



**Electronic signatures (i.e., e-signatures)** are legally binding and can be used to replace handwritten signatures. They can also use more advanced cloud signatures that rely on **certificate-based digital IDs** to provide stronger signer authentication. With **Adobe Sign**, recipients can **electronically sign** documents by typing or drawing their name on their computer or mobile device or uploading an image of their signature.

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

**NOTE:** You will need access to the Adobe Creative Cloud in order 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**.

**NOTE:** *Login instructions and software installation* steps for Adobe Creative Cloud are located here:

[Adobe Creative Cloud Home Use for Faculty and Staff](#)

**NOTE:** A *training video* covering the main contents of the Adobe Sign guide can be found here:

[Adobe Sign Training – Shared screen with speaker view.](#)

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

714-564-4357 | Ext 44357 | [helpdesk@rscdd.edu](mailto:helpdesk@rscdd.edu) | [webhelpdesk.rscdd.edu](http://webhelpdesk.rscdd.edu) | Mon-Fri, 7:30am-4:30pm

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## Prepare document for e-signatures

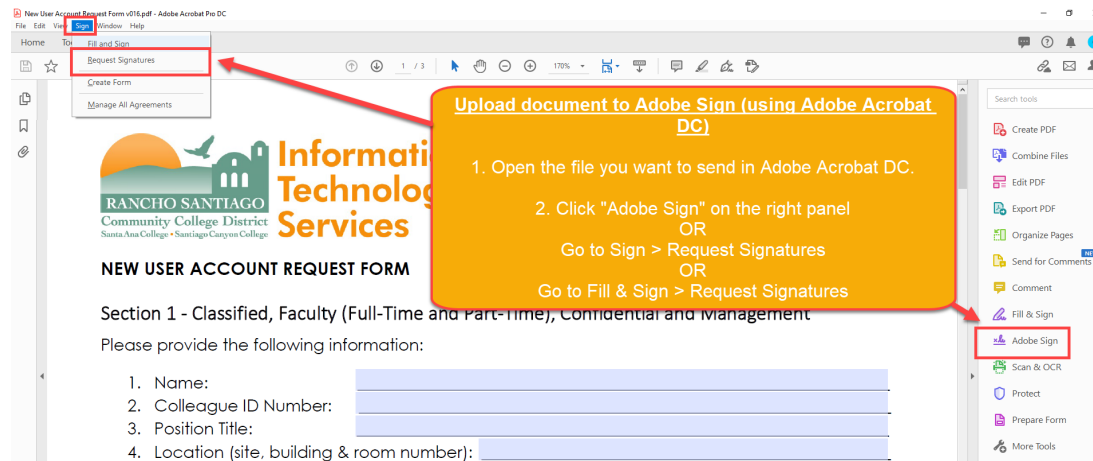
The **typical workflow** for preparing a document for electronic signatures (i.e., e-signatures) in Adobe Sign is:

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**



NOTE: To use the Adobe Acrobat website instead, please see steps for “Using Adobe Acrobat website to prepare a document for signatures”.

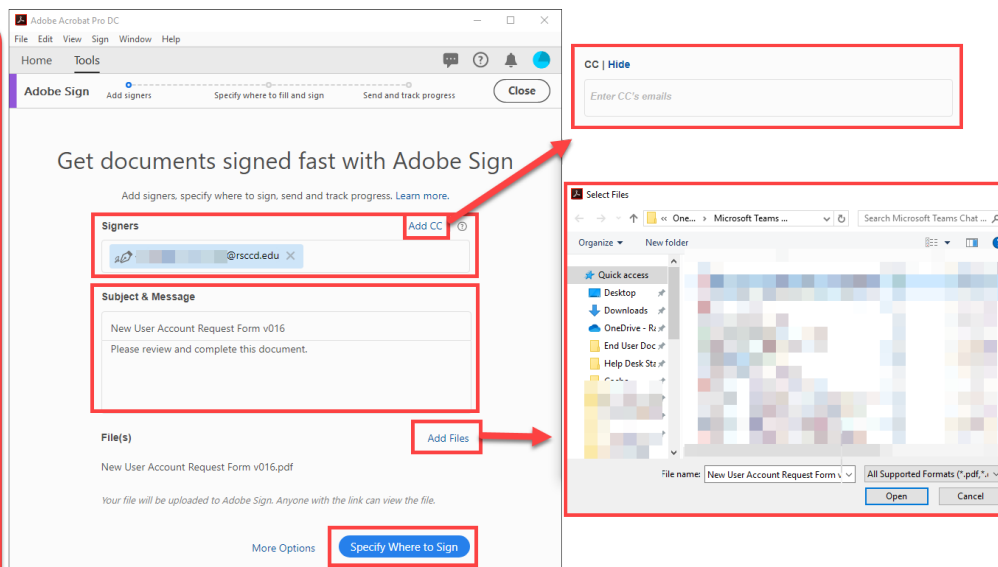
## Add signers to document

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”.

**Add signers to a document**

1. In the **Signers** field, specify the email address(es) of the signers.
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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.
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.

**Upload a Document - More Options**

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

Get documents signed fast with Adobe Sign

Add signers, specify where to sign, send and track progress. [Learn more.](#)

**Signers** Add CC ⓘ

**Subject & Message**

**File(s)** Add Files

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

More Options Specify Where to Sign

**Recipients**

Complete in Order  Complete in Any Order Add Me Add Recipient Group ⓘ

1  Email ×

2

**CC** Hide

**Message**

**Files** Add Files

Password Protect  
Password must contain 3 to 32 characters.

Show password

Set Reminder

**Recipients' Language**

Preview & Add Signature Fields

Next

## 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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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.

**RECIPIENTS**

- Signature Fields
  - Signature
  - Digital Signature
  - Initials
  - Signature Block
  - Stamp
- Signer Info Fields
- Data Fields
- More Fields
- Transaction Fields

**Send**

### 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: [Redacted]
- Approving Manager: Signature
- Department/Division: [Redacted]
- Effective Date: [Redacted]
- Today's Date: [Redacted]

User Information

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

RECIPIENTS

- E [Redacted]
- C [Redacted]
- K ( [Redacted]
- D (S [Redacted]
- Anyone

Approving Manager [Redacted]

Assigned To: Anyone

Field Type: [Redacted]

Value Type: Entered value

Required  Read Only

Mask field data  Multi-line data entry

Default Value: [Redacted]

Tooltip: ng Manager

Validation: None

Conditions: [Redacted]

Appearance: [Redacted]

Tools: [Redacted]

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

- a. Requires a recipient to have a digital ID certificate service such as GlobalSign (**not recommended**).

### 3. Initials

- a. Similar to Signature field; does not require an Adobe ID or sign-in to Adobe Creative Cloud.

### 4. Signature Block

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

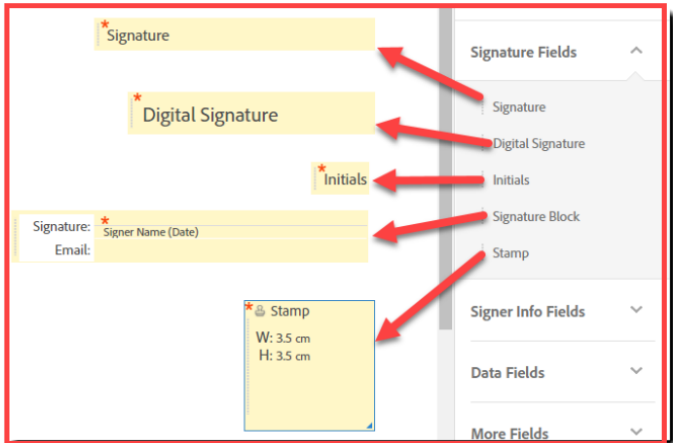
### 5. Stamp

- a. 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.

**Specifying Signature Fields**

There are 5 different types of signature fields available.

By default, signature and initials fields are mandatory, denoted by a red asterisk\*.



### 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.

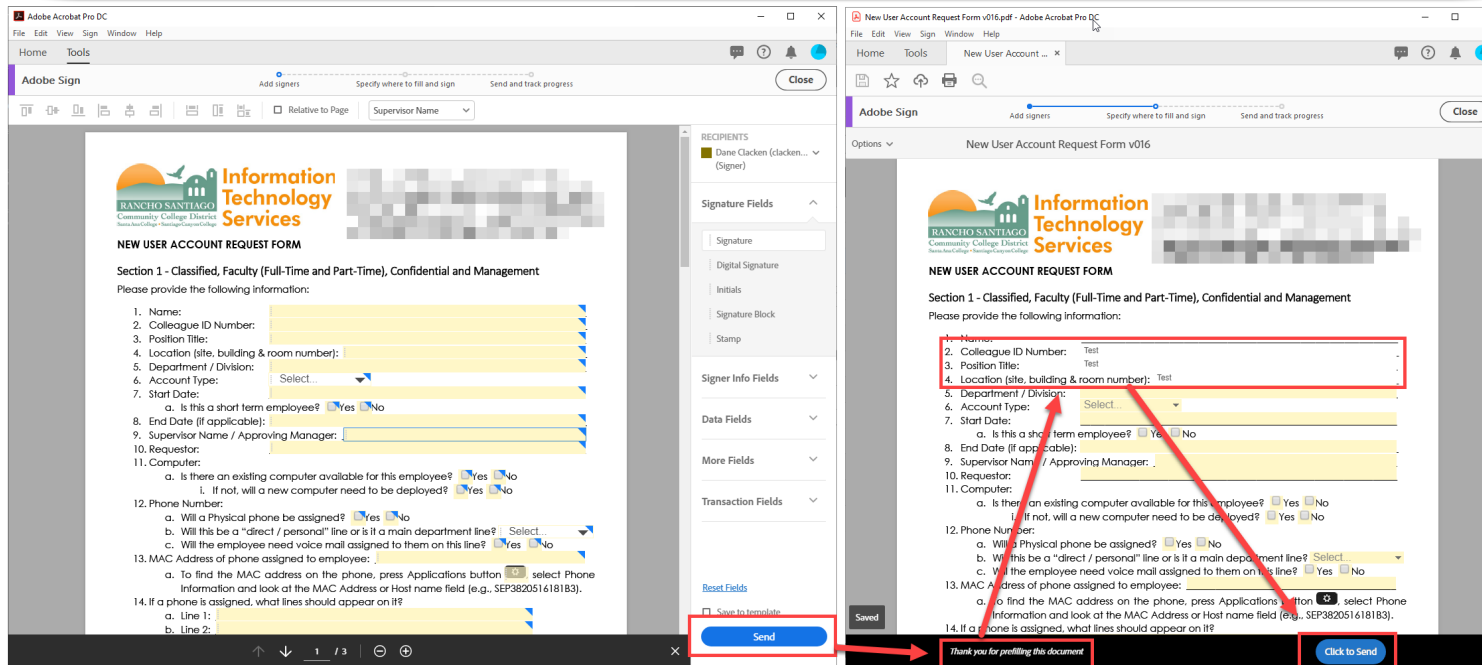
Prefill Document Fields (Optional)

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.

**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 recipient. See bottom of screen "Thank you for prefilling this document" notification.

2. When done with the prefill fields, click **“Click to Send”** at the bottom of the document.



## 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.

**Information Technology Services**  
Download this form and send a completed version to helpdesk@rscd.edu or attach to a ticket if submitting on the web Help Desk website. Approving Managers must either submit this form, or reply with a written approval via email.

**NEW USER ACCOUNT REQUEST FORM**

Section 1 - Classified, Faculty (Full-Time and Part-Time), Confidential and Management  
Please provide the following information:

- Name: \_\_\_\_\_
- Colleague ID Number: \_\_\_\_\_
- Position Title: \_\_\_\_\_
- Location (site, building & room number): \_\_\_\_\_
- Department / Division: \_\_\_\_\_
- Account Type: Select...
- Start Date: \_\_\_\_\_
  - Is this a short term employee?  Yes  No
- End Date (if applicable): \_\_\_\_\_
- Supervisor Name / Approving Manager: \_\_\_\_\_
- Requestor: \_\_\_\_\_
- Computer:
  - Is there an existing computer available for this employee?  Yes  No
  - If not, will a new computer need to be deployed?  Yes  No
- Phone Number:
  - Will a Physical phone be assigned?  Yes  No
  - Will this be a "direct / personal" line or is it a main department line? Select...
  - Will the employee need voice mail assigned to them on this line?  Yes  No
- MAC Address of phone assigned to employee:
  - To find the MAC address on the phone, press Applications button **(C)**, select Phone Information and look at the MAC Address or Host name field (e.g., SEP382051618183).
- If a phone is assigned, what lines should appear on it:
  - Line 1: \_\_\_\_\_
  - Line 2: \_\_\_\_\_
  - Line 3: \_\_\_\_\_
  - Line 4: \_\_\_\_\_
  - Line 5: \_\_\_\_\_
  - Line 6: \_\_\_\_\_
- If the employee needs access to any IT Drive department folders, which ones: \_\_\_\_\_
- If the employee needs access to Colleague, what access (e.g., NAE, STAC, SPRO, etc): \_\_\_\_\_
  - OR provide us with another employee with the same access whose account we should "inherit" \_\_\_\_\_
- Will the employee need Perceptive Content (ImageNow) access as an Approver?  Yes  No
  - If so, please specify: \_\_\_\_\_

“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:

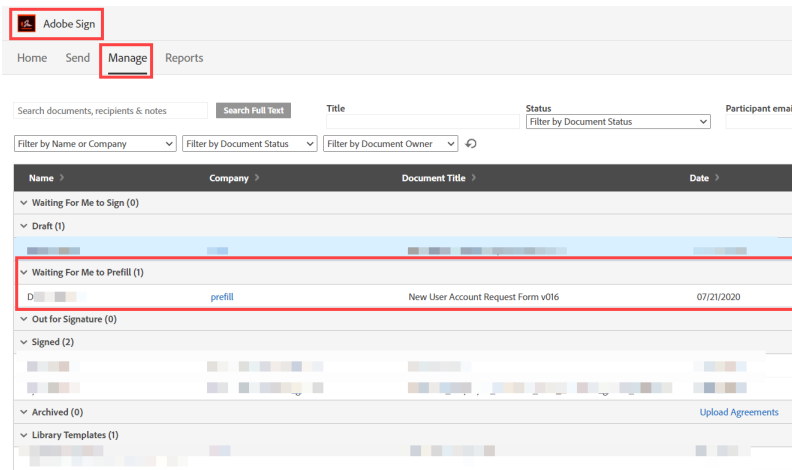
- The document you sent has **not been viewed by today at 6:29 PM.**
- The document you sent has **not been signed by Jul 22 at 10:29 AM.**

[Change alert settings](#)

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

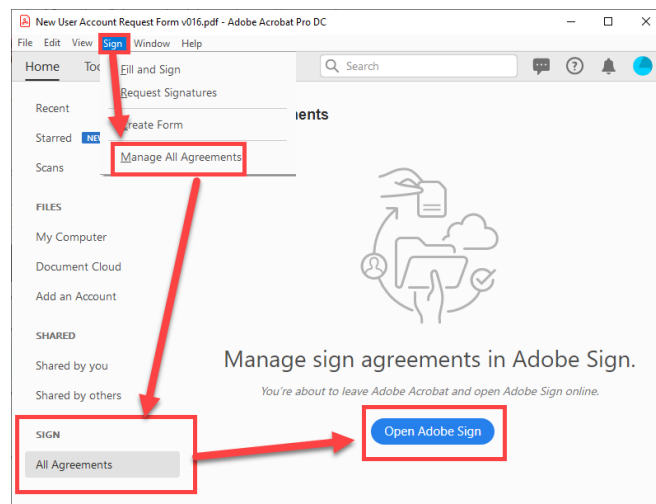
## Track progress of document

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.



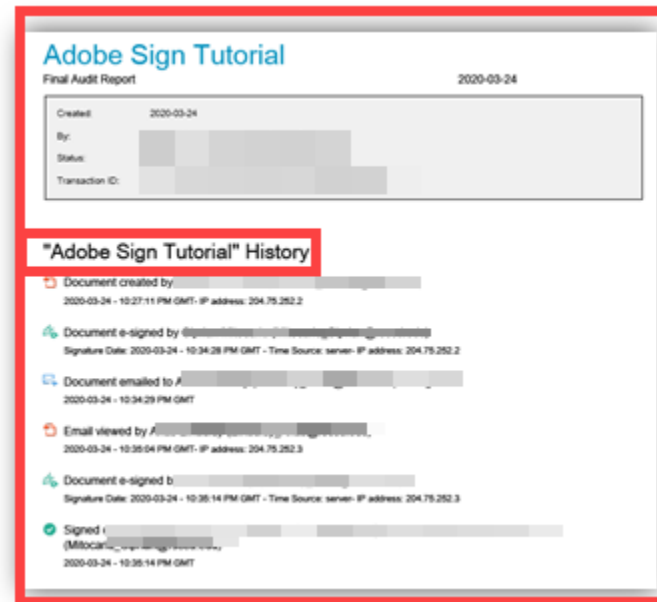
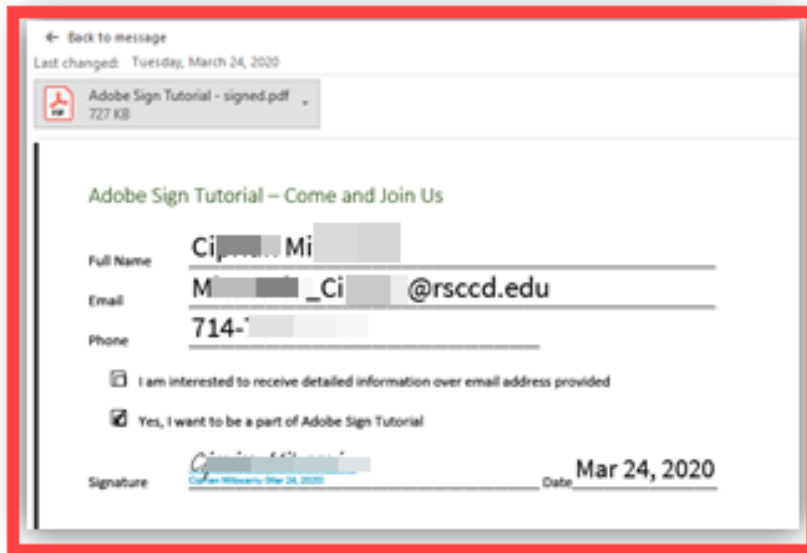
OR

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.



## 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.

The screenshot shows the Adobe Acrobat web interface. At the top, there is a navigation bar with 'Adobe Acrobat', 'Home', 'Documents', 'Convert', 'Edit', 'Share', 'Sign', and 'All tools'. A 'Get Acrobat DC desktop' button is on the right. Below the navigation bar, a light blue banner says 'Welcome to Acrobat, [redacted]' and 'Your Adobe Acrobat DC subscription includes all PDF and e-signing tools.' with a 'Take the tour' link. Underneath, the 'Recommended tools' section features two cards: 'Export PDF' and 'Request Signatures'. The 'Request Signatures' card is highlighted with a red border and contains the text 'Send a document to others for signing' and a 'Go to Adobe Sign' button. A red arrow points from the 'Welcome to Acrobat' banner to the 'Request Signatures' card. To the right, a large orange callout box contains the following text:   
**Using Adobe 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>  
Once you are logged in, go to Request Signatures > "Go to Adobe Sign" to prepare the document.

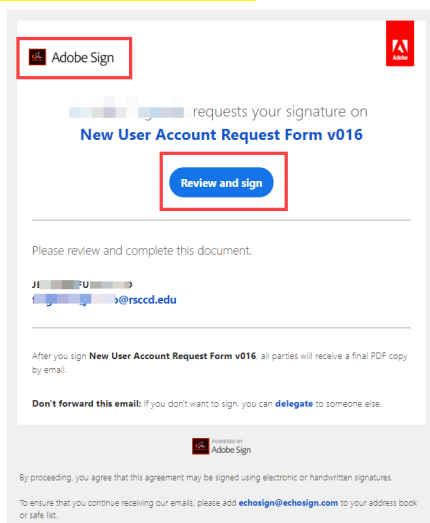
## Signing a Document with e-signature

There are two ways to sign a document using Adobe:

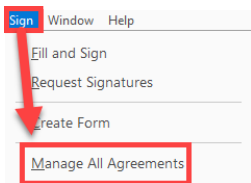
1. **Sign a document using the email link**
2. **Sign a document using Fill & Sign (Adobe Acrobat DC).**

**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](mailto: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.

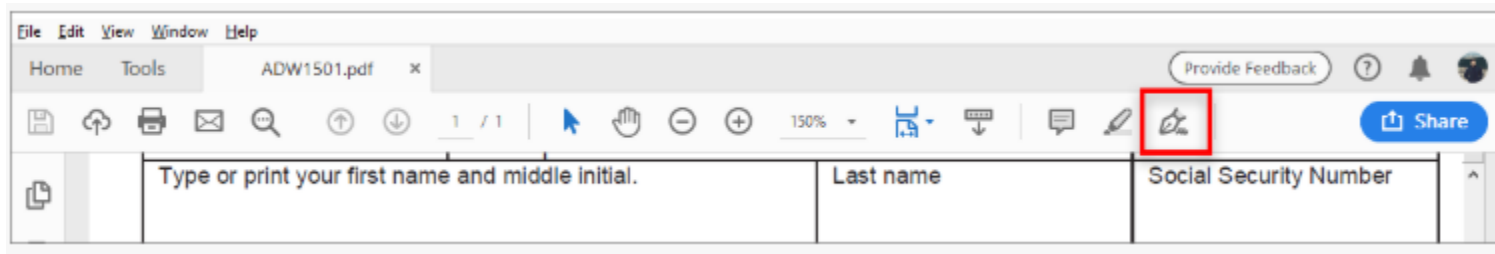
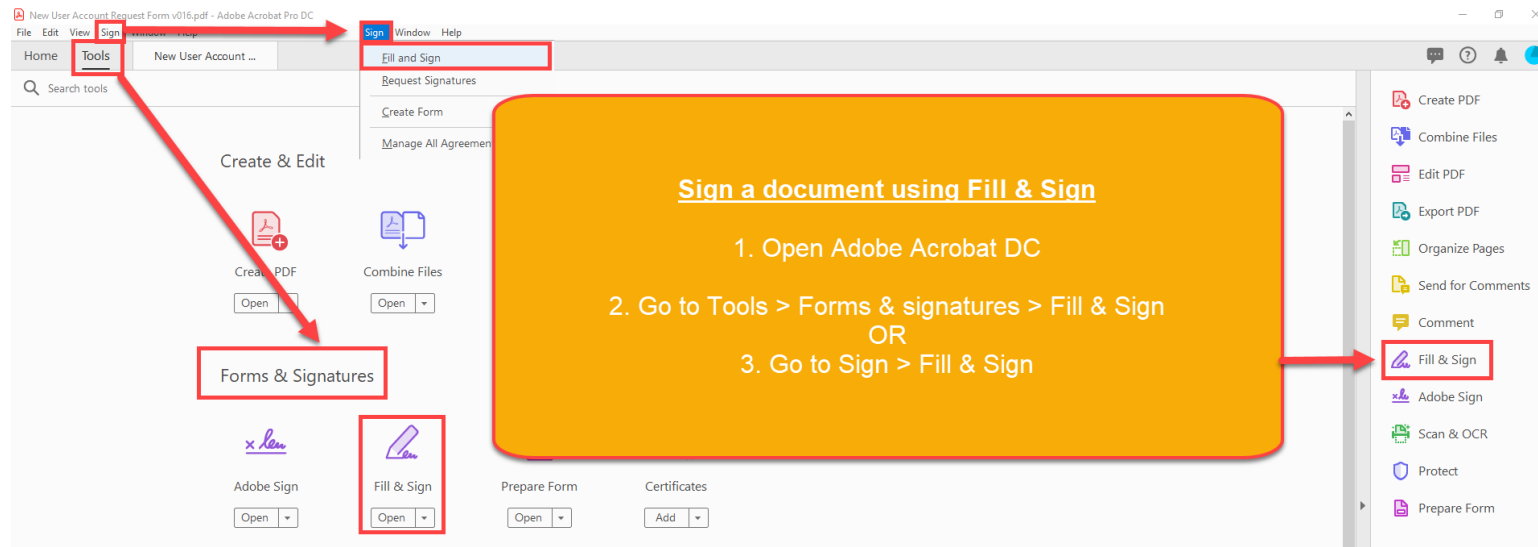


4. Click **Apply** to place the signature or initial.
5. Click **Click To Sign**.

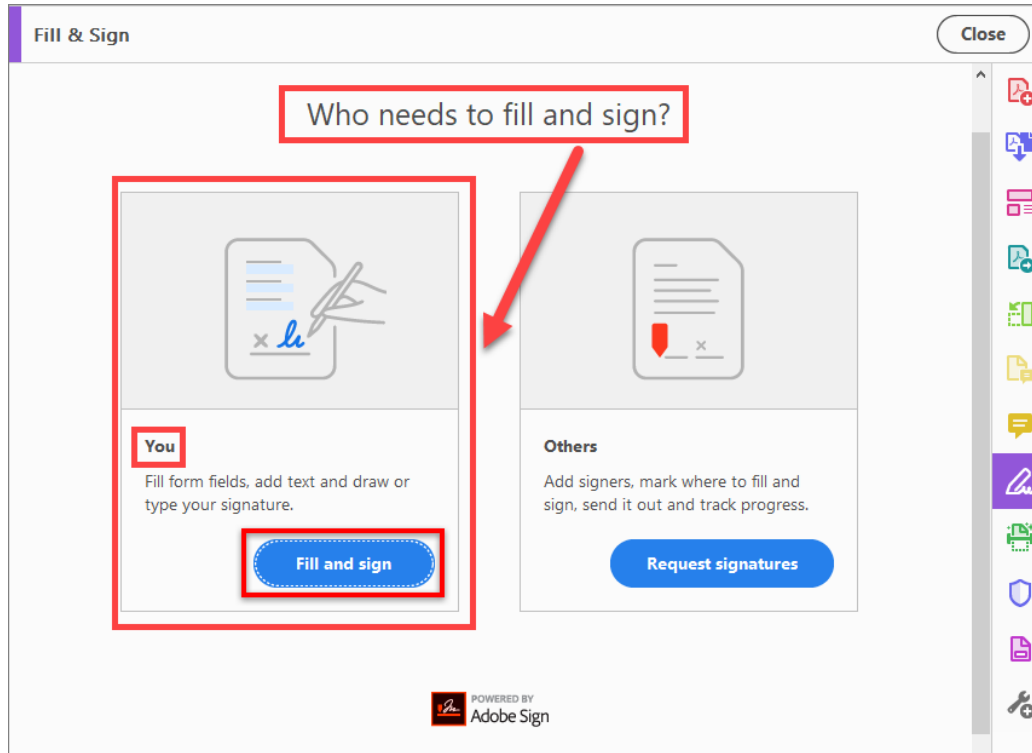
## Sign a document using Fill & Sign (Adobe Acrobat DC)

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

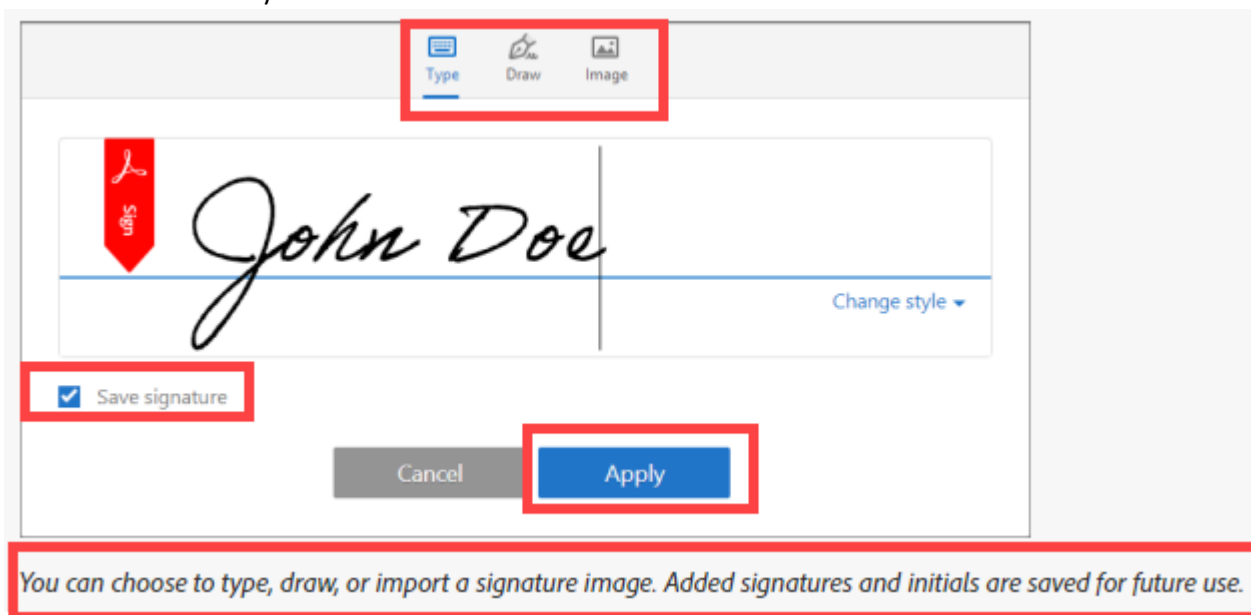
1. Open Adobe Acrobat DC
2. Go to **Tools > Forms & Signatures > Fill & Sign**  
OR
3. Go to **Sign > Fill & Sign**



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



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.

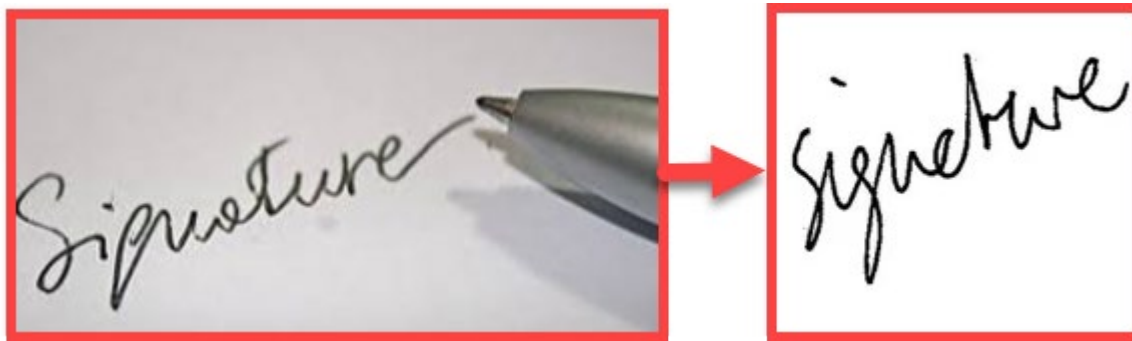


8. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

### 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.

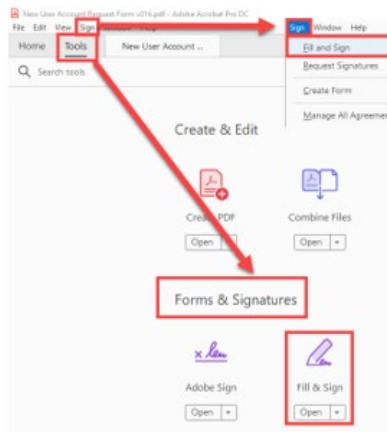


## Send your signed form to others

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.

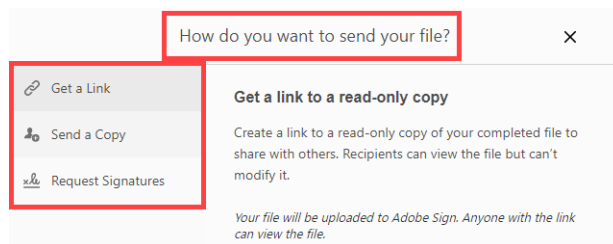
1. Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign**



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



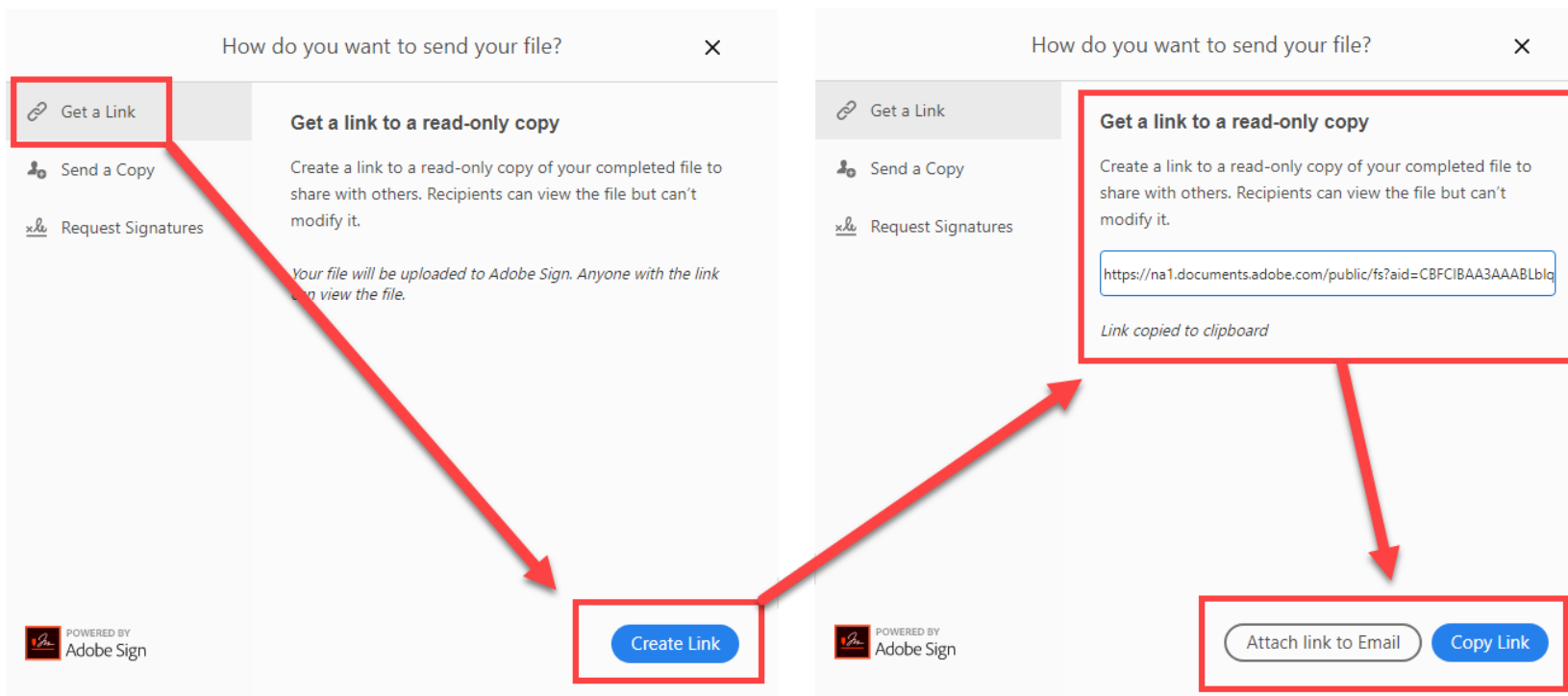
3. Send your form using any of the following methods
  - a. Send an anonymous or public link to your signed document
  - b. Send a copy of the signed document in a personalized email
  - c. Send the document to get signatures from others



## 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.

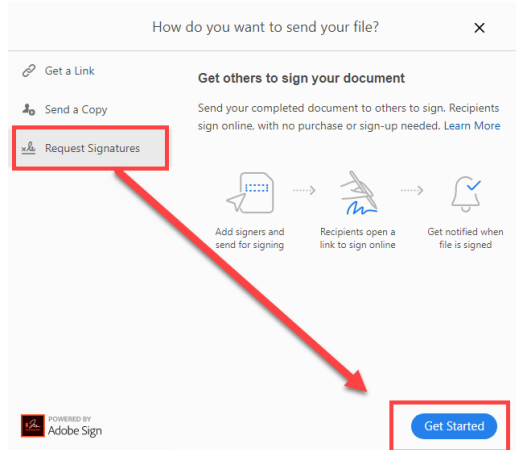
1. Click **Send a Copy**.
2. **Enter the email address** of whoever you'd like to send the document. You can also use the **Address Book** link to choose email addresses.
3. The **Subject and Message** fields are just like the ones you use for sending an email and appear to your recipients in the same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

The screenshot shows a dialog box titled "How do you want to send your file?" with a close button (X) in the top right corner. On the left side, there are three options: "Get a Link", "Send a Copy" (which is highlighted with a red box and a red arrow), and "Request Signatures". The "Send a Copy" option is selected, and a red box highlights the "Send a read-only copy" section of the dialog. This section contains the following text: "Send a read-only copy of your completed document by email. Recipients can view the file but can't modify it." Below this text is a search input field with the placeholder "Enter email addresses..." and a person icon. Underneath the input field is the document title "New User Account Request Form v016". Below the title is a text area with the placeholder "Enter a personal message (optional)". At the bottom of the dialog, there is a note: "Your file will be uploaded to Adobe Sign. Anyone with the link can view the file." In the bottom right corner of the dialog, there is a blue "Send" button, which is also highlighted with a red box. At the bottom left of the dialog, there is a logo for "POWERED BY Adobe Sign".



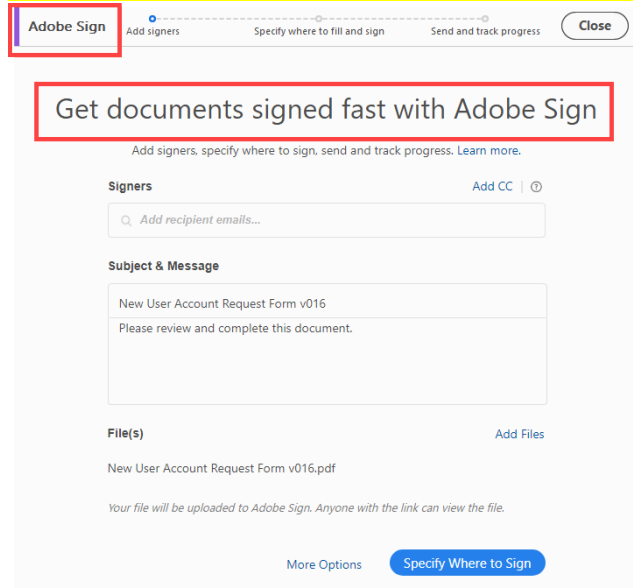
## Send the document to get signatures from others

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.

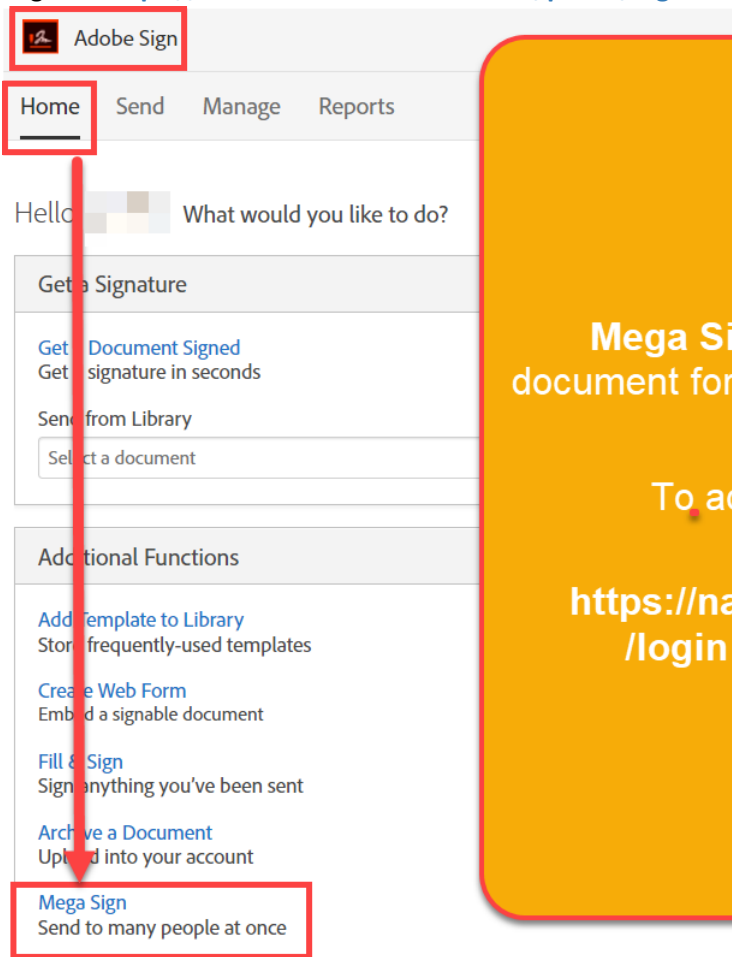


## Send a Mega Sign document

**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.

**Mega Sign Menu**

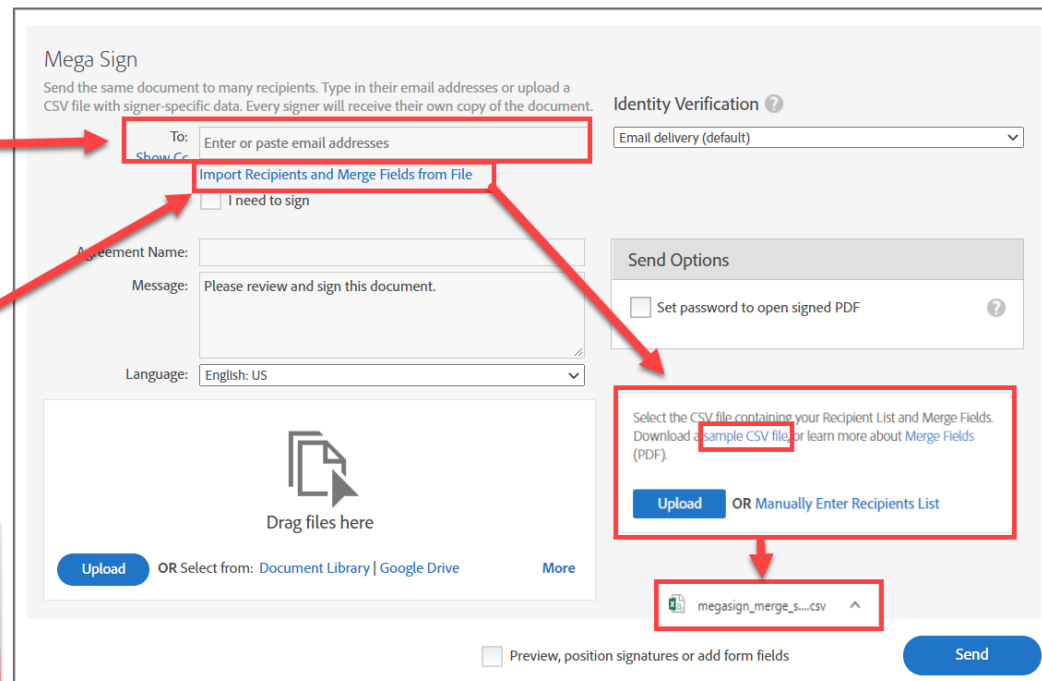
2a. Manually enter email addresses in the “To” field

OR

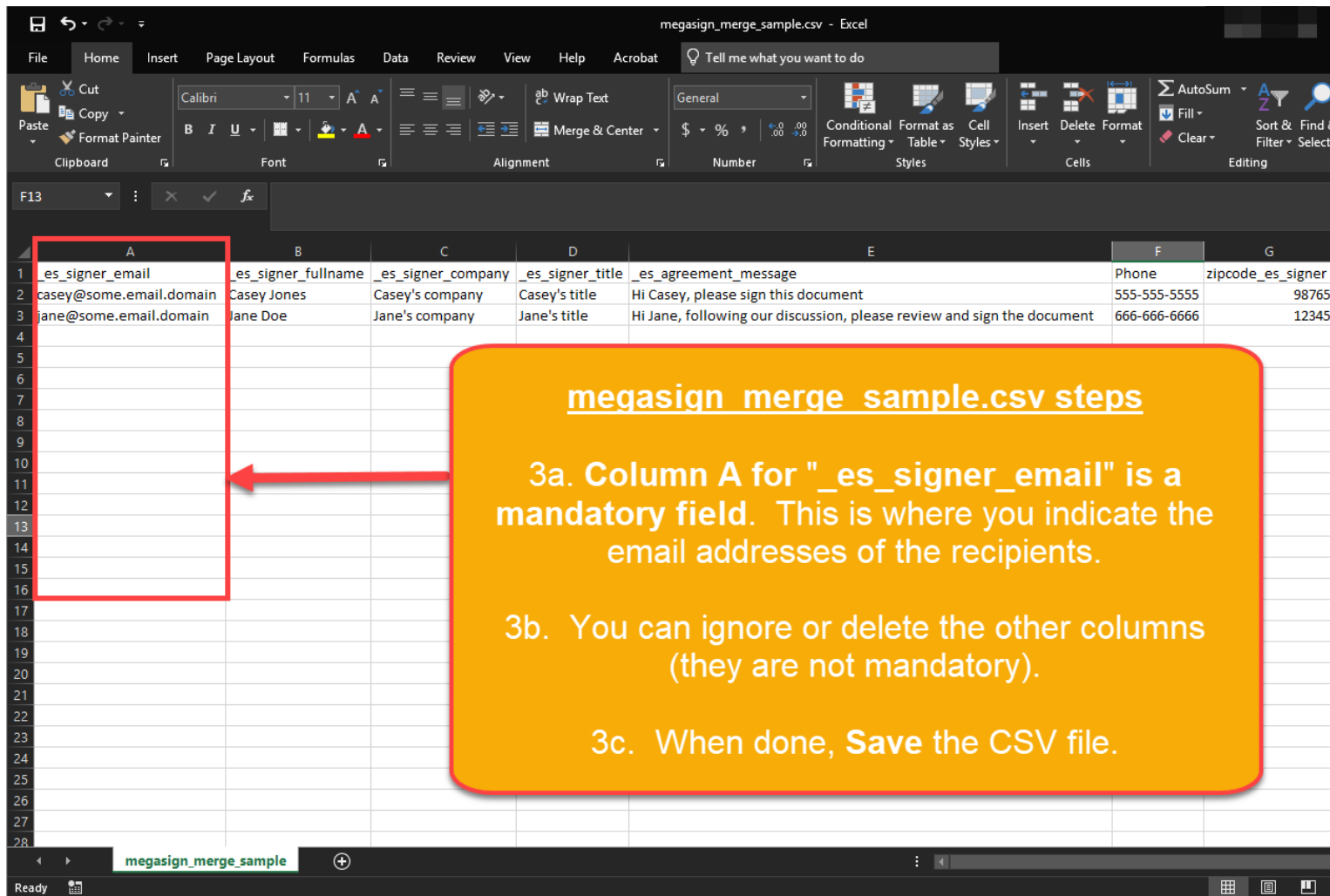
2b. Click “Import Recipients and Merge Fields from File” and click the link for “Download a sample CSV file.”

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.

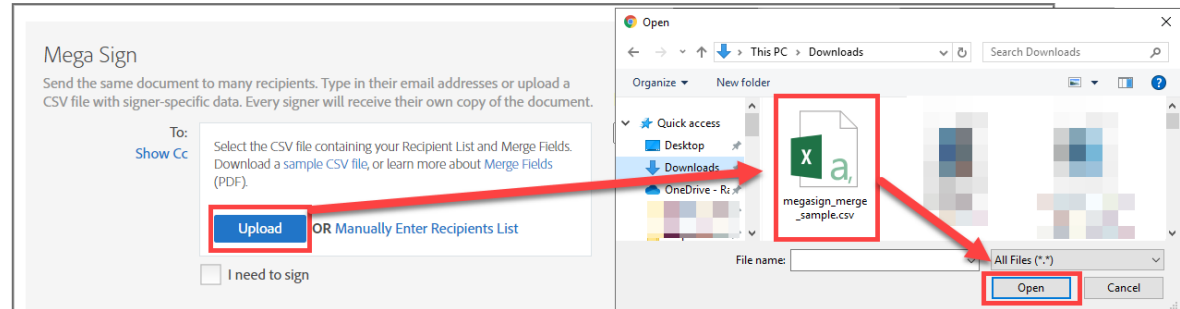


- 3. In the **megasign\_merge\_sample.csv** document:
  - a. **Column A for” \_es\_signer\_email”** is a mandatory field. This is where you indicate the email addresses of the recipients.
  - b. You can ignore or delete the other columns (they are not mandatory).
  - c. When done, **Save** the CSV file.



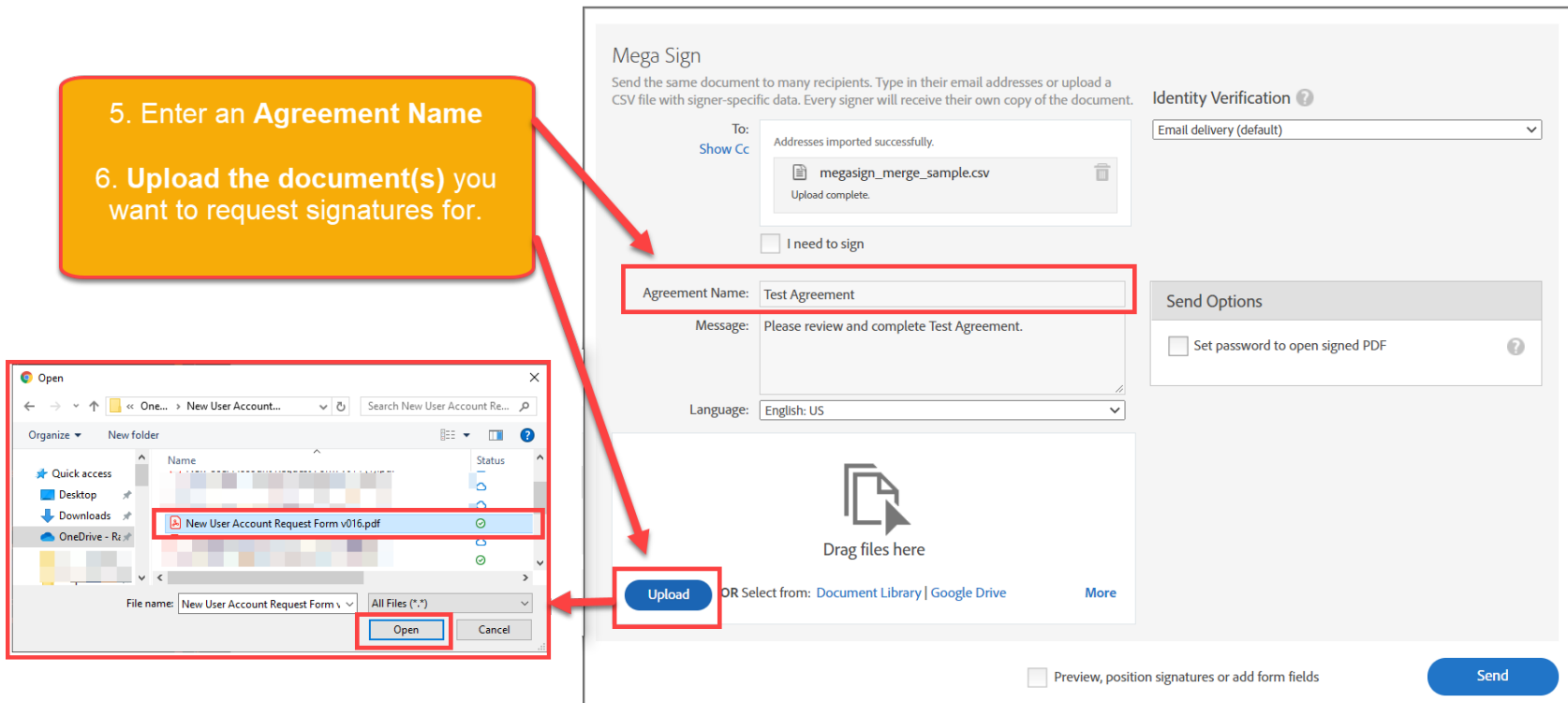
- 4. After you have saved the CSV file -- return to the Mega Sign menu, click import recipients again, and then click upload. Select the saved CSV file and click Open.

4. After you have saved the CSV file -- return to the Mega Sign menu, click "Import Recipients" again, and 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.

5. Enter an Agreement Name  
6. Upload the document(s) you want to request signatures for.



- 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.

**To Send the Mega Sign agreement, you must either:**

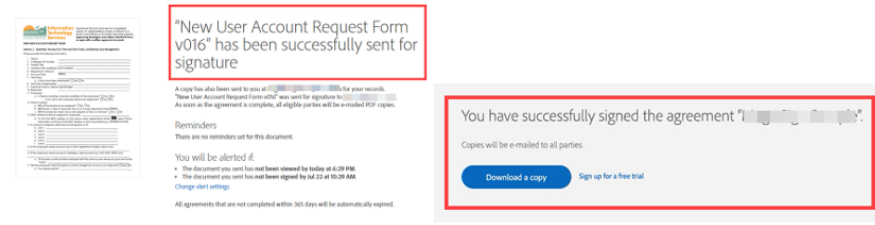
**7a. Click “Send”** - this will automatically add a signature block to the end of the document and send it to each recipient for signing.

OR

**7b. 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.

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.

8. Recipients receive an email with the agreement. Once they've signed 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.

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

Name	Company	Document Title	Date
<b>Out for Signature (9)</b>			
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.senda@gmail.com		Mega Sign Sample	05/20/2019
heatherdougdemo@gmail.c...		Mega Sign Sample	05/20/2019
<b>Signed (2)</b>			
Evan Beddersiner		Mega Sign Sample	05/20/2019

**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

## 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 [varis.gudalinen@gmail.com](mailto:varis.gudalinen@gmail.com) for your records. “Sales Contract” was sent for signature to Linda Kilmarin ([lilmartin@adobe.com](mailto:lilmartin@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  [Switch to New Experience](#)

Filter by Name or Company Filter by Document Status Filter by Document Owner

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](#)



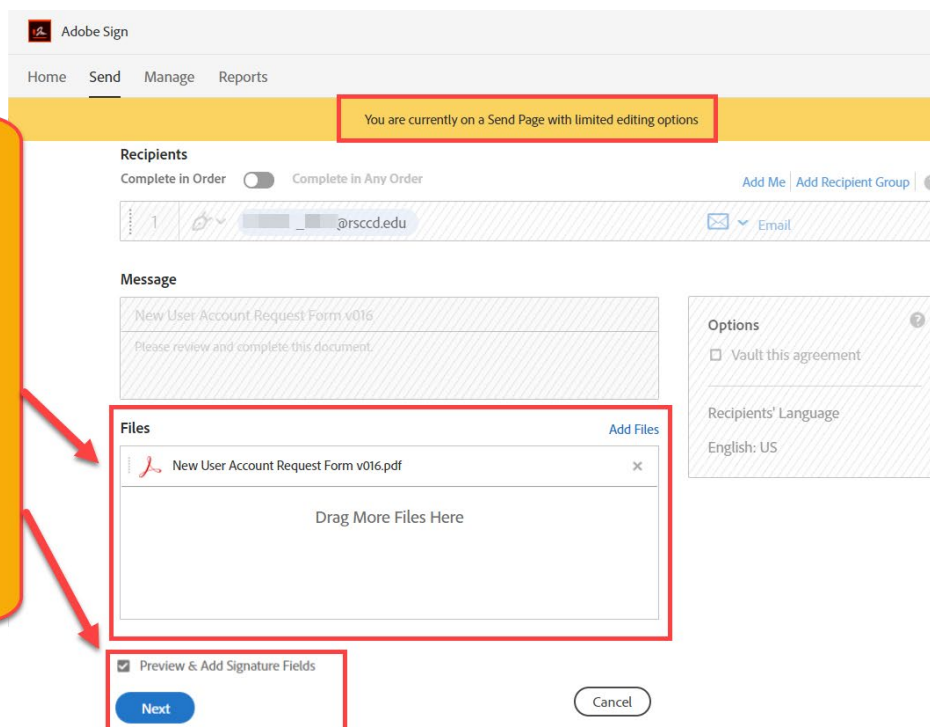
- 2. From the Send page (with limited editing options):
  - a. Options that CANNOT be edited will be **greyed out**.
  - b. Options that CAN be edited will have full functionality.
  - c. To modify the form fields in the document itself, click **“Preview & Add Signatures” Next**.

**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.

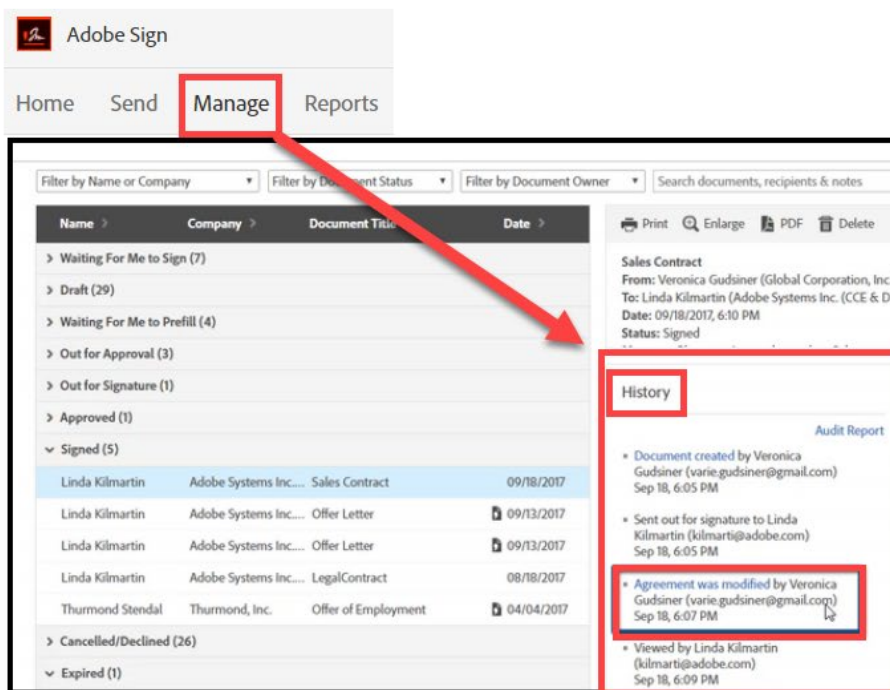
OK

## Tracking modifications to sent agreements

- 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.



## 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](mailto:helpdesk@rsccd.edu) | [webhelpdesk.rsccd.edu](http://webhelpdesk.rsccd.edu) | Mon-Fri, 7:30am-4:30pm