Quick Start Guide: Adobe Sign

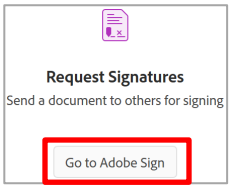
POWERED BY KU IT

Log in:

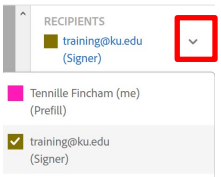
1. Browse to kansas.na2.documents.adobe.com.
2. Select **Sign in**.
3. Enter your **KU email address**.
4. Select **Continue**.
5. Select **Company or School Account** if prompted.
6. Enter your **KU credentials** at the KU log in screen.

Add signature fields & send:

1. Log in.
2. Select **Go to Adobe Sign** under **Request Signatures**.



3. Drag and drop a file(s) or choose **Add Files**.
4. Change the message **title** and **description** as needed.
5. Enter **email recipients**.
6. Optionally choose **Complete in any order**. *Note: If left off, recipients must sign in the order in which they are added to the email recipients section.*
7. Optionally set a password, reminders, or reminder intervals.
8. Select **Preview & add signature fields**.
9. Select **Next**.
10. Select **Recipients** to choose the signer.



11. Drag and drop signature, date, etc. fields for each recipient onto the document. *Notes: Some documents and fields may be automatically detected. Click the button next to the message to add the fields. Signature fields are required fields for all recipients.*

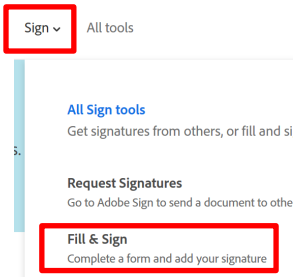
12. Select **Send**.

Note: Documents or business processes that require more than basic signature needs must be reviewed by General Council before creating a workflow.

Sign a document, contract, etc.:

You may receive files from vendors outside of KU that require your signature. Types of files may include documents, agreements, contracts and more.

1. Log in.
2. Select **Sign** from the top menu.
3. Choose **Fill & Sign**.



4. Drag and drop in the file or choose **add files from my computer**.
5. Select **Sign**.
6. Choose to add your signature or initials.
7. Draw or type your name/initials if prompted.
8. Select **Next**.
9. Optionally send an email or generate a link to the file.

Create a signature from a mobile device:

1. From the generated email choose **Review and Sign**.
2. Select the **Click here to sign** box.
3. Choose **Mobile** from the top menu.
4. Enter your **mobile number**.
5. Tap the link sent via text.
6. Write your signature using a stylus or hand.
7. Choose **Done** then select **Apply**.

Tips & Best Practices:

- Keep an original unsigned copy of the file.
- Once a document is signed, it becomes a sealed PDF.
- Choose **Go to Adobe Sign** and select **Manage** to track progress.