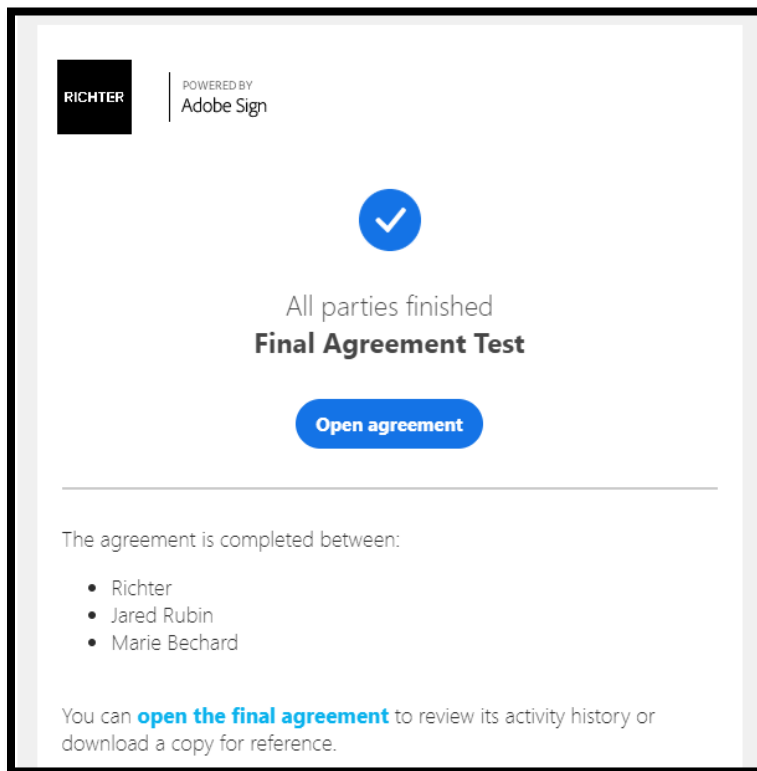


How to Download an Adobe Sign Document

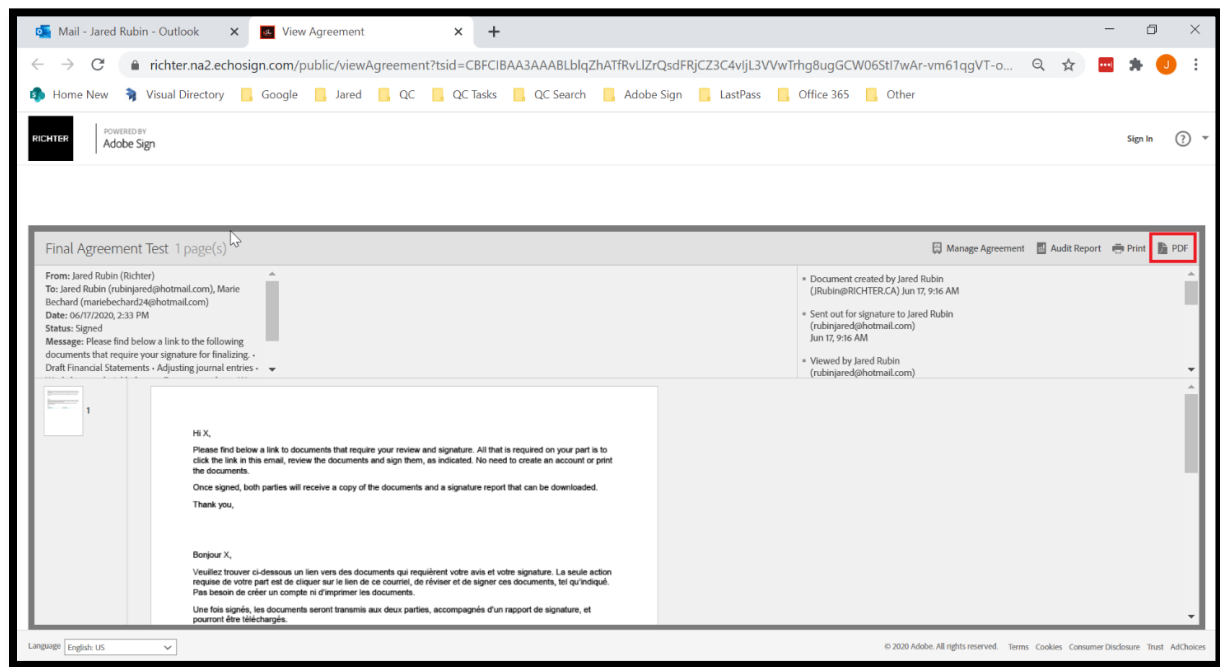
How to Download signed documents from Adobe sign in Chrome or Explorer.

STEPS:

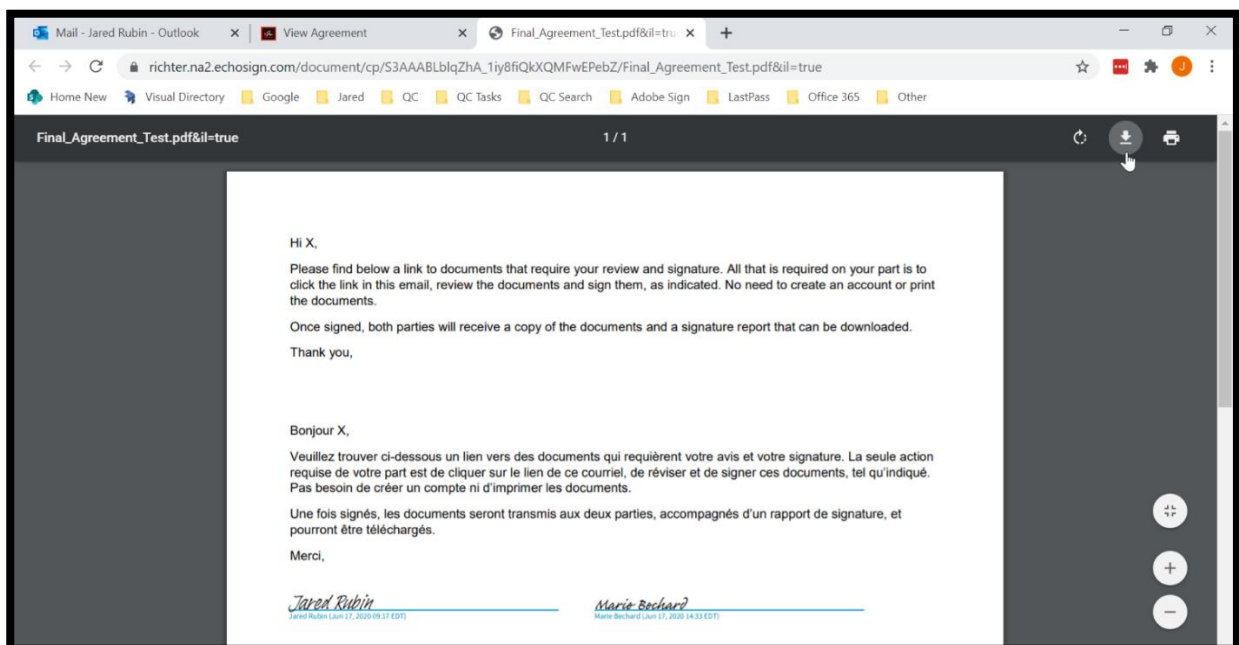
1. Open the link in the e-mail after envelope is completed.
 - a. Either click on “Open Agreement” or “open the final agreement”. Either link will work.



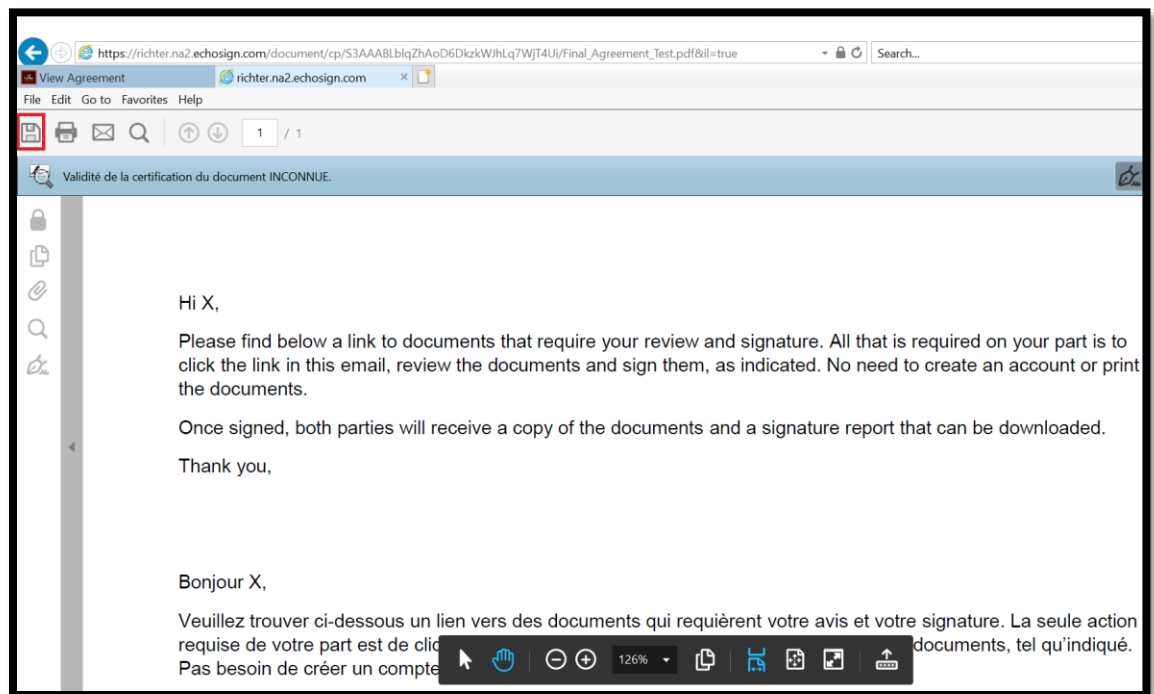
2. A new tab in your default browser will open with access directly to the signed document.
 - a. Same step will occur in either Chrome or Explorer.
3. To Download, click on PDF in the top right corner of the screen.



4. A new tab in the internet browser will open (for both Chrome or Explorer) where the signed document can be downloaded. Both tabs look slightly different (see below).
5. Download the document.
 - a. For chrome Click on Download on the top right corner of the screen.

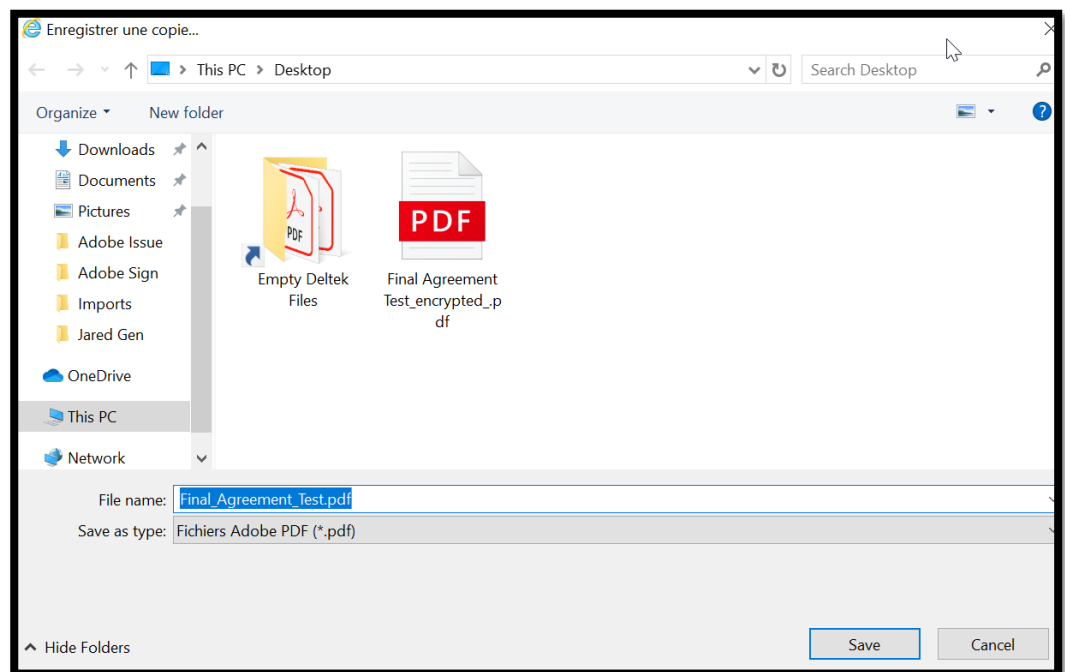


- b. For Explorer click on save on the top left corner of the screen.

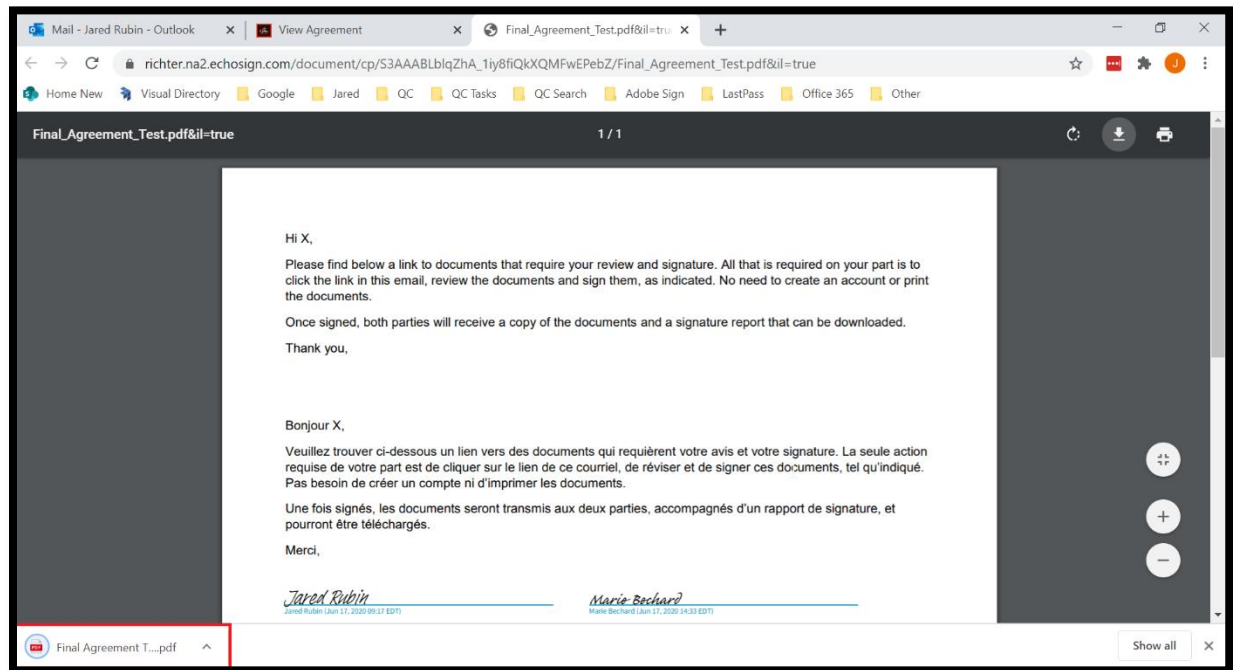


6. Save the document in the desired location.

- a. Same step for Chrome or Explorer.



7. For chrome a popup will appear in the bottom right corner. Can also click on this to access and save the document.



Tip: If you have difficulty in locating the downloaded file, check your computer Download folder as it could be defined as default location.