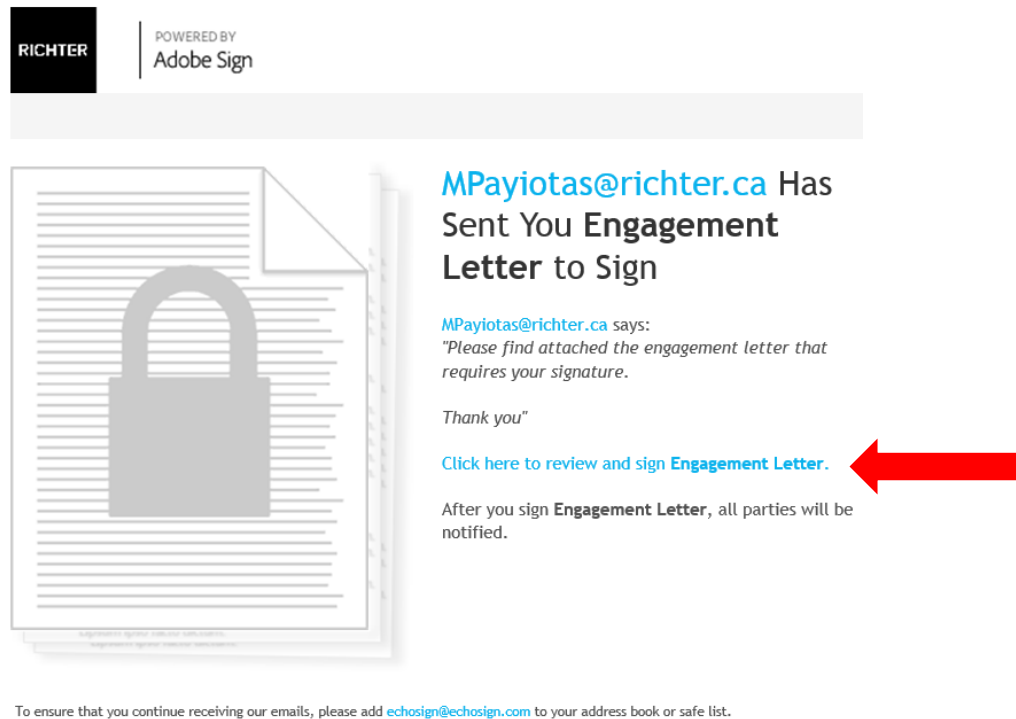


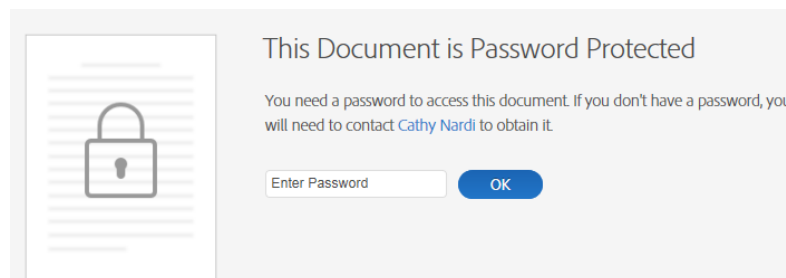
How to Sign an Adobe Sign Document

RECEIVING ENVELOPE FOR SIGNATURE

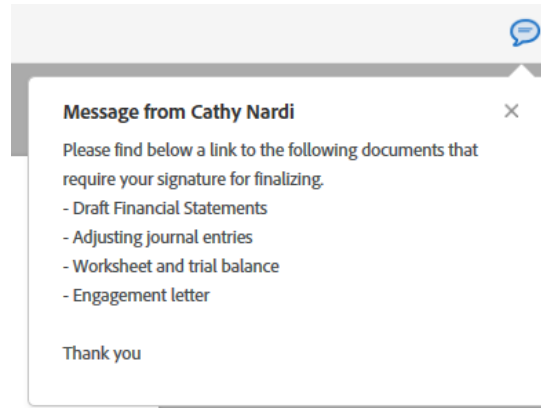
1. The signer will receive an email with a link to the documents that must be signed.



2. To launch the document, click on "Click here to review and sign (Document Name)."
3. The signer will have to enter the Password that was emailed to them.



- Once the password is entered, the document requiring signature will open and the message from the sender will appear as well.



- At the bottom of the page there will be a prompt to enable Cookies. Click on “Customize” then Click on “Don’t Enable”. This will allow you to finalize your signing once completed (see step 10 below).

Make It Your Own

Adobe and its vendors use cookies and similar technologies to improve your experience and measure your interactions with our websites, products, and services. We also use them to provide you more relevant information in searches, and in ads on this and other sites. If that's okay, click "Enable all." To limit sharing and view our vendors, click "Customize." You can change your options at any time.

[Customize](#)
[Enable all](#)

Cookie Settings

[Don't enable](#)
[Enable all](#)


General information

- > You are in control of your data.
- > What are cookies and why does Adobe use them?
- > How do I make choices?

If enabled:

- We can improve your experience by tailoring the site and the content to things we think might be of interest
- We can better keep track of your preferences — like what language you prefer to use
- We will better understand your likely interests so we can provide you more relevant Adobe ads and content on non-Adobe websites and in non-Adobe apps
- It will help us improve the performance of our website and those of our partners who use the Adobe

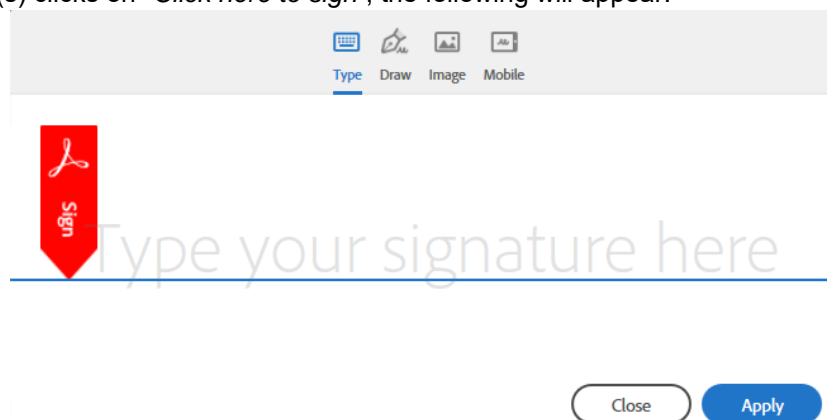
If disabled:

- We won't be able to remember you from session to session so the experience may not be tailored to your interests
- You'll still have access to the content of the site but certain features that depend on cookies may not function
- You'll still see ads, they just may not be as relevant to you

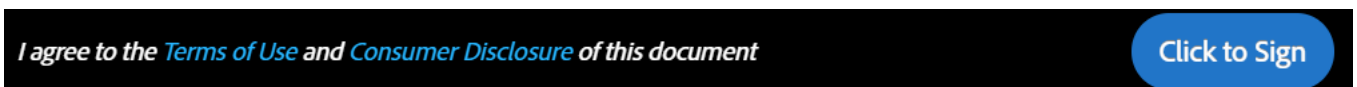
- While scrolling through the document(s), the signer(s) will see the “Click here to sign” box. There will also be a yellow “Next” sign which will appear on the left side of the signature box.



7. Once the signer(s) clicks on “Click here to sign”, the following will appear:



8. You have the following options to choose from for a signature:
- Type: Type your name
 - Draw: Draw your signature from a touchpad or from computer mouse
 - Image: Select an image as your signature
 - Mobile: Create your signature on a mobile device
9. Once you choose your signature, click on the *Apply* button.
10. At the **bottom of the envelope** a **blue button** will appear titled “Click to Sign”. Click on that button to **finalize signing the document**.



11. The following message will appear:

