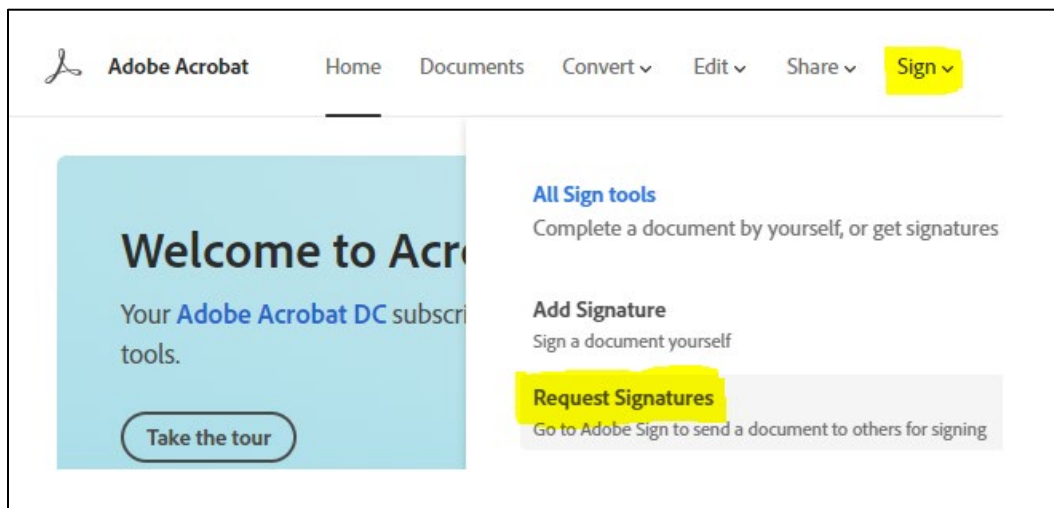


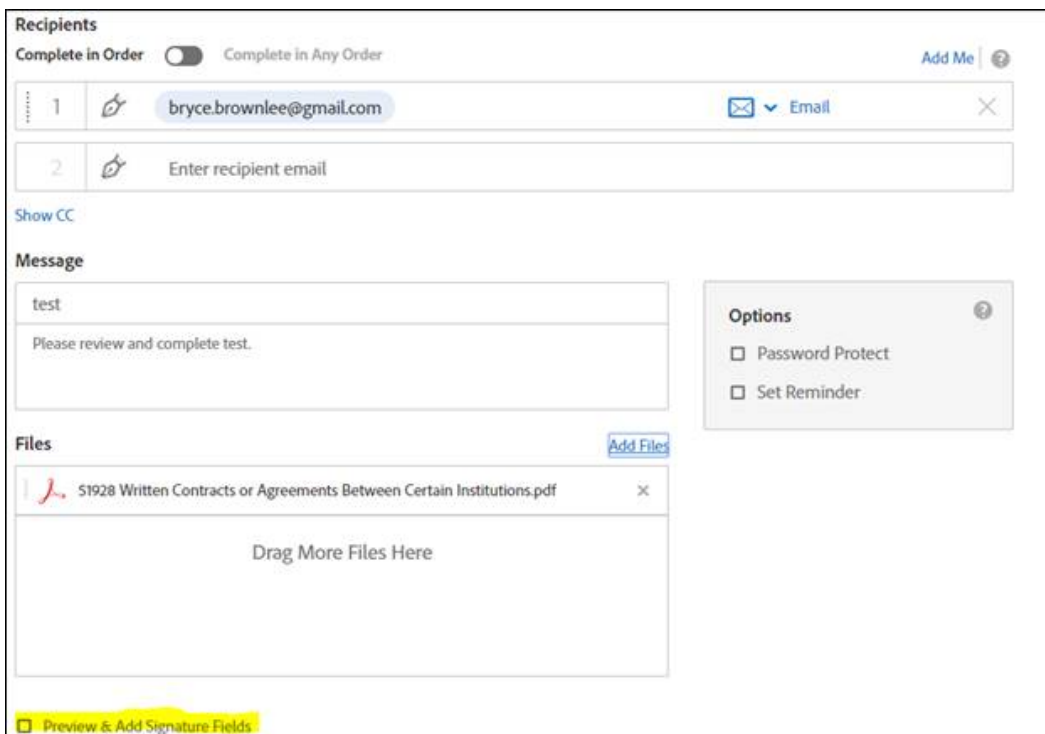
e-Signature Routing via AdobeSign

UTD has access to a limited version of AdobeSign: <https://documentcloud.adobe.com>

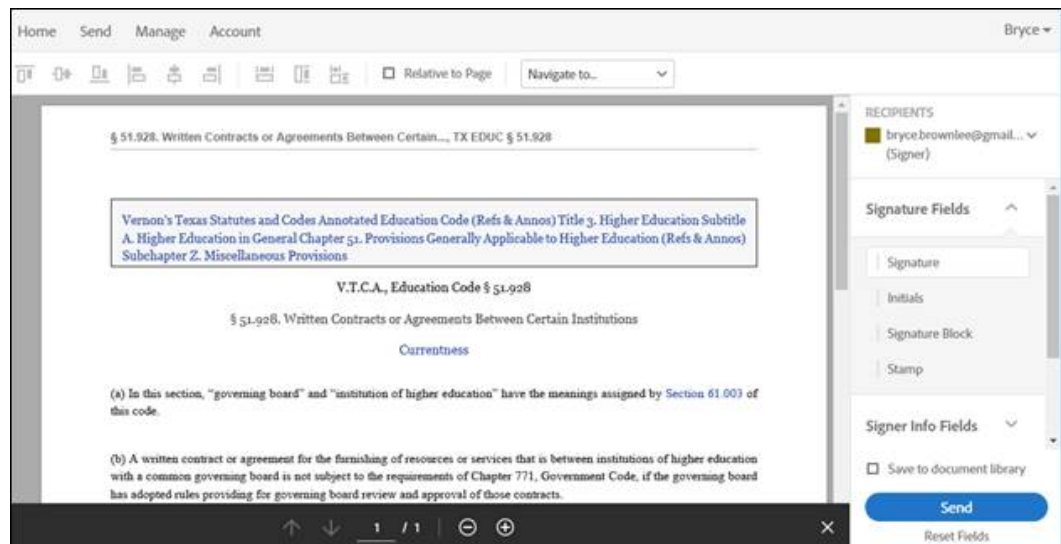
1. Sign in with your “unfriendly” UTD email, i.e., [UTDnetID]@utdallas.edu.
2. It will prompt you asking if this is a personal or company account: pick company account.
3. The UTD SSO screen should appear next: login with UTDnetID and UTD password.
4. This takes you to the screen below. Click **Sign»Request** Signatures:



5. AdobeSign opens to the **Send** tab (below):



6. As shown above, specify the following fields on the Send tab:
 - a. Email address(es) (**Note: send to “friendly” @UTD.edu email addresses for UTD recipients, not NetID@ addresses**),
 - b. The signing request email if desired,
 - c. A PDF or Word file for signature,
 - d. Click the **Preview & Add Signature Fields** checkbox at the bottom of the page.
7. Click **Next**. A progress bar appears, then the PDF shows up on-screen.
 - a. Drag and drop the field(s) desired from the **Signature Fields** menu at right into the PDF preview.
 - b. Click **Send** at bottom right:



8. You (the sender) will receive email alerts when signer(s) sign – they don't need an AdobeSign account; the link in the email takes them directly to a secure signature screen usable on phone or computer.

You can view the status of agreements you've sent in the **Manage** tab.

These features are also available by logging into the desktop AdobeDC app, but I recommend the Web version above – it seems to behave more consistently and does not require any software installed on the sender's machine, making it easy to use remotely.