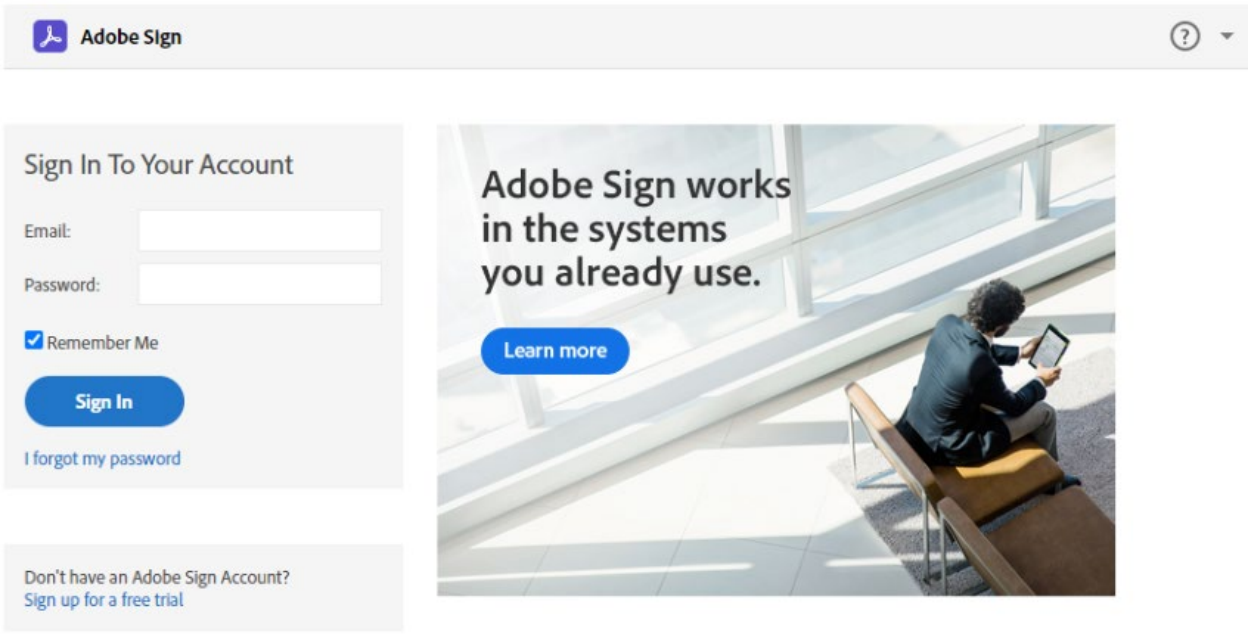
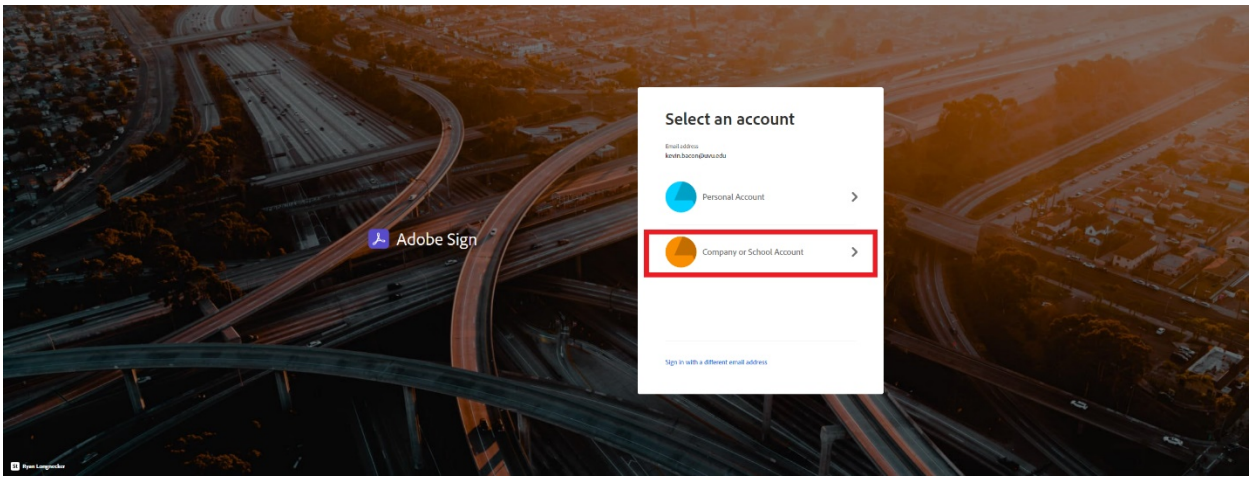
Adobe Sign Documentation

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



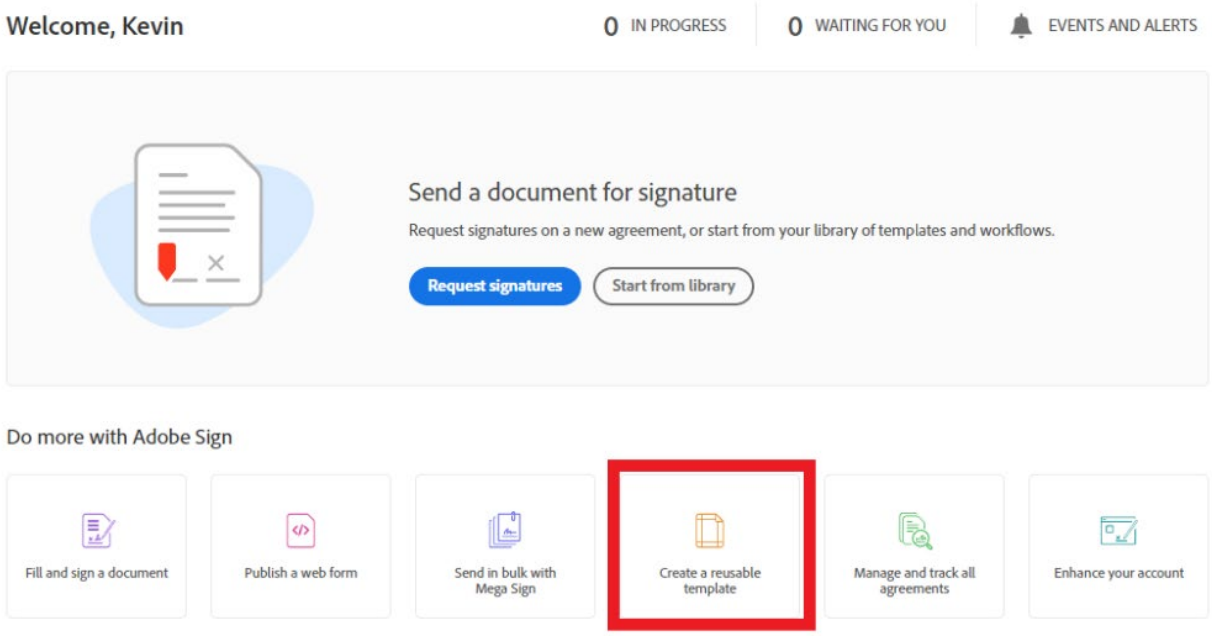


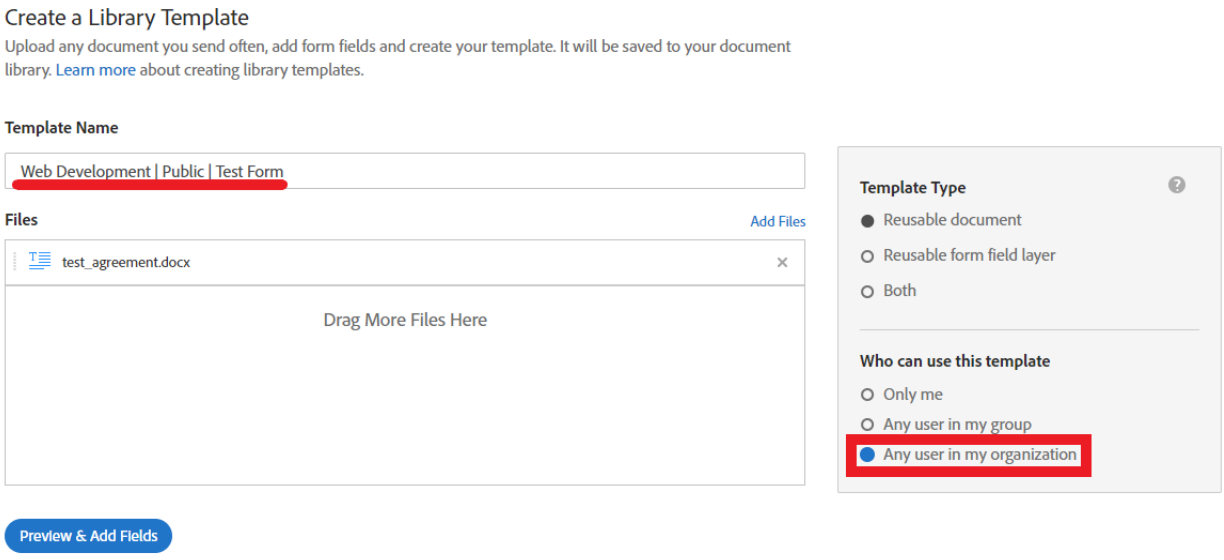
Creating a Template

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.

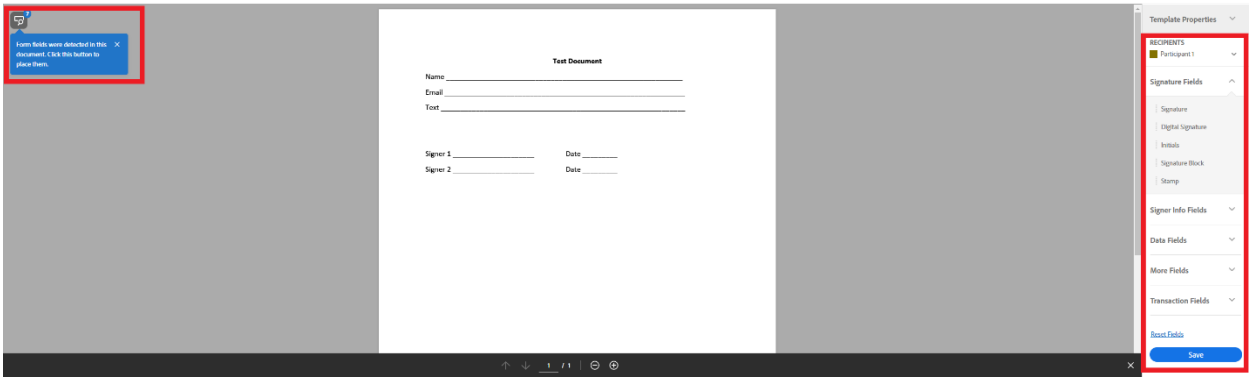
You must select “Any user in my organization”.

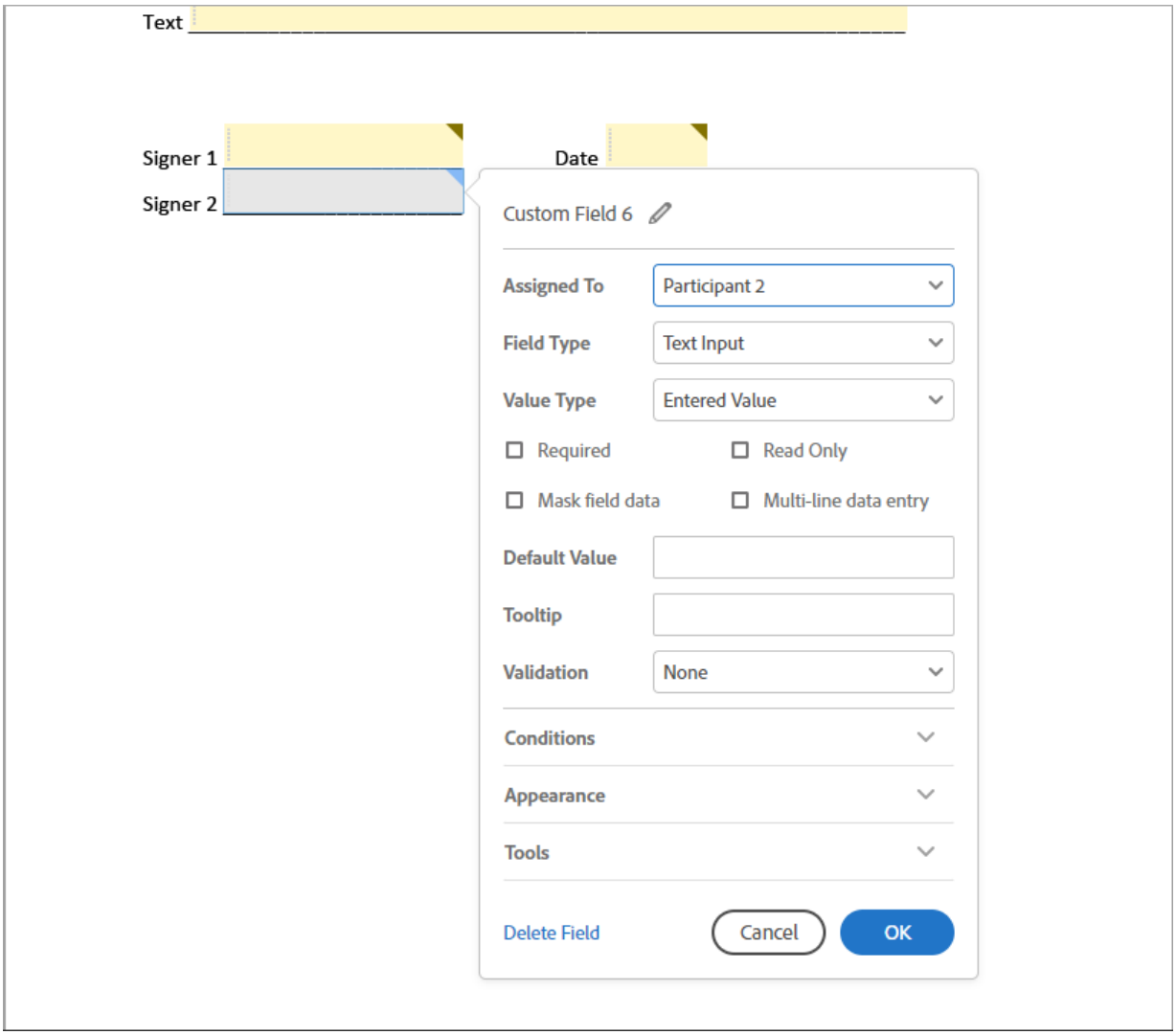




Adding Data Fields

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.

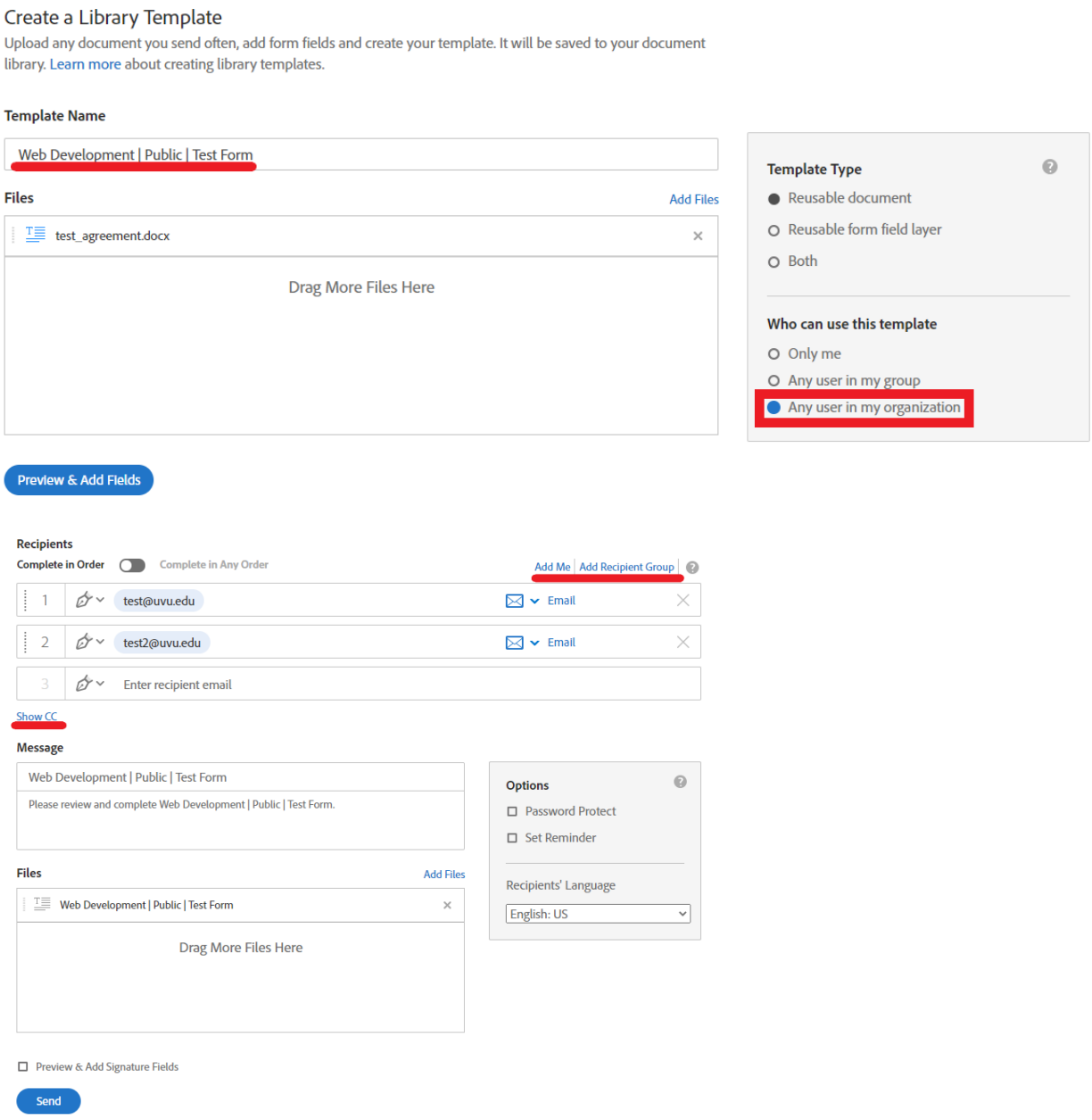




Sending Form

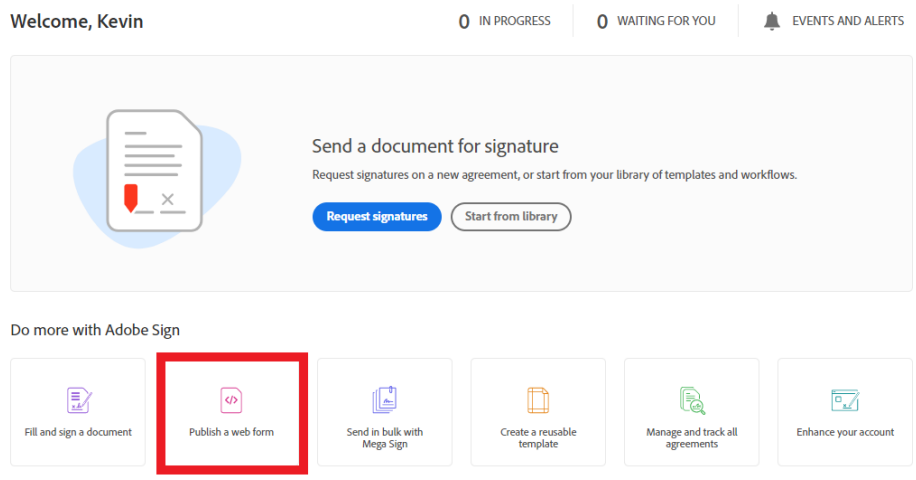
You can send a template form by clicking the manage button in the top left-hand side of the page. Then select templates and find your form. You may need to use the filter and search bar shown in the top right-hand side of the page.

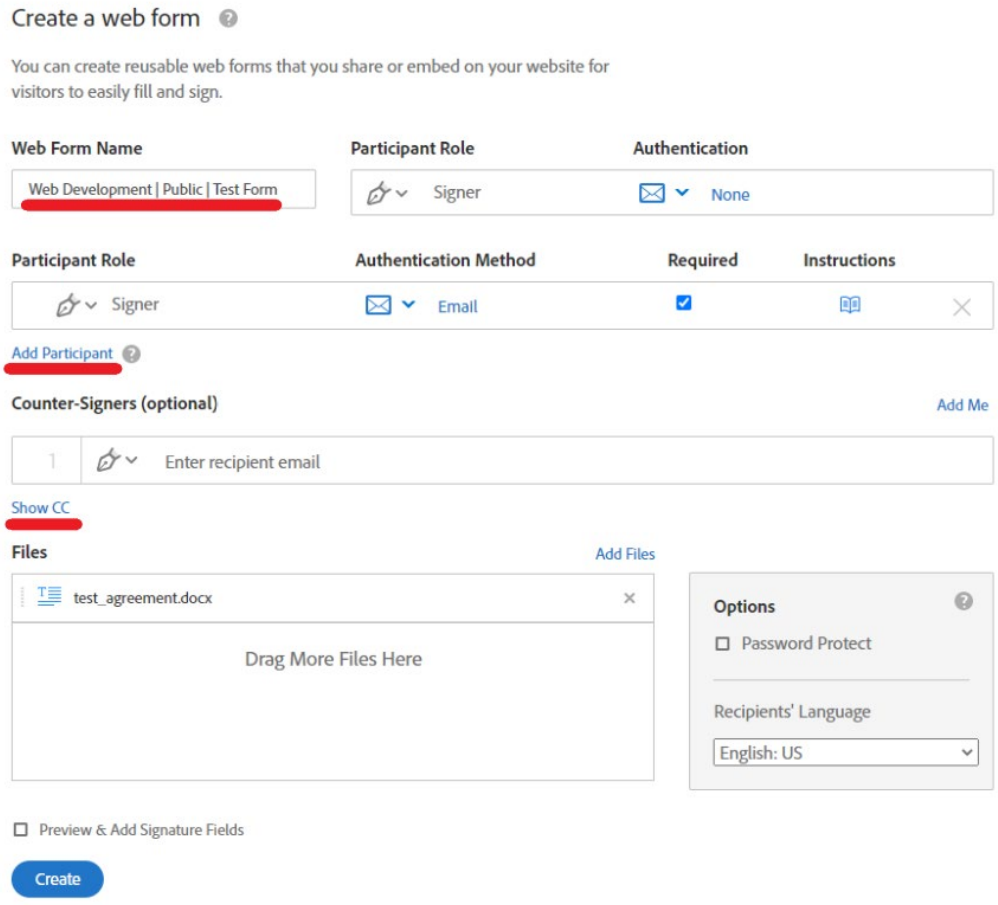
Once you have found your form click on it. A side bar will appear with several options. Select the “Use Template” option and you will be forwarded to a page where you are required to add the information of everyone who will be signing or receiving a copy of the form.



Creating a Web Form

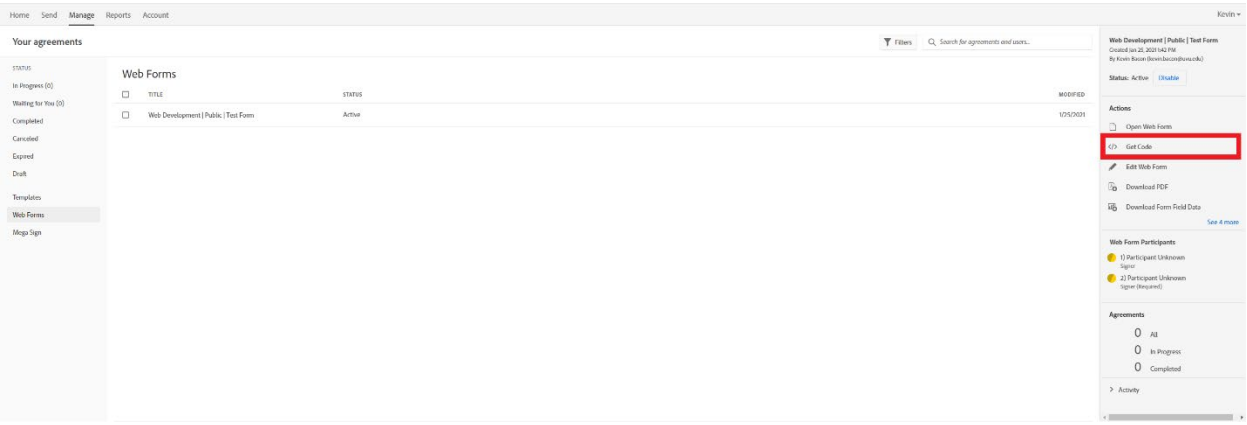
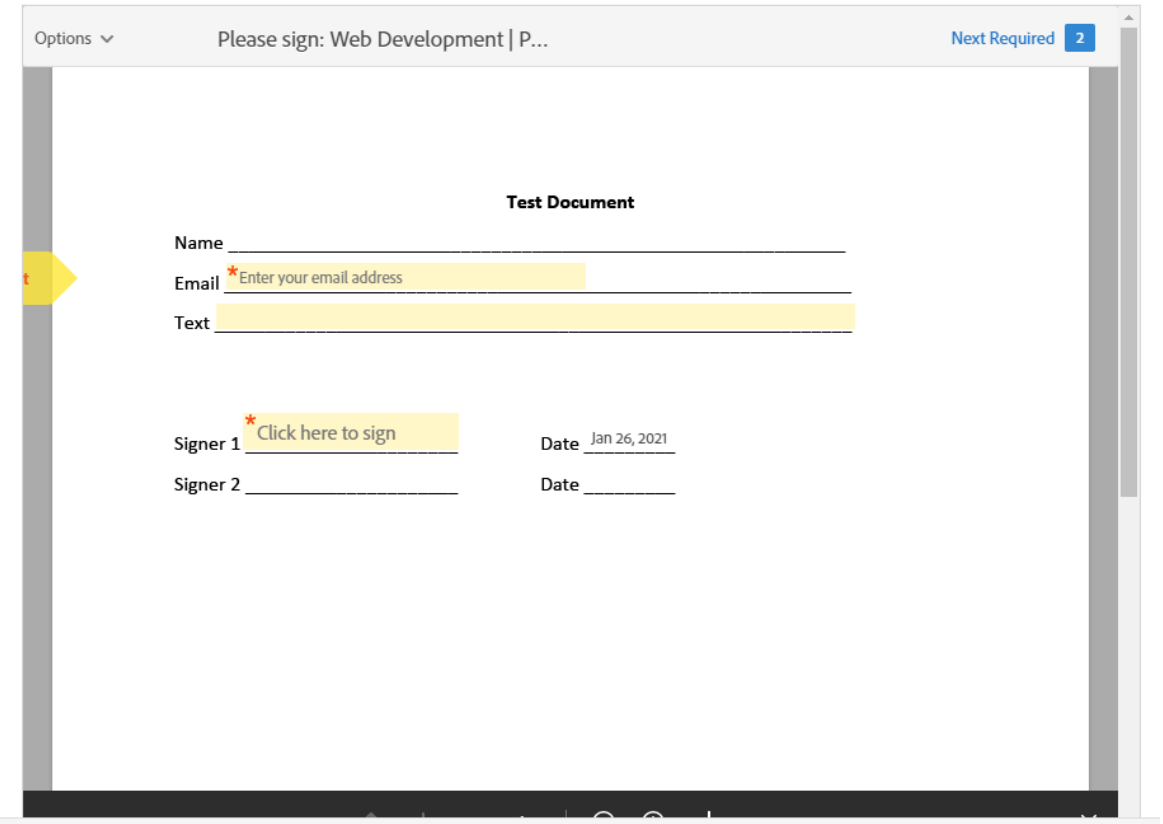
Creating a web form is the exact same as creating a template. The only difference is that you are required to specify how many participants there will be. You **will not** be able to change this. Make sure the number of signers needed is solid before creating a web form.





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.