

# 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>

Adobe Sign

Sign In To Your Account

Email:

Password:

Remember Me

**Sign In**

[I forgot my password](#)

Don't have an Adobe Sign Account?  
[Sign up for a free trial](#)

Adobe Sign works in the systems you already use.

[Learn more](#)

Language: English: US

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Adobe Sign

Select an account

Email address  
kevin.bocimphaw@uvu.edu

- Personal Account
- Company or School Account**

[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.

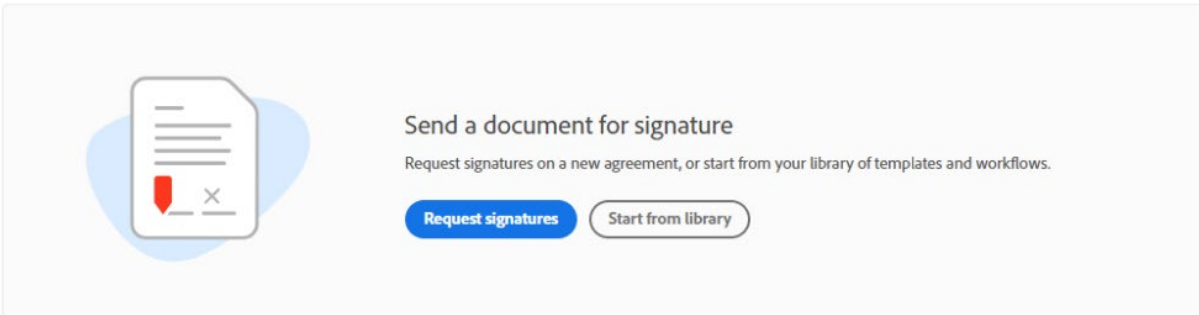
You must select “Any user in my organization”.

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

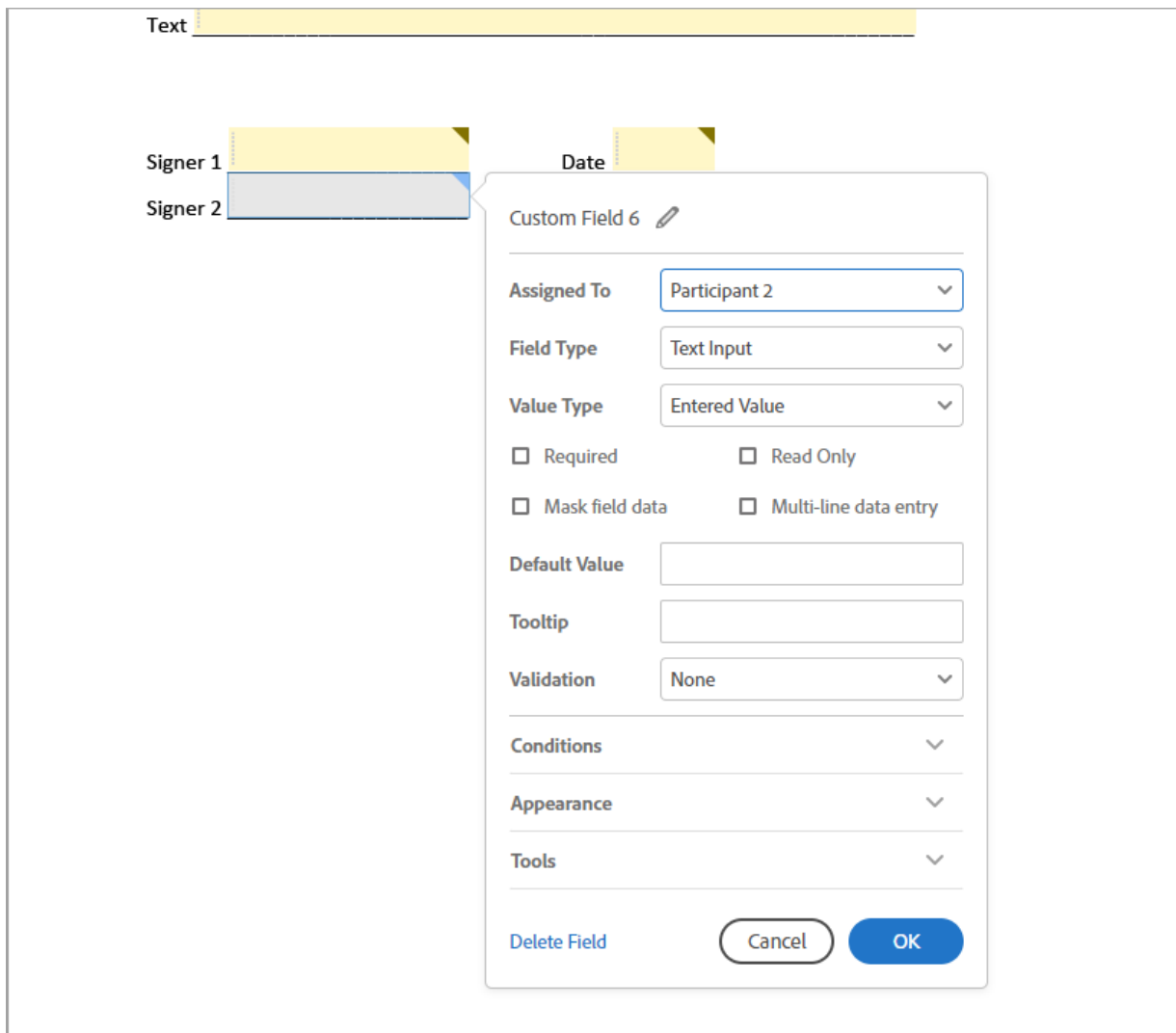
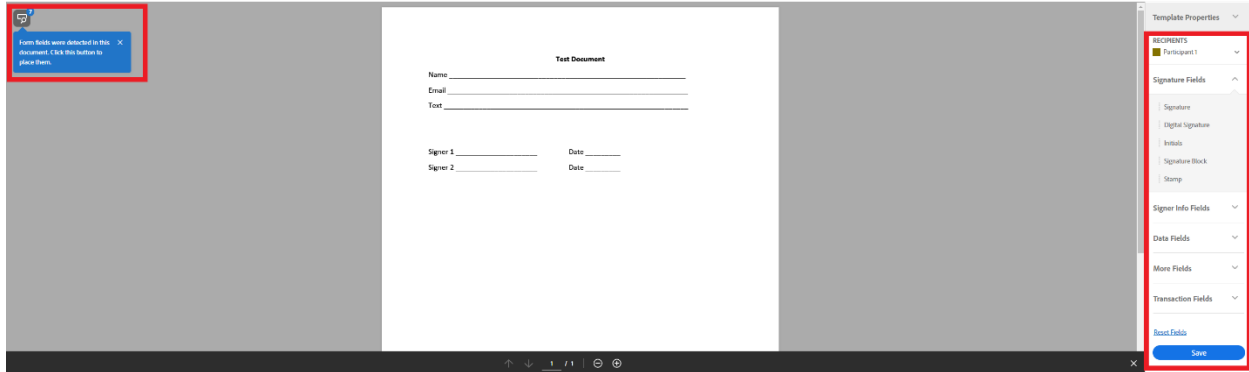
Who can use this template

- 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

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#### Who can use this template

- Only me
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#### 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

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### 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.

<b>Web Form Name</b>	<b>Participant Role</b>	<b>Authentication</b>
<input type="text" value="Web Development   Public   Test Form"/>	<input type="text" value="Signer"/>	<input type="text" value="None"/>

<b>Participant Role</b>	<b>Authentication Method</b>	<b>Required</b>	<b>Instructions</b>
<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"/>
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[Show CC](#)

**Files**

[Add Files](#)

test\_agreement.docx

Drag More Files Here

**Options** ?

Password Protect

Recipients' Language

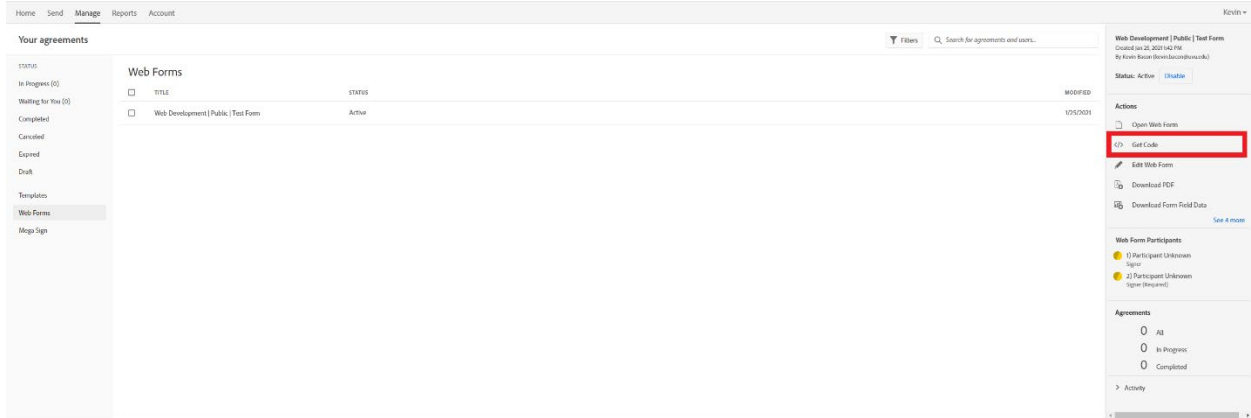
English: US

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.

