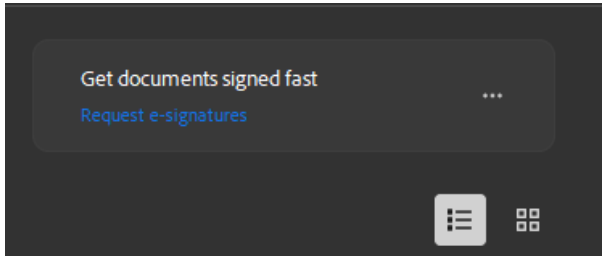
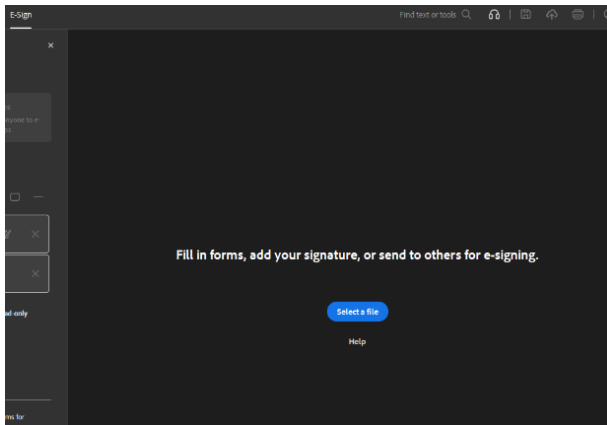


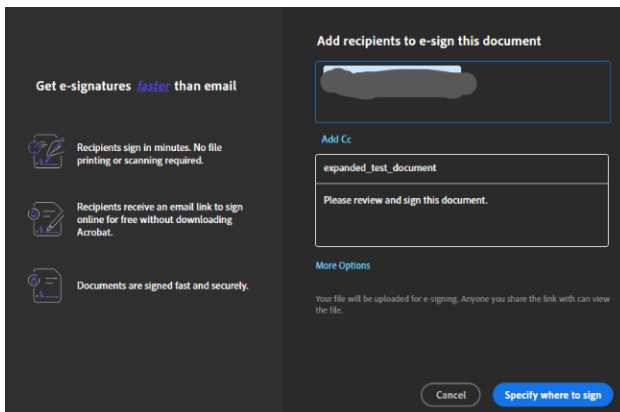
- Once Adobe Acrobat is installed, look for the tile labeled “Get documents signed fast.”



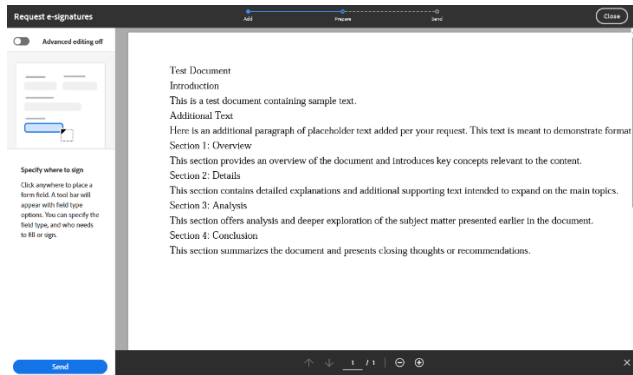
- Select **Request e-signatures**. This takes the user to the E-Sign section to upload or add the document.



- **Upload the user file.** After the file is added, a screen will automatically open prompting you to place the signature fields.



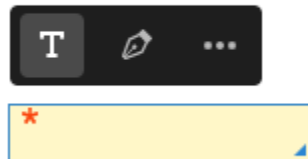
- **Add the recipient(s) who will be signing**, then click the blue button to place the signing area.
 - If you select **More Options**, the document will open in Adobe Acrobat Sign, where you can complete the setup.
- Otherwise, you can continue working directly in Adobe Acrobat.
- When continuing in Adobe Acrobat, a screen will appear displaying the document. Here, you can add required fields, including signature fields, text fields, dates, or checkboxes.



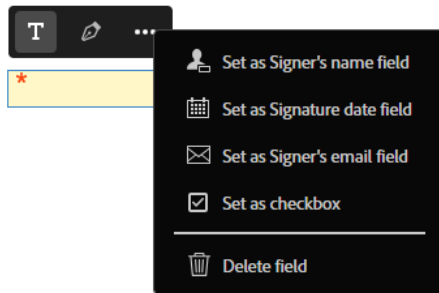
- Select the desired location in the document to add a form field. You should see it appear just like the sample field below.

SECTION 4. CONCLUSION

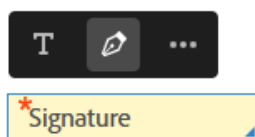
This section summarizes the document an



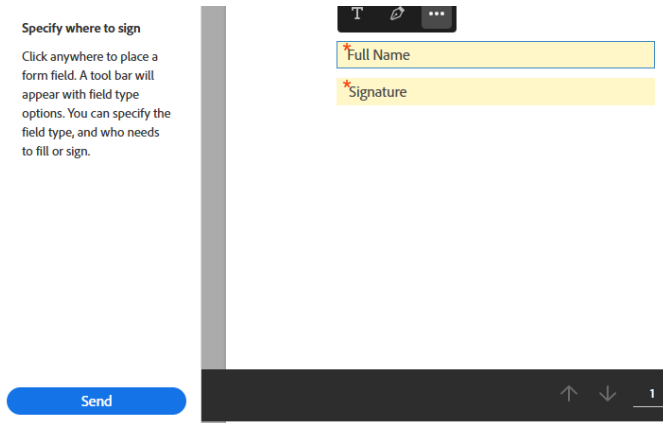
- Click the three dots to open additional configuration options for that field.



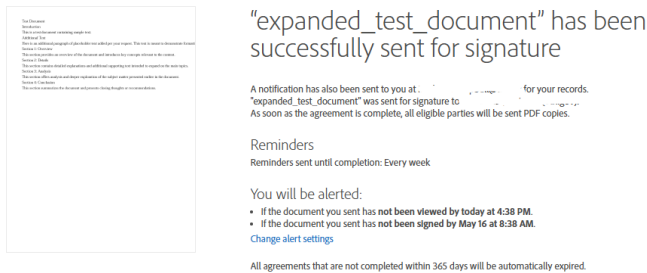
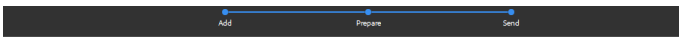
- Selecting the middle option converts the current form field into a signature field.



- Once the fields have been added, the user can click the **Send** button to complete the request.



- After sending, a confirmation message will appear indicating the file was successfully sent for signature, and the user can modify Alert Settings if desired.



- The user can then log into their Adobe Acrobat Sign account and track the sent documents status under the **Manage** tab.