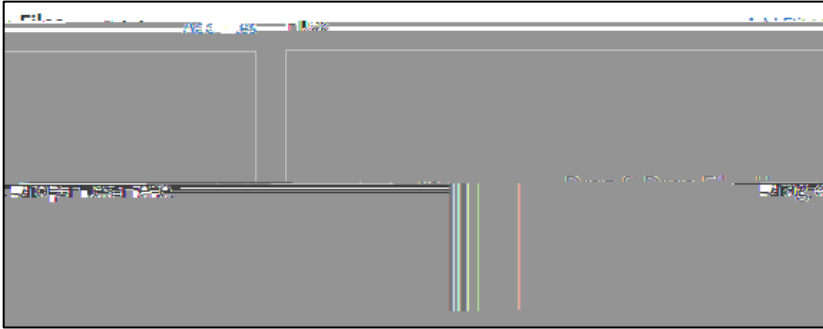


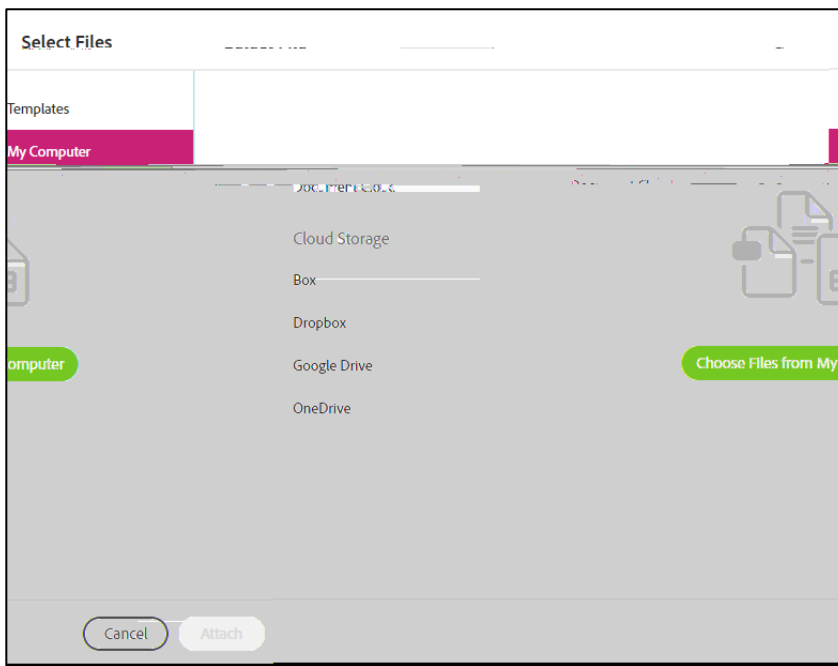
Create a Document for Signature

1. Click "Get a Document Signed" or the "Send" tab on the menu.
2. Enter all recipient(s) email address(es) who will need to sign the document.
 - a.

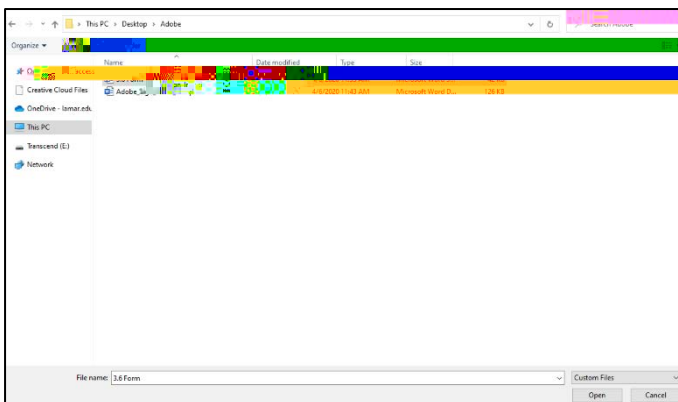
4. Click "Add Files" to select the file(s) you want signed.



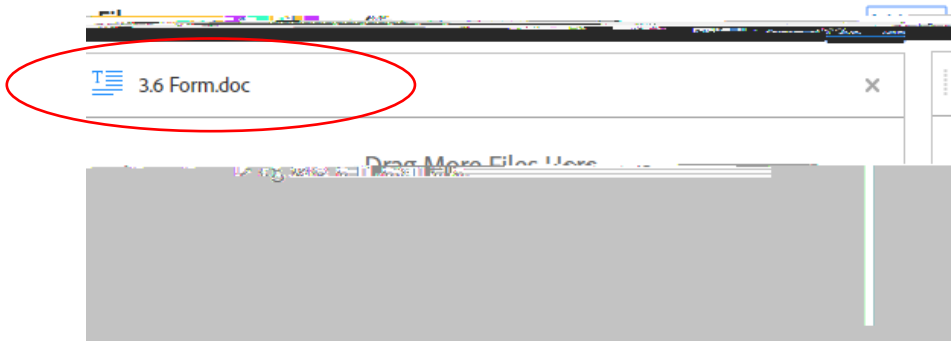
5. Click "Choose Files from My Computer".



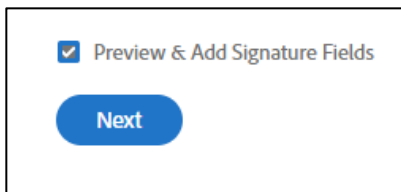
6. Select the document(s) you want signed.
 - a. Click "Open"



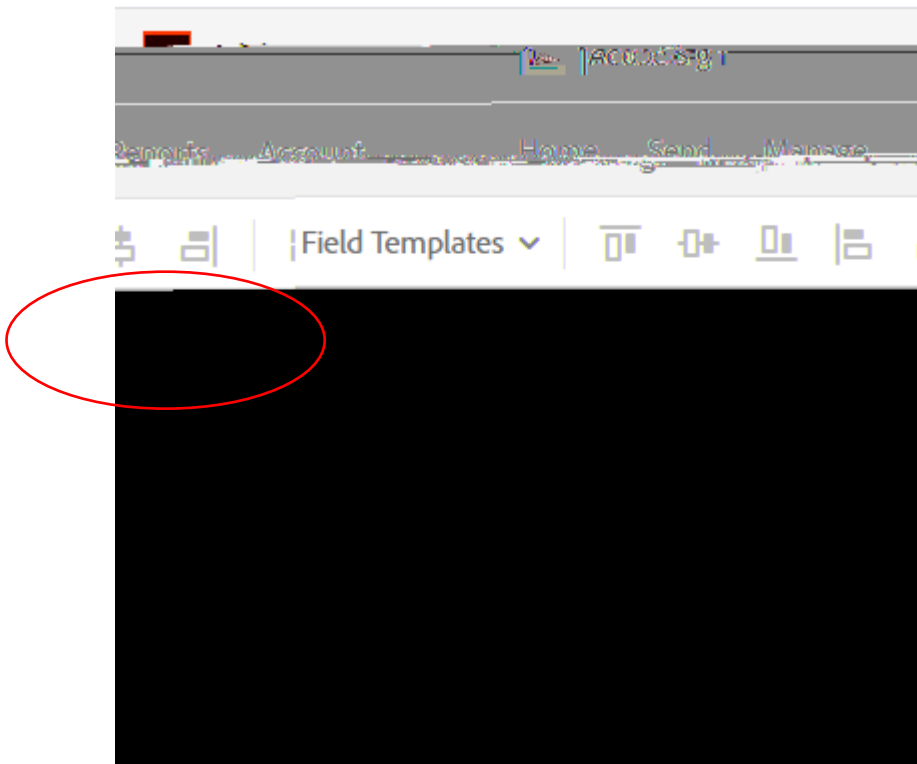
7. The file has now been attached for signing.



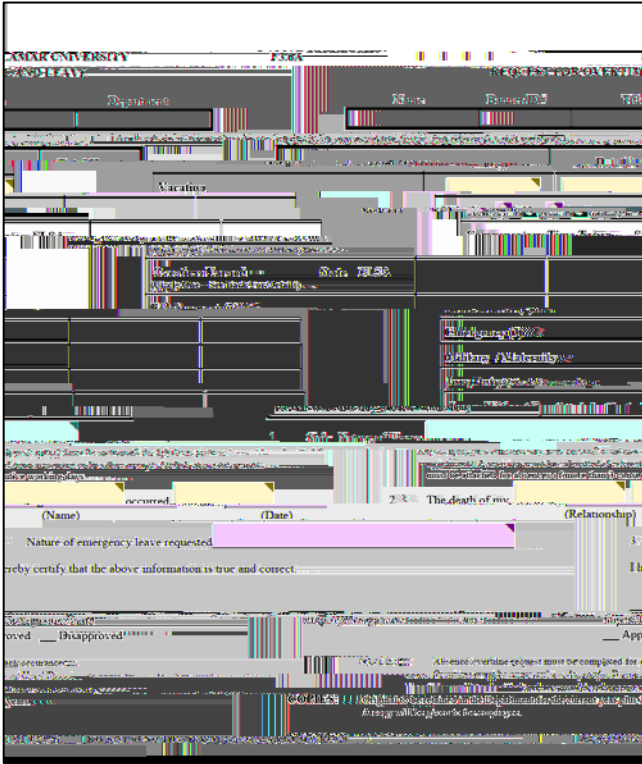
8. Select the checkbox "Preview & Add Signature Fields".
a. Click Next



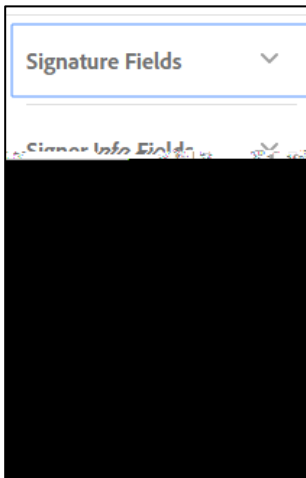
9. The document is processed and Adobe Sign will detect "fillable" form fields. You can have Adobe Sign automatically place the fields for you on the document(s) by clicking this button.



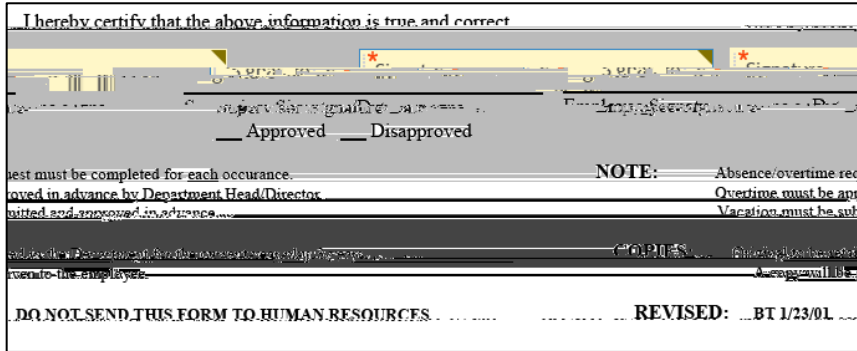
10. Fields will be placed on the form and are highlighted in yellow.
 - a. You can remove field(s) by selecting them and pressing Delete on your keyboard



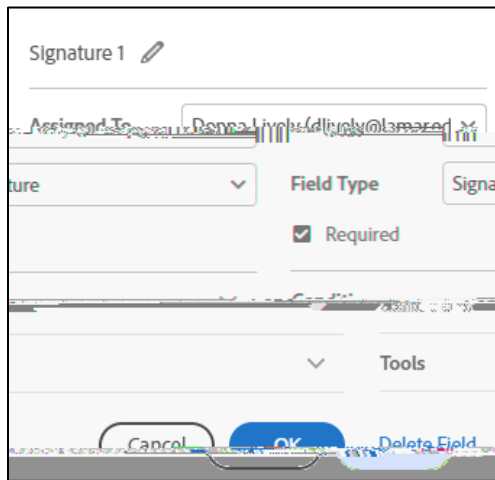
11. You can also use the Fields pane to the right to manually place fields on the document that you want your recipients to fill out.
 - a. There are five categories of fields available as below



12. Add a Signature field by using the Signature Fields section. Click "Signature" then drag and drop it on the document where you want the signature to be placed.



13. Double-Click the Signature field to open the field's properties.
a. Select the recipient who will sign from the "Assigned to" drop-down list
b. Click "OK"



14. Click the "Send" button to send the document(s) for signature. Each recipient will receive an email and instructions to sign the document(s). Once all recipients have signed you will receive an email with the completed document.

