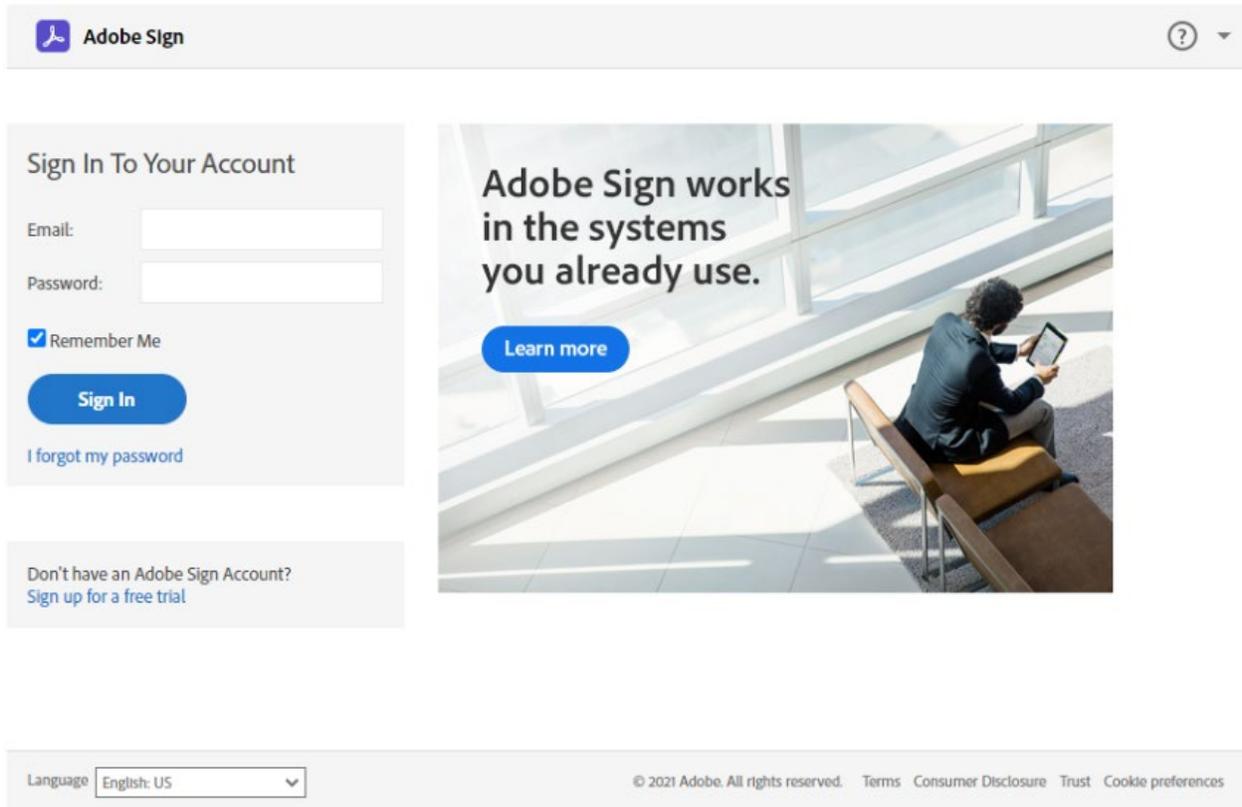


Adobe Sign Documentation

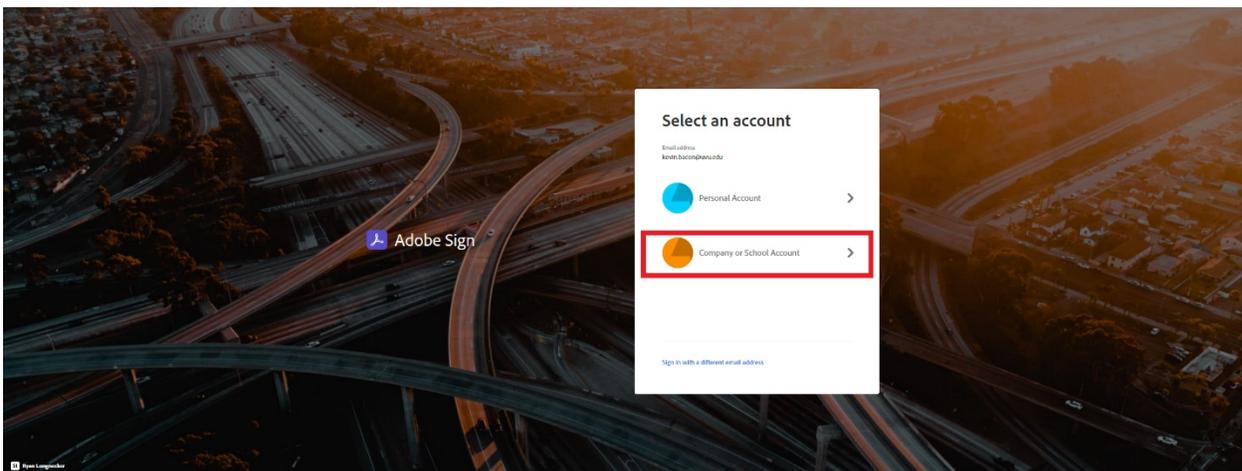
Signing In

Visit the Adobe Sign login page. Be sure to use your UVU email. It will then redirect you to another page. Click company login and sign in through the myUVU login page.

<https://secure.na3.echosign.com/public/login>



The screenshot shows the Adobe Sign login interface. At the top left is the Adobe Sign logo, and at the top right is a help icon. The main content area is split into two sections. On the left is a 'Sign In To Your Account' form with fields for 'Email:' and 'Password:', a 'Remember Me' checkbox, a blue 'Sign In' button, and a link for 'I forgot my password'. Below this is a link for 'Don't have an Adobe Sign Account? Sign up for a free trial'. On the right is a promotional banner with the text 'Adobe Sign works in the systems you already use.' and a blue 'Learn more' button. The banner features a photograph of a person sitting on a bench by a large window, looking at a tablet. At the bottom of the page, there is a language dropdown menu set to 'English: US' and a footer with copyright information and links for 'Terms', 'Consumer Disclosure', 'Trust', and 'Cookie preferences'.



This screenshot shows the 'Select an account' dialog box overlaid on a background image of a highway interchange. The dialog box contains the following elements: the title 'Select an account', the email address 'kevin.bocimphaw@uvu.edu', and two account options: 'Personal Account' with a blue circle icon and 'Company or School Account' with a yellow circle icon. The 'Company or School Account' option is highlighted with a red rectangular border. At the bottom of the dialog, there is a link that says 'Sign in with a different email address'.

Creating a Template

Select “Create a reusable template” to create a template. Then fill in the required information.

You must use proper naming conventions – Department Name | Public | Name of Form.

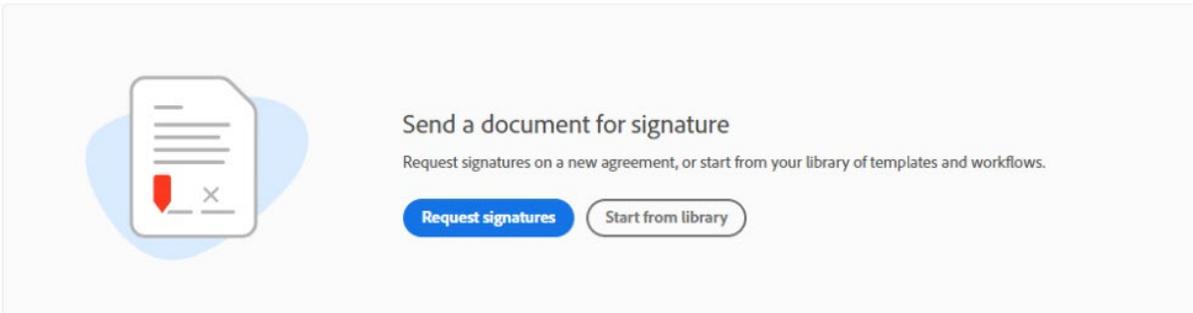
You must select “Any user in my organization”.

Welcome, Kevin

0 IN PROGRESS

0 WAITING FOR YOU

EVENTS AND ALERTS

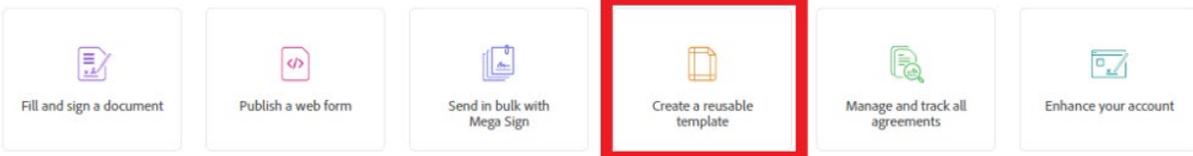


Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)

Do more with Adobe Sign



Fill and sign a document

Publish a web form

Send in bulk with Mega Sign

Create a reusable template

Manage and track all agreements

Enhance your account

Create a Library Template

Upload any document you send often, add form fields and create your template. It will be saved to your document library. [Learn more](#) about creating library templates.

Template Name

Web Development | Public | Test Form

Files

[Add Files](#)

test_agreement.docx

Drag More Files Here

Template Type

- Reusable document
- Reusable form field layer
- Both

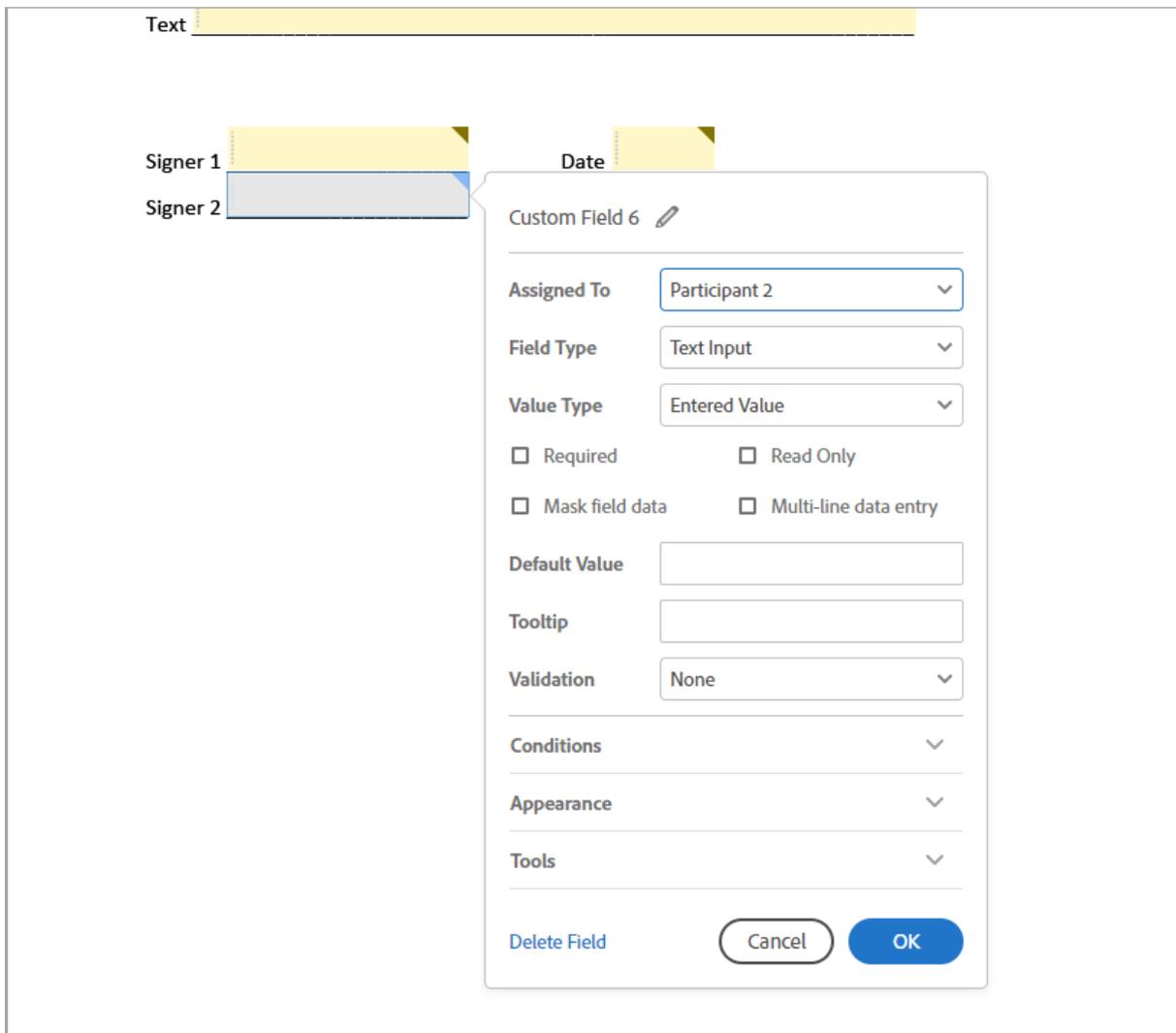
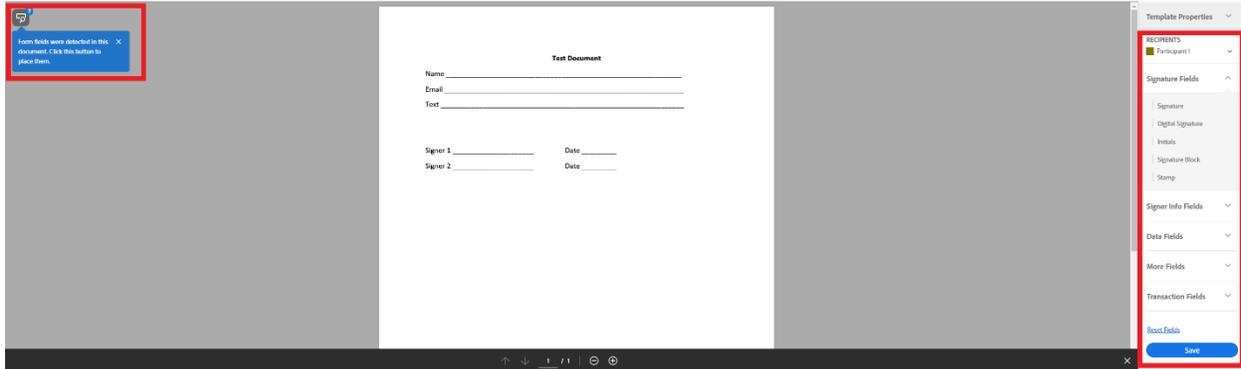
Who can use this template

- Only me
- Any user in my group
- Any user in my organization

[Preview & Add Fields](#)

Adding Data Fields

Adobe sign can autofill you the fields you need by clicking the button in the top left side of the screen. If you need to add or change fields. You can click and drag field options from the sidebar on the right-hand side of the screen. You can also customize each individual field by double clicking the field you want to change.



Sending Form

You can send a template form by clicking the manage button in the top left-hand side of the page. Then select templates and find your form. You may need to use the filter and search bar shown in the top right-hand side of the page.

Once you have found your form click on it. A side bar will appear with several options. Select the “Use Template” option and you will be forwarded to a page where you are required to add the information of everyone who will be signing or receiving a copy of the form.

Create a Library Template

Upload any document you send often, add form fields and create your template. It will be saved to your document library. [Learn more](#) about creating library templates.

Template Name

Web Development | Public | Test Form

Files

[Add Files](#)

test_agreement.docx

Drag More Files Here

Template Type

- Reusable document
- Reusable form field layer
- Both

Who can use this template

- Only me
- Any user in my group
- Any user in my organization

Preview & Add Fields

Recipients

Complete in Order Complete in Any Order

[Add Me](#) [Add Recipient Group](#)

1	test@uvu.edu	Email	
2	test2@uvu.edu	Email	
3	Enter recipient email		

[Show CC](#)

Message

Web Development | Public | Test Form

Please review and complete Web Development | Public | Test Form.

Options

- Password Protect
- Set Reminder

Recipients' Language

English: US

Files

[Add Files](#)

Web Development | Public | Test Form

Drag More Files Here

Preview & Add Signature Fields

Send

Creating a Web Form

Creating a web form is the exact same as creating a template. The only difference is that you are required to specify how many participants there will be. You **will not** be able to change this. Make sure the number of signers needed is solid before creating a web form.

Welcome, Kevin 0 IN PROGRESS 0 WAITING FOR YOU 🔔 EVENTS AND ALERTS

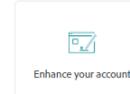
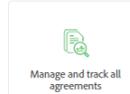
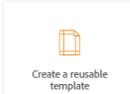
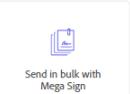
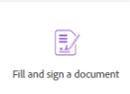


Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#) [Start from library](#)

Do more with Adobe Sign



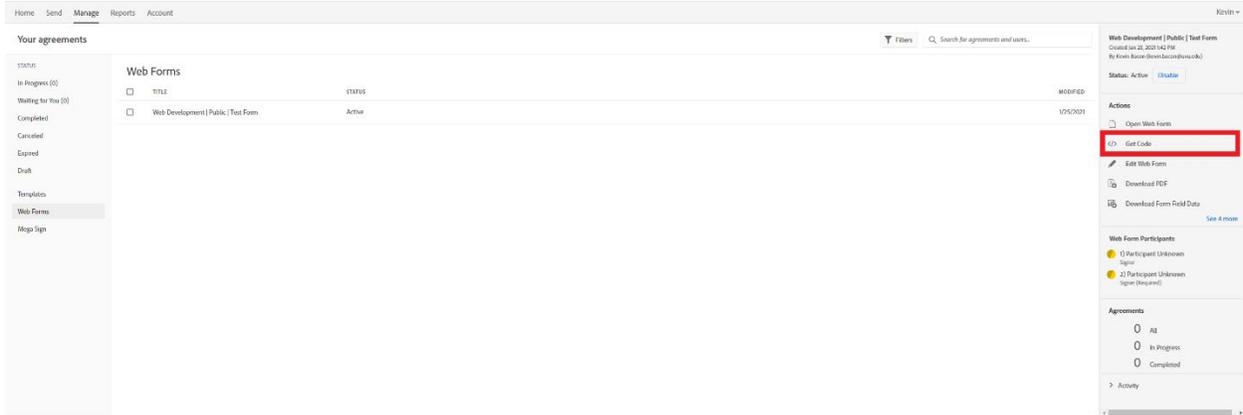
Create a web form ?

You can create reusable web forms that you share or embed on your website for visitors to easily fill and sign.

Web Form Name	Participant Role	Authentication	
<input type="text" value="Web Development Public Test Form"/>	<input type="text" value="Signer"/>	<input type="text" value="None"/>	
Participant Role	Authentication Method	Required	Instructions
<input type="text" value="Signer"/>	<input type="text" value="Email"/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>
Add Participant ?			
Counter-Signers (optional) Add Me			
<input type="text" value="1"/>	<input type="text" value="Enter recipient email"/>		
Show CC			
Files Add Files		Options ?	
<input type="text" value="test_agreement.docx"/>		<input type="checkbox"/> Password Protect	
<p>Drag More Files Here</p>		Recipients' Language	
		<input type="text" value="English: US"/>	
<input type="checkbox"/> Preview & Add Signature Fields			
Create			

Using Web Form

You can find your web form the same way you found the template. After clicking on your form, select “Get Code”. You will then be redirected to a page where you can either copy a link to the web form or embedded code.



And below is what it will look like.

