Preview & Add Signature Fields

**Next**



**Step 3** Drop-down menu will show list of recipients.

**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”.



**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.

