



Adobe Sign

Updated 07/15/25.

About

The following document shows how to use Adobe Sign to prepare a document for signatures, and how to electronically sign a document.

You will need access to the Adobe Creative Cloud to use Adobe Sign features.

Additionally, a **secure certificate based digital ID (or digital signature)** for Adobe Sign is tied to your Adobe Creative Cloud account, which is **associated with a valid RSCCD email address**.

Login instructions and software installation steps for Adobe Creative Cloud are located here [Adobe Creative Cloud Home Use for Faculty and Staff](#)

A *training video* covering the main contents of the Adobe Sign guide can be found here: [Adobe Sign Training – Shared screen with speaker view](#).

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Prepare document for e-signatures

The **typical workflow** for preparing a document for electronic signatures (i.e., e-signatures) in Adobe Sign is:

1. Upload document(s) to Adobe Sign.
2. Add signers.
3. Specify where to fill and sign.
4. Send and track progress.

Upload document to Adobe Sign (using Adobe Acrobat DC)

To use Adobe Sign with Adobe Acrobat DC:

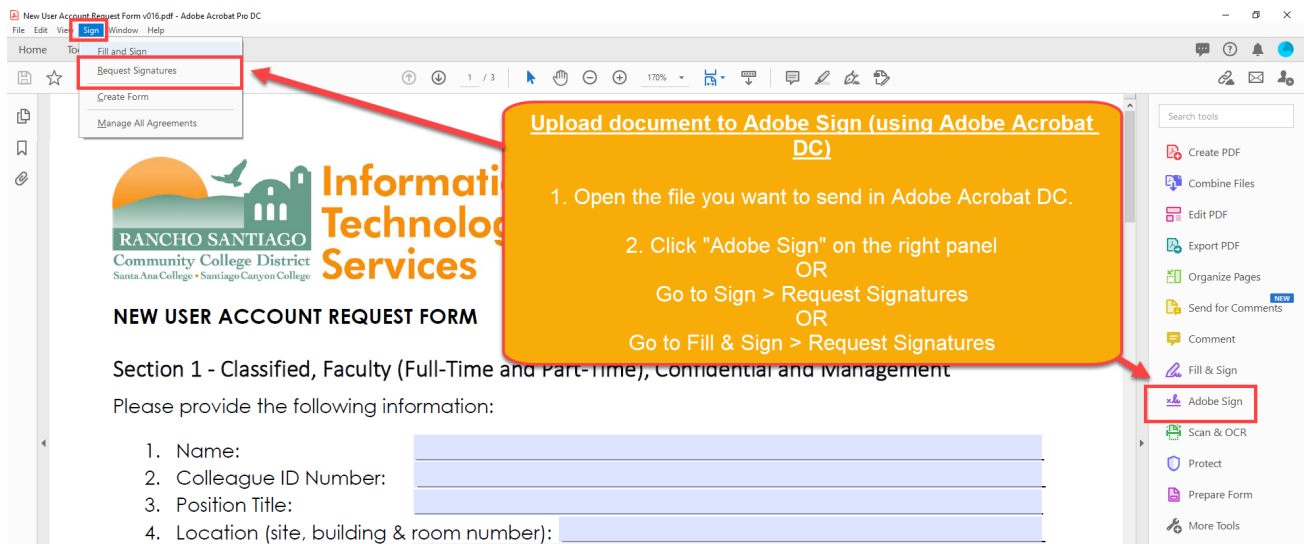
1. **Open the file** you want to send in **Adobe Acrobat DC**.
2. **Click “Adobe Sign” on the right panel**

OR

Go to Sign > Request Signatures

OR

Go to Fill & Sign > Request Signatures

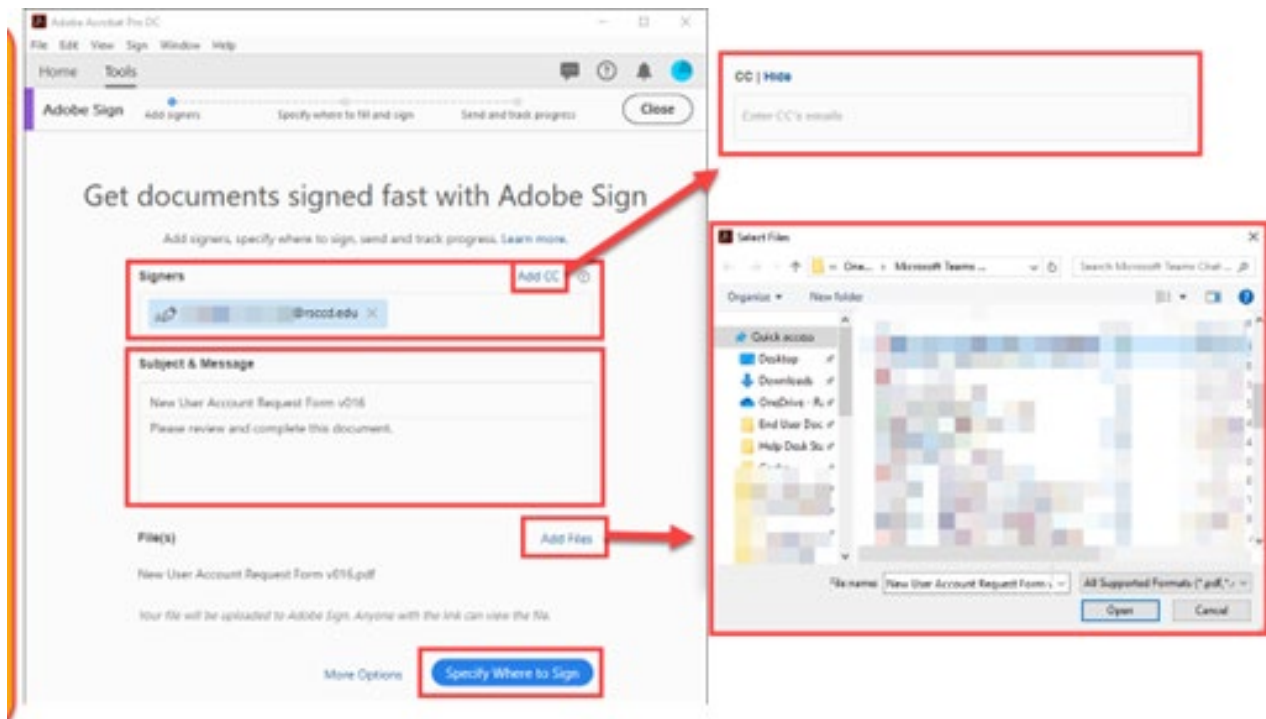


To use the Adobe Acrobat website instead, please see steps for [“Using Adobe Acrobat website to prepare a document for signatures”](#).

Add signers to document

After opening Adobe Sign, you will be prompted to enter the following:

1. In the **Signers** field, specify the email address(es) of the signers.
 - a. Use “Add CC” to carbon copy the email to other recipients that are not signers.
2. In the **Subject & Message** field, specify the email subject and message body text.
3. *OPTIONAL: To add additional files to the agreement, click **Add Files** > Select the document(s) to upload > Open.*
4. For **More Options** see subsection for [Upload a Document to Adobe Sign - More Options](#).
5. When complete, click “**Specify Where to Sign**”.



Supported File Types for Signing

1. **PDF** is the primary file format used with Adobe Sign electronic signatures.
2. Besides PDF, you can send Microsoft Office files, various image files, HTML files, and text files for signing.
3. **Supported file types** are: DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TXT, CSV, HTML, HTM, TIFF, TIF, BMP, GIF, JPG, JPEG, and PNG.

More Options

Under “More Options” there are additional features you can use:

NOTE: These are optional, not mandatory.

1. Toggle switch for documents to “**Complete in Order**” or “**Complete in Any Order**”
2. **Password Protect** the document
3. **Set a Reminder** for the document
4. **Set a language** for the Recipient of the document.

The image shows the Adobe Sign interface for creating a document. On the left, the main form has sections for Signers, Subject & Message, and File(s). A red box highlights the 'More Options' button at the bottom of the main form. A red arrow points from this button to a detailed 'More Options' panel on the right. This panel is titled 'Recipients' and contains several settings:

- Complete in Order:** A toggle switch is set to 'Complete in Order'.
- CC:** A list of recipients, including 'C. Clecken_Dane@msccol.edu'.
- Message:** A text area containing 'New User Account Request Form v016' and 'Please review and complete this document.'
- Files:** A list of files, including 'New User Account Request Form v016.pdf'.
- Options:** A section with checkboxes for 'Password Protect' (checked), 'Show password', and 'Set Reminder'. Below these are input fields for password and a dropdown for 'Recipients' Language' set to 'English: US'.

At the bottom of the 'More Options' panel is a 'Send' button.

Specify where to fill and sign document

Under “Specify where to fill and sign” screen, you can:

1. Specify fields that need a signature (e.g., “**Signature Fields**” options).
2. Specify required fields for specific recipients (e.g., fields that are “**Assigned To**” specific recipients)
3. Specify **field types and default values** (e.g., Read-only fields, checkboxes marked by default, etc.)
4. **Modify size, shape, look and feel** of the fields.
5. **Copy, clone, repeat, and delete** fields.

When done, click “**Send**” at the bottom of the document.

To edit a specific field

1. Right click the field > **Edit**
OR
2. Use the right panel to “**Drag and Drop**” the desired field type.

Specify where to fill and sign a document

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1. Right click the field > **Edit**
OR
2. Use the right panel to “**Drag and Drop**” the desired field type.

Information Technology Services
NEW USER ACCOUNT REQUEST FORM
Section 1 - Classified, Faculty (Full-Time and Part-Time)
Please provide the following information:

1. Name:
2. Colleague ID Number:
3. Position Title:
4. Location (site, building & room number):
5. Department / Division:
6. Account Type:
7. Start Date:
8. End Date (if applicable):
9. Supervisor Name / Approving Manager:
10. Requester:
11. Computer:
 - a. Is there an existing computer available for this employee? ☐ Yes ☒ No
 - b. If not, will a new computer need to be deployed? ☐ Yes ☒ No
12. Phone Number:
 - a. Will a Physical phone be assigned? ☐ Yes ☒ No
 - b. Will this be a “direct / personal” line or is it a main department line? ☐ Direct ☒ Personal
 - c. Will the employee need voice mail assigned to them on this line? ☐ Yes ☒ No
13. MAC Address of phone assigned to employee:
 - a. To find the MAC address on the phone, press Applications button select Phone Information and look at the MAC Address or Host name field (e.g., SEP3820516181B3).
14. If a phone is assigned, what lines should appear on it?
 - a. Line 1:
 - b. Line 2:
 - c. Line 3:
 - d. Line 4:
 - e. Line 5:
 - f. Line 6:
15. If the employee needs access to any H Drive department folders, which ones:
16. If the employee needs access to Colleague, what access (e.g., NAE, STAC, SPRO, etc):

Field Configuration Panel:

Name:

Assigned To:

Field Type:

Value Type:

☐ Required ☐ Read Only

☐ Mask field data ☐ Multi-line data entry

Default Value:

Tooltip:

Validation:

Conditions:

Appearance:

Tools:

RECIPIENTS

☐ Signature Fields

☐ Signature

☐ Digital Signature

☐ Initials

☐ Signature Block

☐ Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

☐ Save to template

Tips for specifying fields

Consider the following when specifying fields:

1. Field must be **"Assigned To"** either a specific individual, or **"Anyone"**.
2. All recipients are assigned a **color code**. Use the color code on the top right corner of each field to determine who it is assigned to.

Tips for specifying fields

1. Field must be **"Assigned To"** either a specific individual, or **"Anyone"**.
2. All recipients are assigned a **color code**. Use the color code on the top right corner of the field to determine who it is assigned to.

Section 2 - Account Request Form (ARF) For Vendors

Version 004 - 03/04/2019

For Vendor Accounts Only

Request Information

- Account Type: Vendor
- Requestor: *
- Approving Manager: Signature
- Department/Division:
- Effective Date:
- Today's Date:

User Information

- First Name:
- Last Name:
- Company Name:
- Email Address:
- Phone Number:
- Requested Account Expiration Date*:
- Are you requesting a renewal or extension for an existing account? ☐ Yes ☒ No
 - If so, provide us with the Account Login ID:

RECIPIENTS

Assigned To: Anyone

Field Type: Value Type

Value Type: Entered value

Required: ☐ Read Only: ☐

Mask field data: ☐ Multi-line data entry: ☐

Default Value:

Tooltip: ng Manager

Validation: None

Conditions:

Appearance:

Tools:

Delete Field Cancel OK

Signature Fields

There are 5 different kinds of signature fields available. By default, signature and initials fields are mandatory, denoted by a red asterisk*.

NOTE: “Signature” and “Initials” fields are the most commonly used.

1. Signature (Recommended)

a. **NOTE:** Does not require a recipient to have an Adobe ID; does not require sign-in to Adobe Creative Cloud.

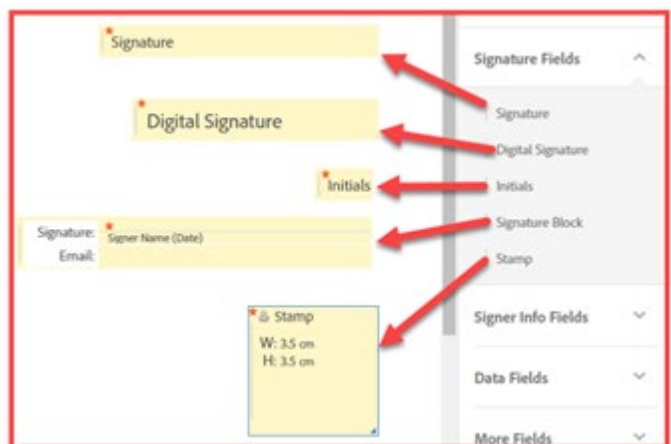
b. **NOTE:** If a signer does have an Adobe ID or Adobe Creative Cloud, such as an RSCCD employee, they may be prompted to create a signature as shown here: [Sign a document using the email link](#)

2. **Digital Signature:** Requires a recipient to have a digital ID certificate service such as GlobalSign (**not recommended**).

3. **Initials:** Similar to Signature field; does not require an Adobe ID or sign-in to Adobe Creative Cloud.

4. **Signature Block:** The signature block is a group of fields. The signature block field cannot be made optional and is always required. By default, the signature block contains both a signature field, and an e-mail field.

5. **Stamp:** Stamp fields can serve double duty as either a stand-alone signature, or in support of another signature fields. For example, you may need to place a personal signature, as well as a corporate seal or stamp.



Missing Signature Fields

Missing Signature Fields



There are recipients who need to sign this document that do not have a signature field assigned to them. You can go back and add signature fields or we will add a signature block for those recipients. Do you want to review or send the document?

Review

Send

NOTE: Each signer needs to have been assigned a required Signature field. If a signer does not have a required signature field assigned, or has only been assigned an optional signature field, Adobe Sign adds a Signature block at the bottom of the document.

Prefill Document Fields (Optional)

1. **OPTIONAL** – If you specified the “Prefill” role for any of the fill fields, you will be taken to a screen where you can **Prefill the document fields** before sending the final document to the recipients
 - a. See bottom of screen for the **“Thank you for prefilling this document”** notification.
2. When done with the prefilled fields, click **“Click to Send”** at the bottom of the document.

The image shows two side-by-side screenshots of the 'New User Account Request Form v016' in Adobe Sign. The left screenshot shows the form with a 'Send' button highlighted at the bottom. The right screenshot shows the form after prefilling, with a 'Click to Send' button highlighted at the bottom and a 'Thank you for prefilling this document' notification.

Send document

After preparing the document, preparing the prefill fields, and clicking **Send**, you will receive a notification that **“<Document Name> has been successfully sent for signature.”** A copy of this notification will also be sent to your email.

The image shows a screenshot of the 'New User Account Request Form v016' with a 'Thank you for prefilling this document' notification at the bottom.

“New User Account Request Form v016” has been successfully sent for signature

A copy has also been sent to you at [redacted] for your records.
“New User Account Request Form v016” was sent for signature to [redacted].
As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

There are no reminders set for this document.

You will be alerted if:

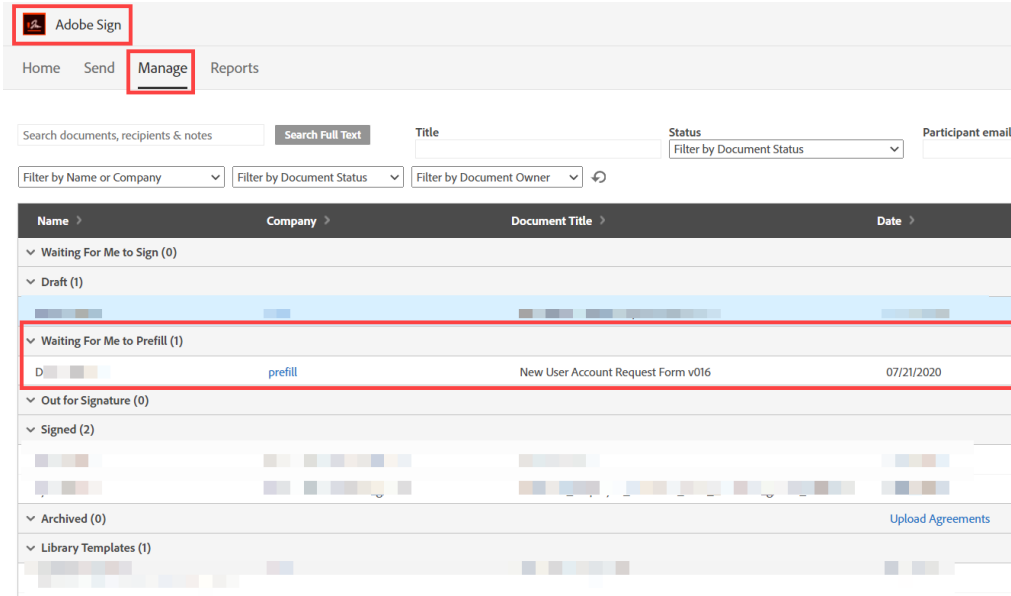
- The document you sent has not been viewed by today at 6:29 PM.
- The document you sent has not been signed by Jul 22 at 10:29 AM.

[Change alert settings](#)

All agreements that are not completed within 365 days will be automatically expired.

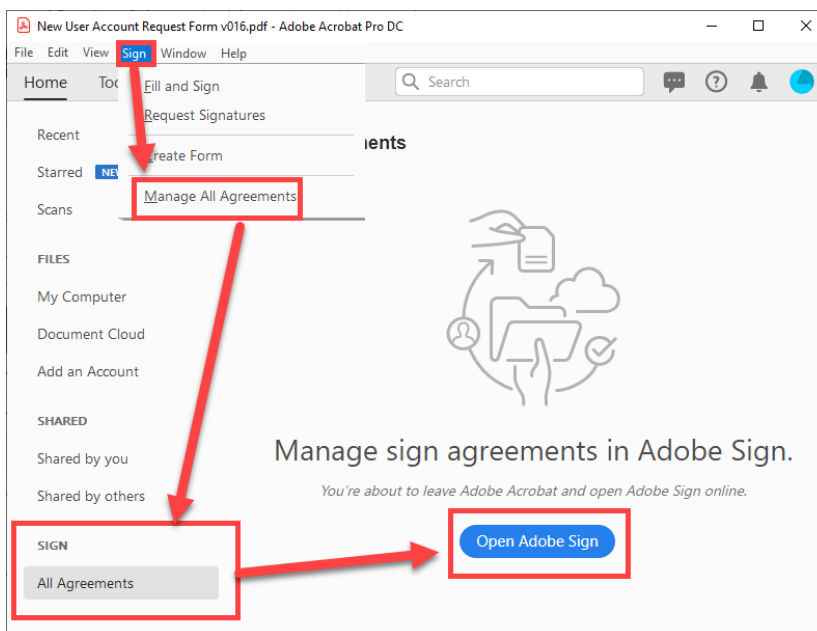
Track progress of document

1. Login to Adobe Sign website at <https://na1.documents.adobe.com/public/login> and go to **Manage** to view the history and current status of each document.



OR


2. Open **Adobe Acrobat DC > Sign > Manage All Agreements > All Agreements > Open Adobe Sign** (this takes you to the website above).



Signed Document Review

When a document is successfully e-signed, it will show to all recipients with signatures and detailed dates, including the time when each individual signed.

← Back to message
Last changed: Tuesday, March 24, 2020

 Adobe Sign Tutorial - signed.pdf
727 KB

Adobe Sign Tutorial – Come and Join Us


Full Name Ci [redacted] Mi [redacted]

Email M [redacted] _Ci [redacted] @rscdd.edu

Phone 714- [redacted]

☐ I am interested to receive detailed information over email address provided

☒ Yes, I want to be a part of Adobe Sign Tutorial

Signature  Date Mar 24, 2020

Adobe Sign Tutorial
Final Audit Report 2020-03-24

Created: 2020-03-24
By: [redacted]
Status: [redacted]
Transaction ID: [redacted]

"Adobe Sign Tutorial" History

- Document created by [redacted]
2020-03-24 - 10:27:11 PM GMT - IP address: 204.75.252.2
- Document e-signed by [redacted]
Signature Date: 2020-03-24 - 10:34:28 PM GMT - Time Source: server - IP address: 204.75.252.2
- Document emailed to [redacted]
2020-03-24 - 10:34:29 PM GMT
- Email viewed by [redacted]
2020-03-24 - 10:35:04 PM GMT - IP address: 204.75.252.3
- Document e-signed by [redacted]
Signature Date: 2020-03-24 - 10:35:14 PM GMT - Time Source: server - IP address: 204.75.252.3
- Signed by [redacted]
(Mlocar [redacted])
2020-03-24 - 10:35:14 PM GMT

Using Adobe Acrobat website to prepare a document for signatures

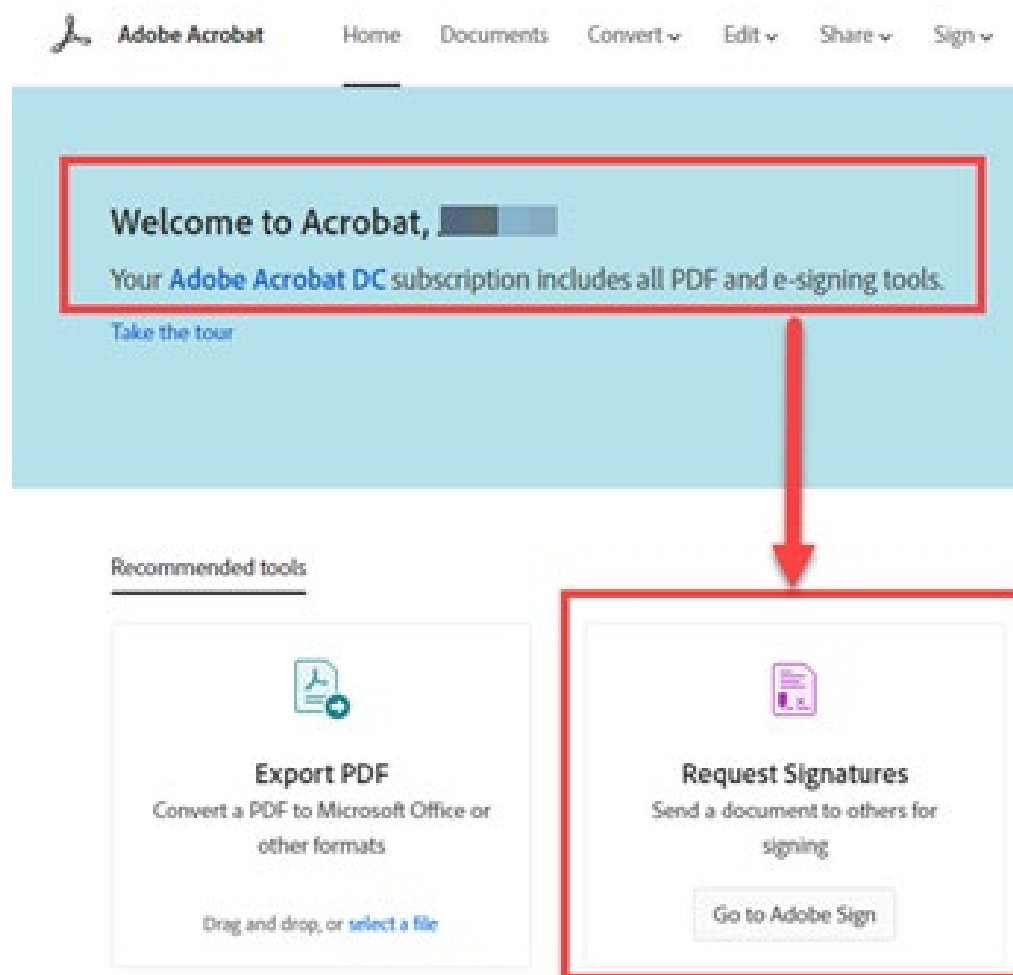
You can also prepare a document for signatures using the Adobe Acrobat website.

Adobe Acrobat Website: <https://na1.documents.adobe.com/public/login>

NOTE: You will need a valid RSCCD email address to login to Adobe Acrobat website. Login instructions for Adobe are located here:

<https://www.rsccd.edu/Departments/Information-Technology-Services/Documents/Adobe-Creative-Cloud-Home-Use-for-Faculty-and-Staff.pdf>

Once you are logged in, go to Request Signatures > Go to Adobe Sign to prepare the document.



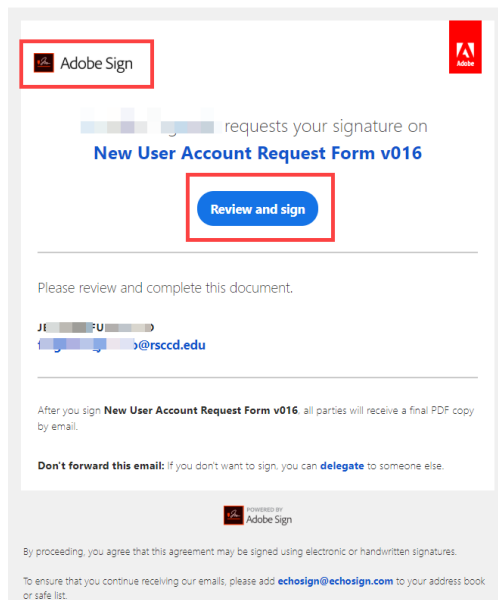
Signing a Document with e-signature

There are two ways to sign a document using Adobe:

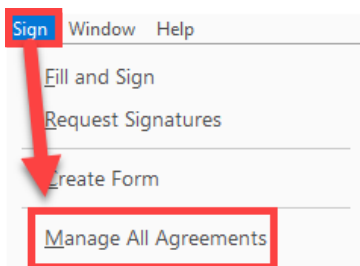
1. **Sign a document using the email link**
2. **Sign a document using Fill & Sign (Adobe Acrobat DC).**

NOTE: If someone has used Adobe Sign to send you an agreement for signing, you receive an **email notification with a link** to sign.

- **Email sent from:** echosign@echosign.com
- **Subject Line:** Signature requested on "<Document Name>"
- **Example screenshot:**



NOTE: Also, if you use Acrobat DC or Acrobat Reader DC desktop application, you see a **notification that an agreement** has been shared with you for signing (**in Adobe Acrobat DC, this is located under the menu option "Sign" > Manage All Agreements**)



Sign a document using the email link

If someone has used Adobe Sign to send you an agreement for signing, you receive an **email notification with a link** to sign the agreement.

1. **Click the link of the agreement received in your email for signing (“Review and Sign” button). The agreement opens in a web browser.**
2. Click in the fields and enter any requested information.
3. **Click the signature field. If you are signing for the first time, you see the Signature or Initials panel.**
 - **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
 - **Draw:** Draw your signature in the field.
 - **Image:** Browse and select an image of your signature.
 - **Mobile:** Select this option to create your signature on a mobile device. Enter your mobile number and click Send. A link is sent to your mobile. Clicking the link opens the web browser on your mobile device where you can draw or select an image of your signature.
 - **Save:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

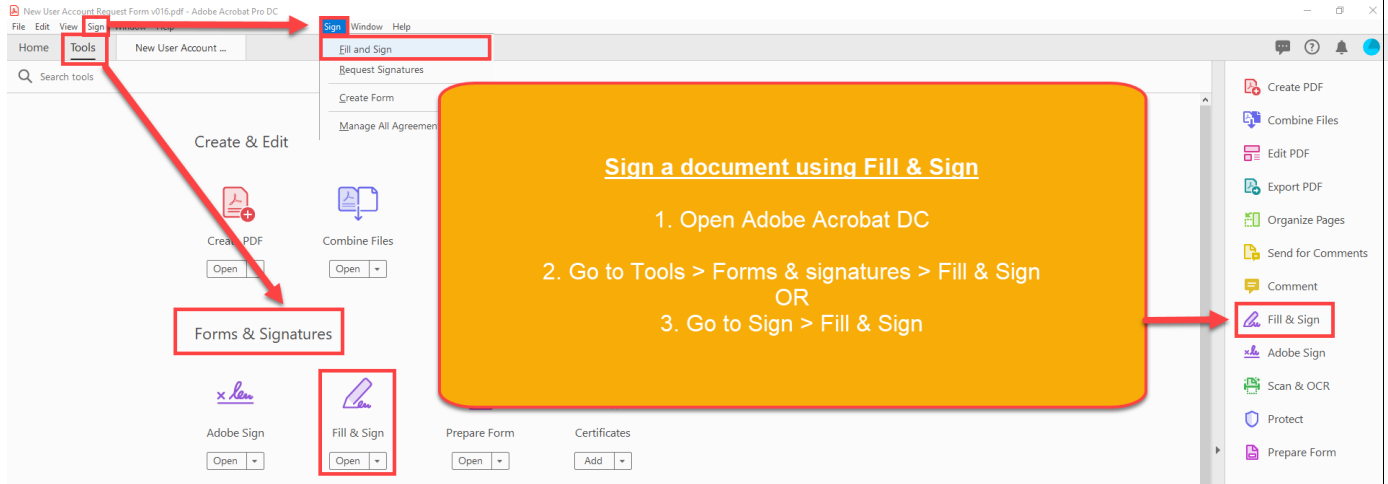



4. Click **Apply** to place the signature or initial.
5. Click **Click To Sign**.

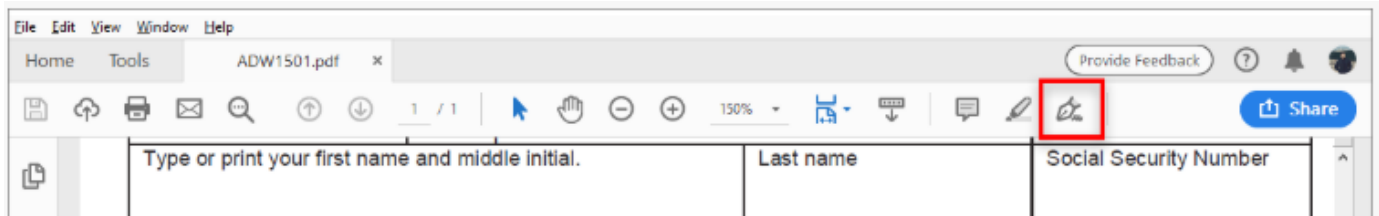
Sign a document using Fill & Sign (Adobe Acrobat DC)

To sign a document in Adobe Acrobat DC using Fill & Sign:

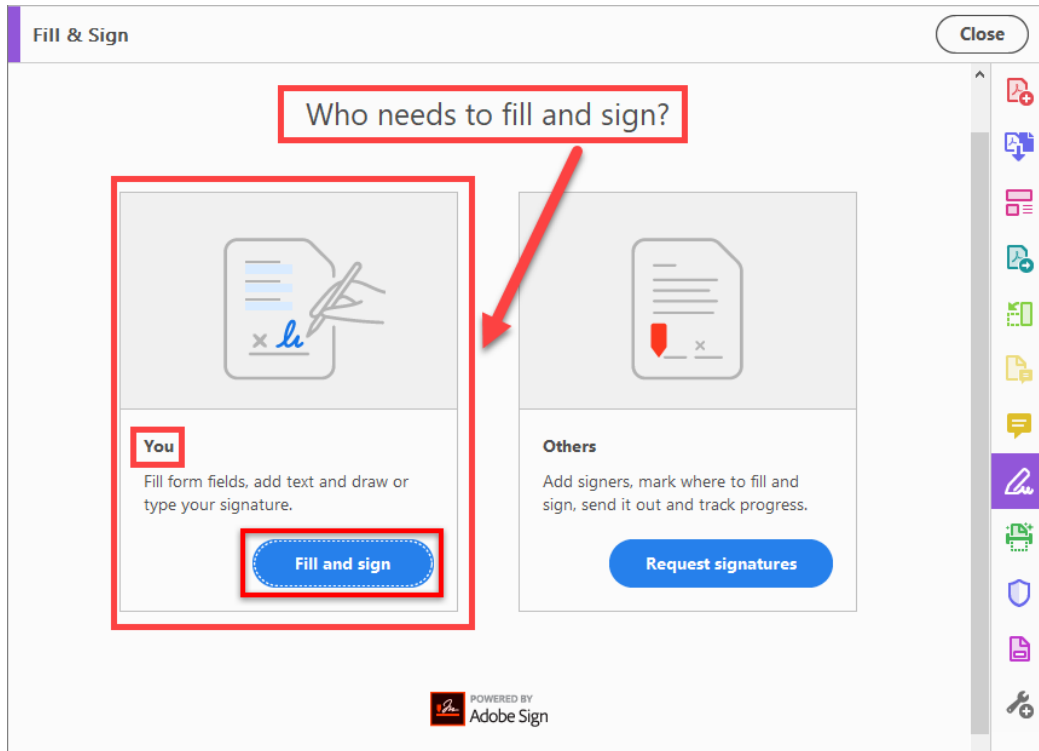
1. Open Adobe Acrobat DC
2. Go to **Tools > Forms & Signatures > Fill & Sign**
OR
3. Go to **Sign > Fill & Sign**




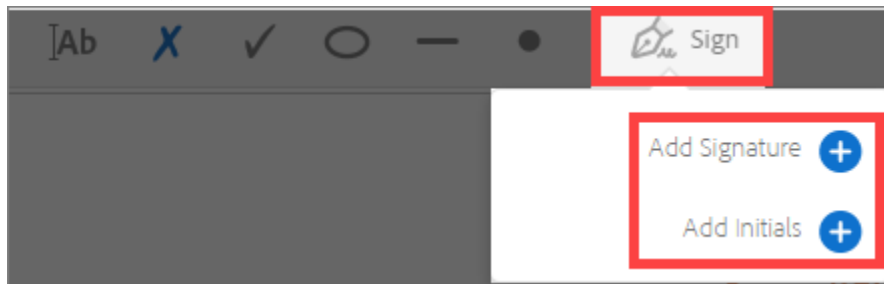
4. You can also open the document directly and click the Sign icon  in the toolbar



5. When the Fill & Sign tool appears (asking “Who needs to fill and sign?”) select “You” for “Fill and Sign”.

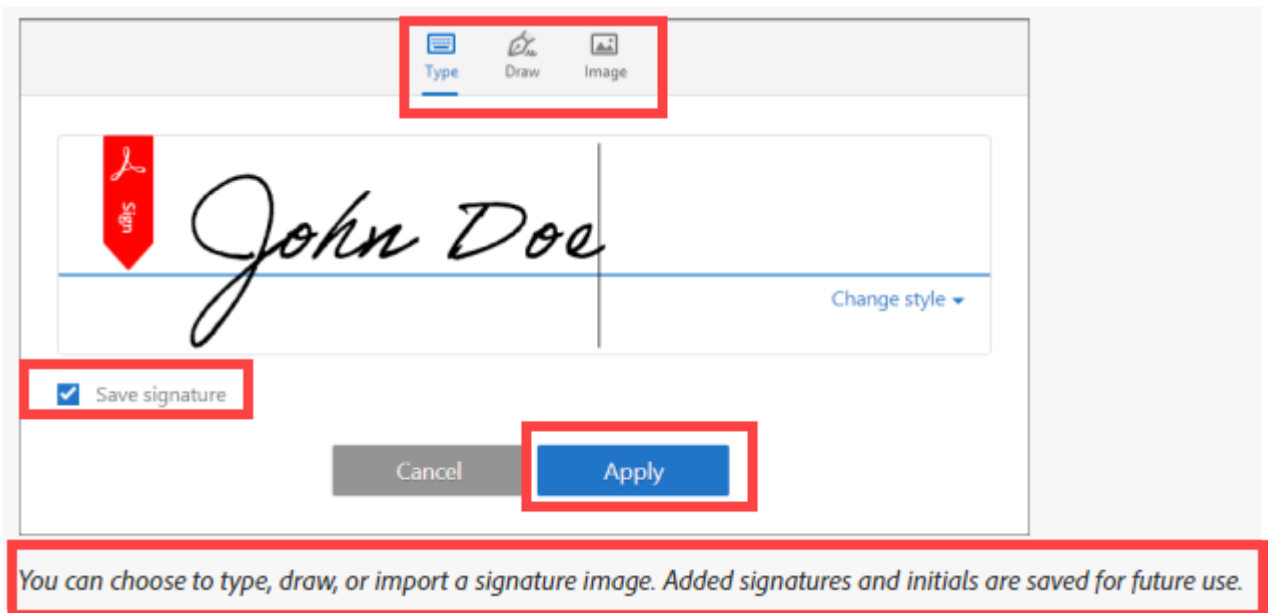


6. Click the Sign icon  in the toolbar, and then choose whether you want to add a signature or just initials.



7. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click Change Style to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

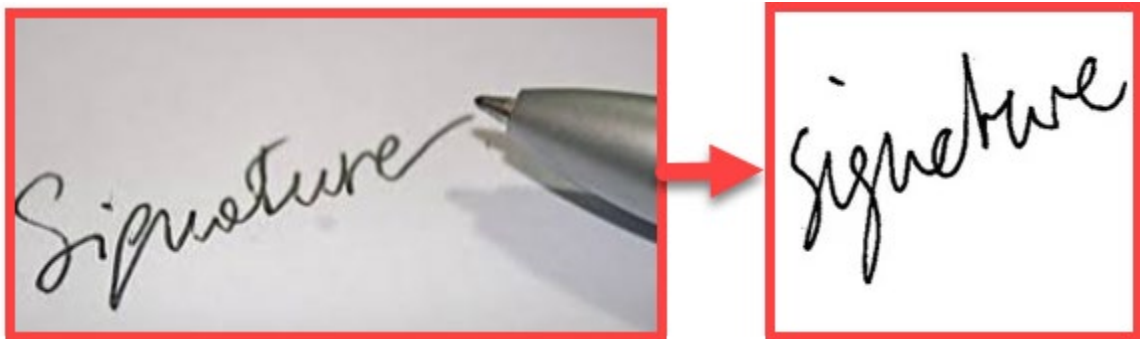


8. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

Tips for using an image as a signature

NOTE: If you want to **use an image** as your signature:

1. Sign your name in black ink on a clean, blank sheet of white paper.
2. Sign in the middle of the paper so you don't photograph or scan the edges.
3. Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
4. Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.

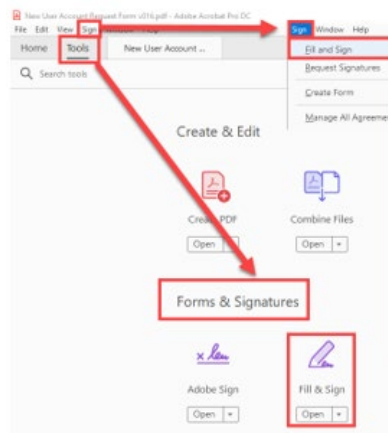


Send your signed form to others

After you complete your form and sign it, you can share it with others.

NOTE: These include *optional* steps to take after you sign a form.

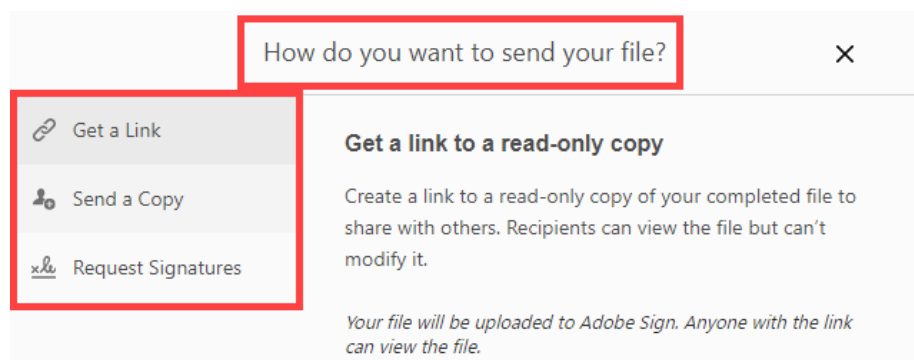
1. Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign**



2. In the **Fill and Sign** toolbar, click Next.



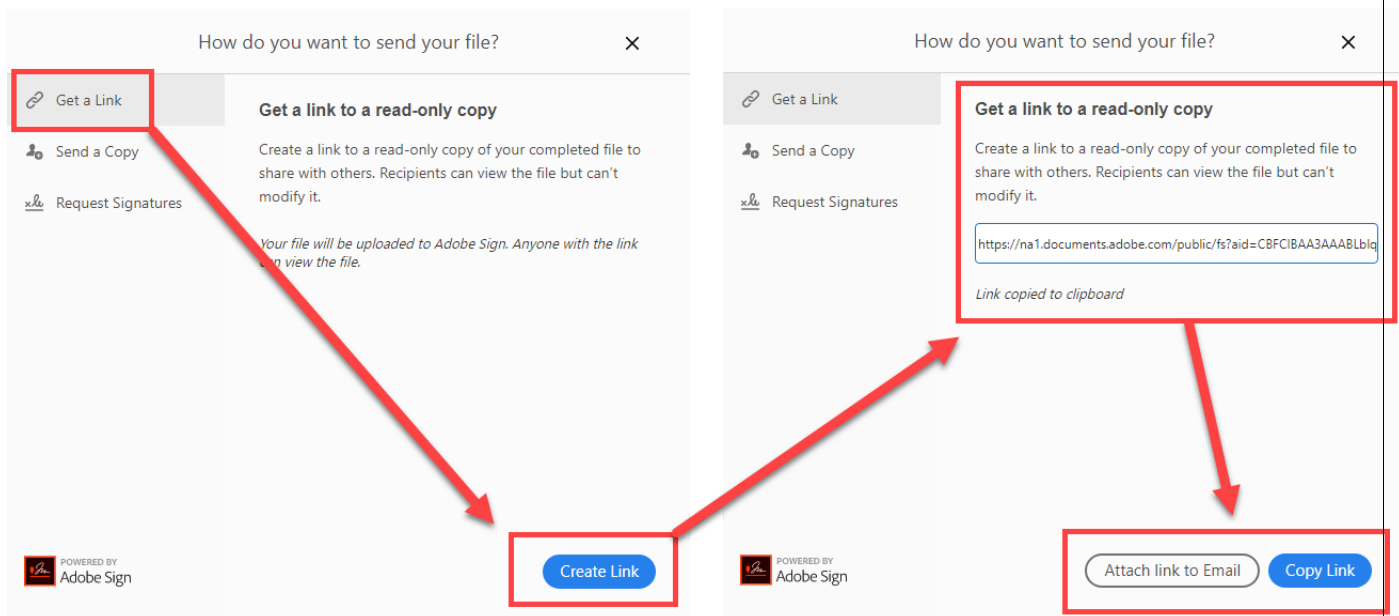
3. Send your form using any of the following methods
 - a. Send an anonymous or public link to your signed document
 - b. Send a copy of the signed document in a personalized email
 - c. Send the document to get signatures from others



Send an anonymous or public link to your signed document (non-editable)

Send a link of the non-editable copy of the filled and signed form. The copy is certified with Adobe Sign. Recipients won't be able to modify the copy easily; any modification makes the certification invalid.

1. Click **Get A Link**, and then click **Create Link**.
2. Anyone with access to the link can view, but cannot make any changes to the document. Share the link in one of the following ways:
 - a. Click **Copy Link**, and share it with others in an email.
 - b. Click **Attach link to Email**. Your default email is displayed. The subject line is the name of the filled form and the body text of the email has the link to your filled form. Modify the **subject and body text** of the email if required. Add recipients' email in the To field and click Send.



Send a copy of the signed document in a personalized email (non-editable)

Send a read-only copy of your completed document by email. Recipients can view the file but cannot make any changes to the document.

1. Click **Send a Copy**.
2. **Enter the email address** of whoever you'd like to send the document. You can also use the **Address Book** link to choose email addresses.
3. The **Subject and Message** fields are just like the ones you use for sending an email and appear to your recipients in the same way. Enter the desired information. Click Send.

How do you want to send your file?

Get a Link

Send a Copy

Request Signatures

Send a read-only copy

Send a read-only copy of your completed document by email. Recipients can view the file but can't modify it.

Enter email addresses...

New User Account Request Form v016

Enter a personal message (optional)

Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.

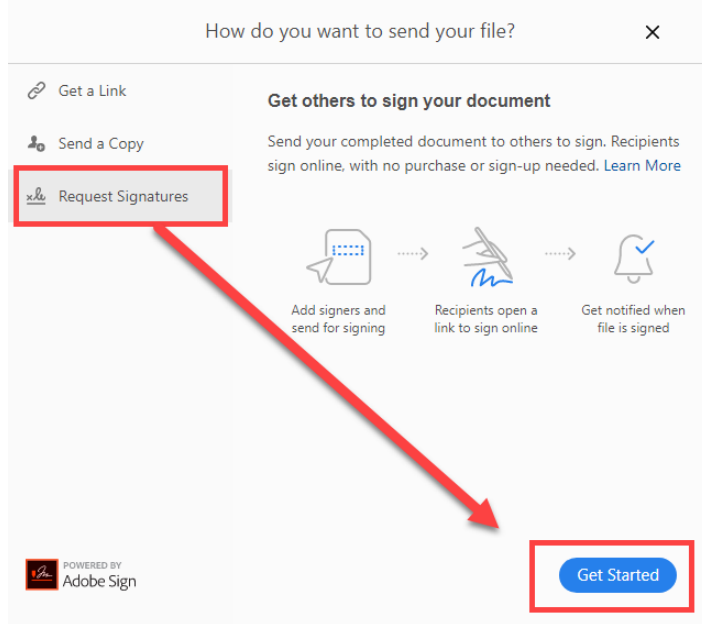
Send

POWERED BY

Adobe Sign

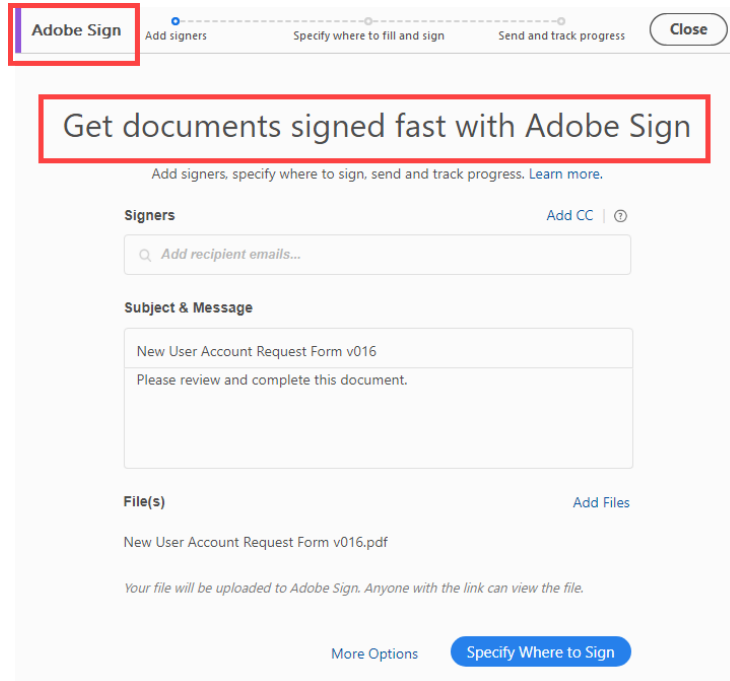
Send the document to get signatures from others

1. Click **Request Signatures**, and then click **Get Started**.



2. You will be taken to Adobe Sign and prompted to enter a list of Signers, Subject & Message, Files, etc.

NOTE: Follow the steps in this document for [Prepare document for e-signatures](#) to continue.

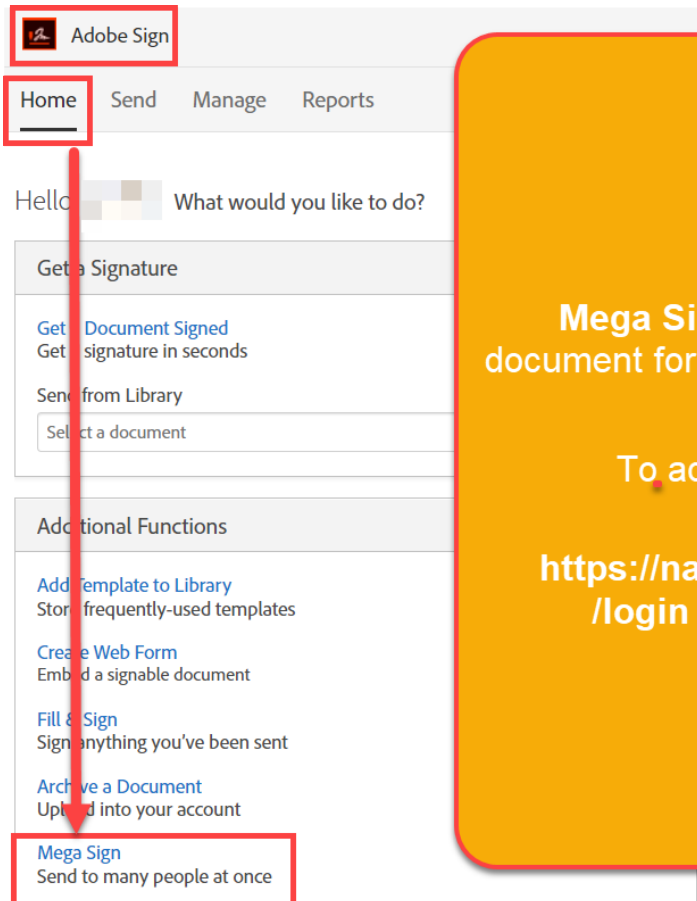


Send a Mega Sign document

Mega Sign lets you send an individual document for signature to many people at once (maximum of 300 recipients, minimum of 2).

To access Mega Sign features:

1. Login to <https://na1.documents.adobe.com/public/login> and go to **Home > Mega Sign**.



Mega Sign

Mega Sign lets you send an individual document for signature to many people at once.

To access Mega Sign features:

1. Login to <https://na1.documents.adobe.com/public/login> and go to **Home > Mega Sign**.

2. In the Mega Sign menu, there are two ways to enter recipients email addresses. You must either:
 - a. **Manually enter the email addresses of the recipients in the “To” field**OR

- b. Click **“Import Recipients and Merge Fields from File”** > and click the link for **“Download a sample CSV file”**. Open the **“megasign_merge_sample.csv”** document in Microsoft Excel.

NOTE: You can enter up to 300 email addresses in Mega Sign with a minimum of 2. If you are sending to a large number of recipients, we recommend using option 2b for the CSV file.

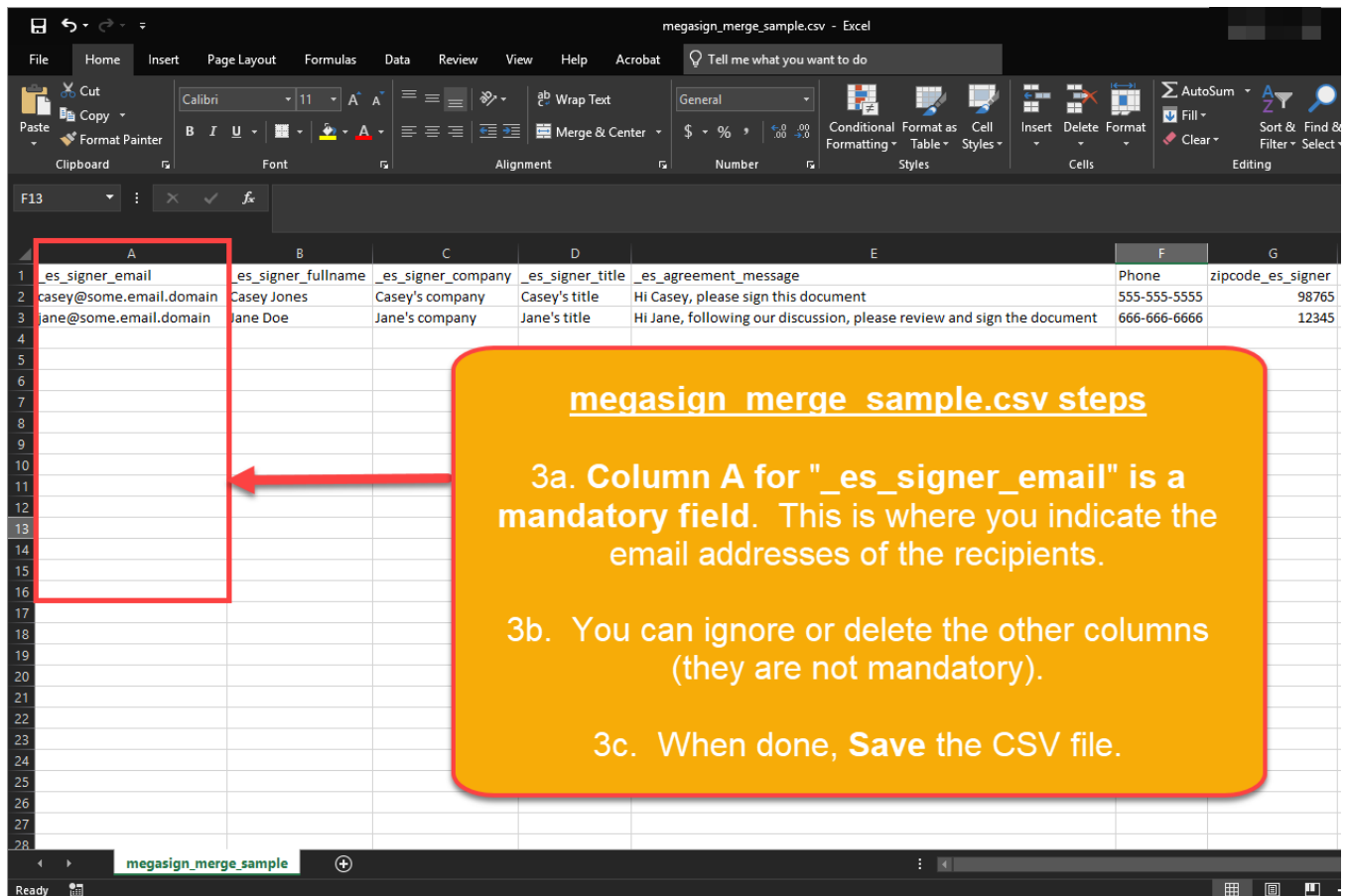
The screenshot shows the Mega Sign web interface. Red arrows and boxes highlight the following steps:

- An arrow points to the **To:** field with the placeholder text "Enter or paste email addresses".
- An arrow points to the **Import Recipients and Merge Fields from File** link.
- An arrow points to the **Upload** button in the "Send Options" section, which is part of a box containing the text: "Select the CSV file containing your Recipient List and Merge Fields. Download **Sample CSV file** or learn more about Merge Fields (PDF)".
- An arrow points to the file selection area, showing a file named **megasign_merge_sample.csv** has been selected.

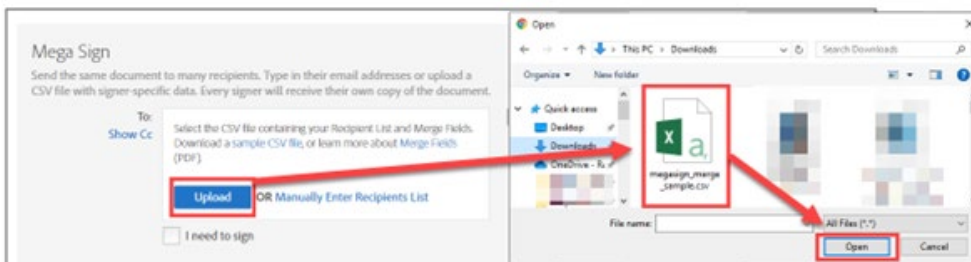
The interface includes fields for **Document Name**, **Message** (with placeholder "Please review and sign this document."), and **Language** (set to "English US"). There is also an **Identity Verification** dropdown set to "Email delivery (default)". At the bottom, there is a checkbox for "Preview, position signatures or add form fields" and a **Send** button.

3. In the **megasign_merge_sample.csv** document:

- a. **Column A for " _es_signer_email"** is a mandatory field. This is where you indicate the email addresses of the recipients.
- b. You can ignore or delete the other columns (they are not mandatory).
- c. When done, **Save** the CSV file.



4. After you have saved the CSV file -- return to the Mega Sign menu, click import recipients again, and then click upload. Select the saved CSV file and click Open.



5. Enter an **Agreement Name**

6. **Upload the document(s)** you want to request signatures for.

The screenshot shows the Mega Sign interface. An orange callout box contains the text: "5. Enter an Agreement Name" and "6. Upload the document(s) you want to request signatures for." Red arrows point from this box to the "Agreement Name" field (containing "Test Agreement") and the "Upload" button. A separate "Open" file dialog window is shown, with a red box around the "New User Account Request Form v016.pdf" file and a red arrow pointing to the "Open" button. The main interface also shows a CSV file "megesign_merge_sample.csv" uploaded, and a "Send" button at the bottom right.

7. To Send the Mega Sign agreement, you must either:

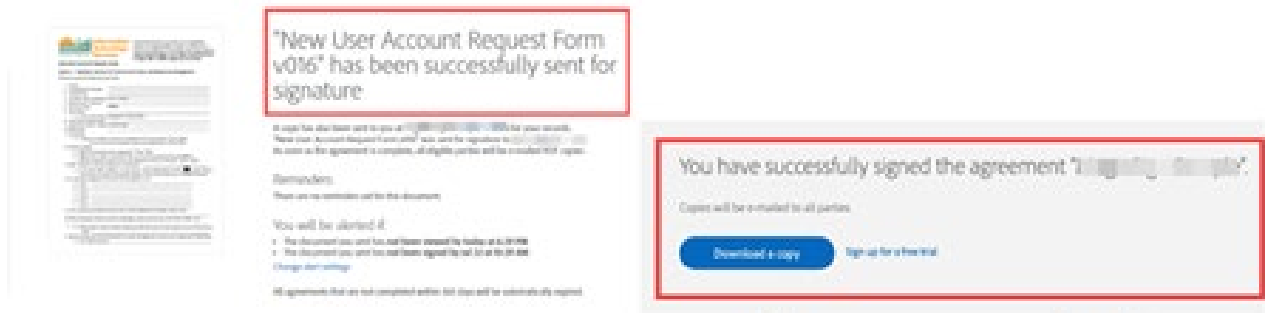
a. Click **"Send"** – this will automatically add a signature block to the end of the document and send it to each recipient for signing.

OR

b. Check the box for **"Preview, position signature or add form fields"** > **Next**. This allows you to customize the form fields in the document. Please see steps for ["Specify where to fill and sign document"](#) for further instructions.

This screenshot shows the bottom portion of the Mega Sign interface. The "Send" button is highlighted with a red box and a red arrow. Below it, the checkbox for "Preview, position signatures or add form fields" is checked, and the "Next" button is also highlighted with a red box and a red arrow. The "Agreement Name" field still contains "Test Agreement", and the PDF file "New User Account Request Form v016.pdf" is shown as uploaded.

8. Each recipient receives an email with the agreement, and are guided through the standard field completion and signing steps. When a recipient is done signing, a copy of the document is sent to all parties.



9. We can check the status of each individual document by returning to <https://na1.documents.adobe.com/public/login> > **Manage** menu.

Adobe Sign

Home Send **Manage** Reports Account

Only Showing the Recipient: Mega Sign Sample. Click Here to remove this filter.

Filter by Name or Company Filter by Document Status Search documents, recipients & notes Activity Report

Name	Company	Document Title	Date
Out for Signature (9)			
demoseven@gmail.com		Mega Sign Sample	05/20/2019
demofouremail@gmail.com		Mega Sign Sample	05/20/2019
demofiveemail@gmail.com		Mega Sign Sample	05/20/2019
demosixemail@gmail.com		Mega Sign Sample	05/20/2019
demooneemail@gmail.com		Mega Sign Sample	05/20/2019
demotwoemail@gmail.com		Mega Sign Sample	05/20/2019
demothreemail@gmail.com		Mega Sign Sample	05/20/2019
thurmond.sendal@gmail.com		Mega Sign Sample	05/20/2019
heatherdouglassdemo@gmail.com		Mega Sign Sample	05/20/2019
Signed (2)			
Evan Beddersiner		Mega Sign Sample	05/20/2019

9. Check the status of the sent document by going to **Manage** menu.

Print Enlarge PDF Cancel

Mega Sign Sample

From: Varie Gudsiner (Adobe)

To: demoseven@gmail.com

Date: 05/20/2019, 5:18 PM

Status: Out for e-signature

View Share Protect Remind History Notes

GLOBAL COPY CONSENT/NOTICE OF DISCLOSURE AGREEMENT

The undersigned hereby agree to the terms and conditions of the following agreement:

1. I agree to the terms and conditions of the following agreement:

2. I agree to the terms and conditions of the following agreement:

3. I agree to the terms and conditions of the following agreement:

4. I agree to the terms and conditions of the following agreement:

5. I agree to the terms and conditions of the following agreement:

6. I agree to the terms and conditions of the following agreement:

7. I agree to the terms and conditions of the following agreement:

8. I agree to the terms and conditions of the following agreement:

9. I agree to the terms and conditions of the following agreement:

10. I agree to the terms and conditions of the following agreement:

Modifying an agreement after it was sent

If you have already sent a document and need to make changes (e.g., forgot to add all form fields, need to change a field), you can still make changes to the agreement if no one has signed it yet.

1. To modify an agreement that was sent (but that no one has signed yet):
 - a. Click "Modify Agreement" on the **Send document confirmation screen**
 - OR
 - b. Go to <https://na1.documents.adobe.com/public/login> > **Manage menu** > find the agreement > click "**Modify Agreement**"

NOTE: If you do not see the option for "Modify Agreement", that means it cannot be modified, and needs to be prepared and sent again.

Modifying an agreement after it was sent

To modify an agreement that was sent (but that no one has signed yet):

1a. Click "Modify Agreement" on the Send document confirmation screen.

OR

1b. Go to <https://na1.documents.adobe.com/public/login> > Manage menu > find the agreement > click "Modify Agreement"

NOTE: If you do not see the option for "Modify Agreement," that means it has already been signed and cannot be modified.

"Sales Contract" has been successfully sent for signature

A copy has also been sent to you at varin.gudisiver@gmail.com for your records. "Sales Contract" was sent for signature to Linda Kilmartin (kilmartin@adobe.com). As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders
A daily reminder will be sent to all recipients who have not yet signed.

You will be alerted if:

- The document you sent has not been viewed by Sep 19 at 2:05 AM.
- The document you sent has not been signed by Sep 19 at 6:05 PM.

[Change alert settings](#)

What's next?
[Send Another Document](#) [Go to the 'Manage' page](#) **Modify Agreement**

Adobe Sign

Home Send **Manage** Reports

Search documents, recipients & notes [Search Full Text](#) Title Status Participant email [Search Specific Fields](#)

[Filter by Name or Company](#) [Filter by Document Status](#) [Filter by Document Owner](#) [Filter by Document Status](#)

Name >	Company >	Document Title >	Date >
Waiting For Me to Sign (0)			
Draft (1)			
		New User Account Request Form v016	07/20/2020
		edit	
Waiting For Me to Prefill (2)			

[Print](#) [Enlarge](#) [PDF](#) [Hide](#)

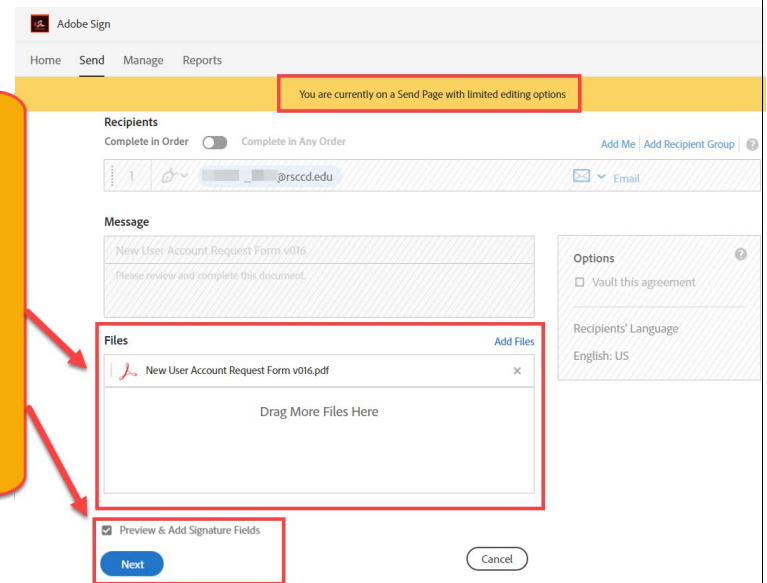
Modify Agreement

2. From the Send page (with limited editing options):
 - a. Options that CANNOT be edited will be **greyed out**.
 - b. Options that CAN be edited will have full functionality.

- c. To modify the form fields in the document itself, click **“Preview & Add Signatures” Next.**

From the Send page (with limited editing options):

- 2a. Options that CANNOT be edited will be **greyed out**.
2b. Options that CAN be edited will have full functionality.
2c. To modify the form fields in the document itself, click **“Preview & Add Signatures” > Next.**



3. When you are done, either click **“Send”** to send the document or **“Update”** and then send the document.

Recipient interaction with Modified Agreements

4. The recipient of a modified agreement is notified that the agreement has changed immediately after clicking the “**Review and sign**” button on the email.
5. The recipient must click “**OK**” before they can sign, approve, or delegate the agreement to acknowledge that the agreement is changed.

Recipient interaction with Modified Agreements

The recipient of a modified agreement is notified that the agreement has changed immediately after clicking the “*Review and sign*” button on the email.

The recipient must click “OK” before they can sign, approve, or delegate the agreement to acknowledge that the agreement is changed.



The agreement has been modified

From: [\[redacted\]](#)

The agreement has been modified by the sender. Please review the entire agreement and contact the sender if you have any questions.

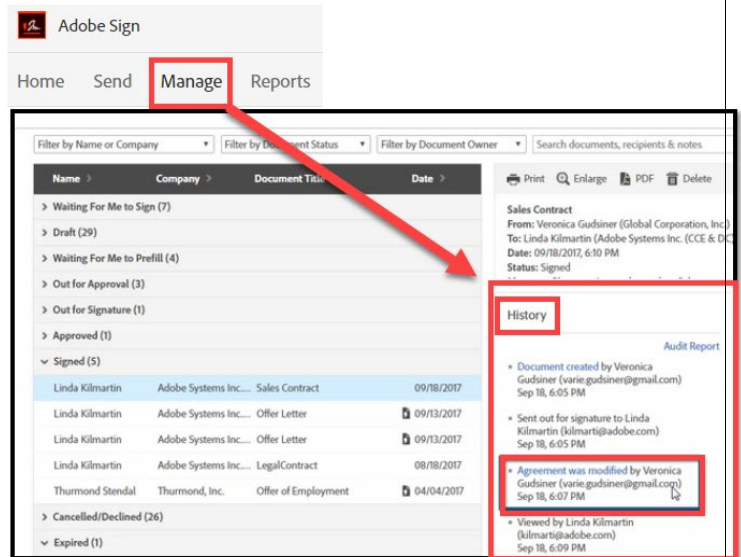
OK

Tracking modifications to sent agreements

6. Under the **Manage** menu at <https://na1.documents.adobe.com/public/login>, users can see exactly when the agreement was modified on the **History** tab.

Tracking modifications to sent agreements

Under the Manage menu at <https://na1.documents.adobe.com/public/login>, users can see exactly when the agreement was modified on the History tab.



The screenshot shows the Adobe Sign interface. The 'Manage' tab is selected and highlighted with a red box. A red arrow points from the 'Manage' tab to the 'History' section on the right. The 'History' section is also highlighted with a red box and contains a list of document events. One event is highlighted with a red box: 'Agreement was modified by Veronica Gudsiner (varie.gudsiner@gmail.com) Sep 18, 6:07 PM'.

Adobe Sign

Home Send **Manage** Reports

Filter by Name or Company Filter by Document Status Filter by Document Owner Search documents, recipients & notes

Name	Company	Document Title	Date
> Waiting For Me to Sign (7)			
> Draft (29)			
> Waiting For Me to Prefill (4)			
> Out for Approval (3)			
> Out for Signature (1)			
> Approved (1)			
v Signed (5)			
Linda Kilmartin	Adobe Systems Inc....	Sales Contract	09/18/2017
Linda Kilmartin	Adobe Systems Inc....	Offer Letter	09/13/2017
Linda Kilmartin	Adobe Systems Inc....	Offer Letter	09/13/2017
Linda Kilmartin	Adobe Systems Inc....	LegalContract	08/18/2017
Thurmond Stendal	Thurmond, Inc.	Offer of Employment	04/04/2017
> Cancelled/Declined (26)			
v Expired (1)			

Print Enlarge PDF Delete

Sales Contract
From: Veronica Gudsiner (Global Corporation, Inc.)
To: Linda Kilmartin (Adobe Systems Inc. (CCE & D...)
Date: 09/18/2017, 6:10 PM
Status: Signed

History Audit Report

- Document created by Veronica Gudsiner (varie.gudsiner@gmail.com) Sep 18, 6:05 PM
- Sent out for signature to Linda Kilmartin (kilmartin@adobe.com) Sep 18, 6:05 PM
- Agreement was modified by Veronica Gudsiner (varie.gudsiner@gmail.com) Sep 18, 6:07 PM**
- Viewed by Linda Kilmartin (kilmartin@adobe.com) Sep 18, 6:09 PM

Conditions for modifying a sent agreement

NOTE: You CANNOT modify a sent agreement if:

- Signer has signed
- Approver has approved
- Delegator has delegated*
 - o *Can modify after delegating if:
 - Signer has delegated signing and document is still not signed.
 - Approver has delegated approving, and the document is still not approved.
- Agreement was rejected.
- Agreement needs digital ID signature or fax signature.

CANNOT modify if:

- Signer has signed.
- Approver has approved.
- Delegator has delegated*
- Agreement was rejected.
- Agreement needs digital or fax signature.

- *Can modify after delegating if:
 - Signer has delegated signing and document is still not signed.
 - Approver has delegated approving and the document is still not approved.

Index & References:

- Add form fields to documents: <https://helpx.adobe.com/sign/how-to/adobe-adding-form-fields.html>
- Field types: <https://helpx.adobe.com/sign/using/field-types.html>
- Send documents for signature: <https://helpx.adobe.com/acrobat/using/send-for-signature.html>
- Sign PDF documents: <https://helpx.adobe.com/acrobat/using/signing-pdfs.html#Signanagreement>
- Fill and Sign PDF forms: <https://helpx.adobe.com/acrobat/using/fill-and-sign.html#Sendyourform>
- Prefill agreement fields before sending: <https://helpx.adobe.com/sign/using/prefill-forms-field-before-sending.html#:~:text=Field%20role%20%7C%20Prefill%20by%20sender,advanced%20to%20the%20Signing%20phase.>
- Send a document in bulk using Mega Sign: <https://helpx.adobe.com/sign/how-to/adobe-use-mega-sign-bulk-signatures.html>
- Send a Mega Sign by using a .CSV file to import the recipients and their details: <https://helpx.adobe.com/sign/using/mega-sign.html>
- Modify a sent agreement's documents or fields: <https://helpx.adobe.com/sign/using/modify-document-sent-for-signature.html>

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 | Ext 44357 | helpdesk@rsccd.edu | <https://rsccd.edu/helpdesk> |
Mon-Fri, 7:30am-4:30pm