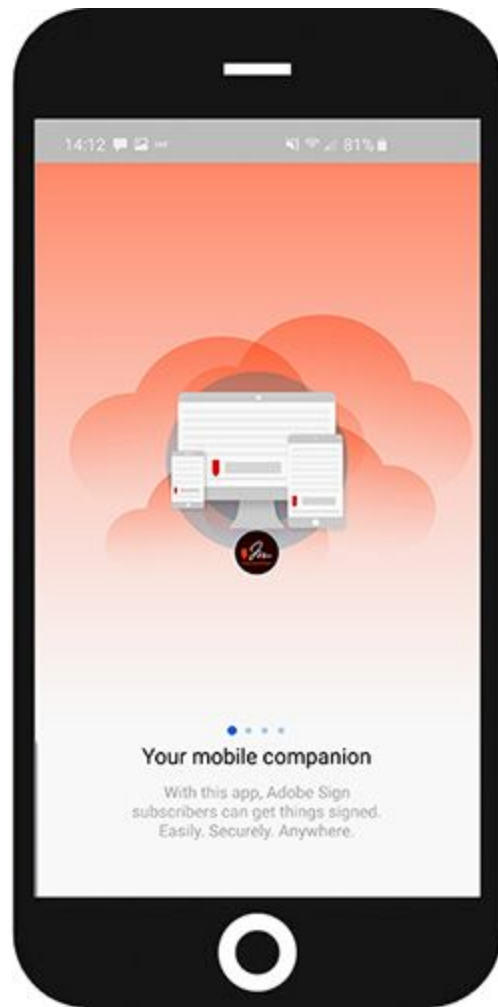
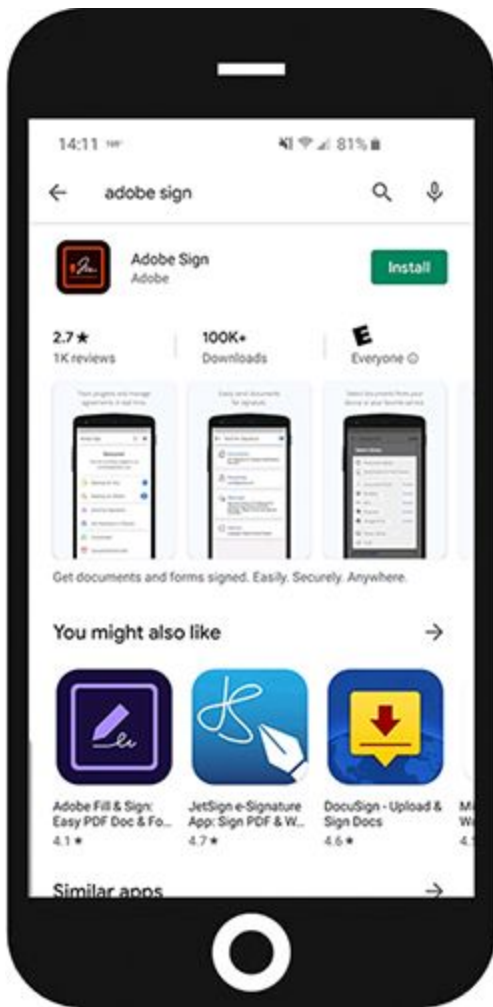


Adobe Sign Mobile App and Getting Onsite Signatures

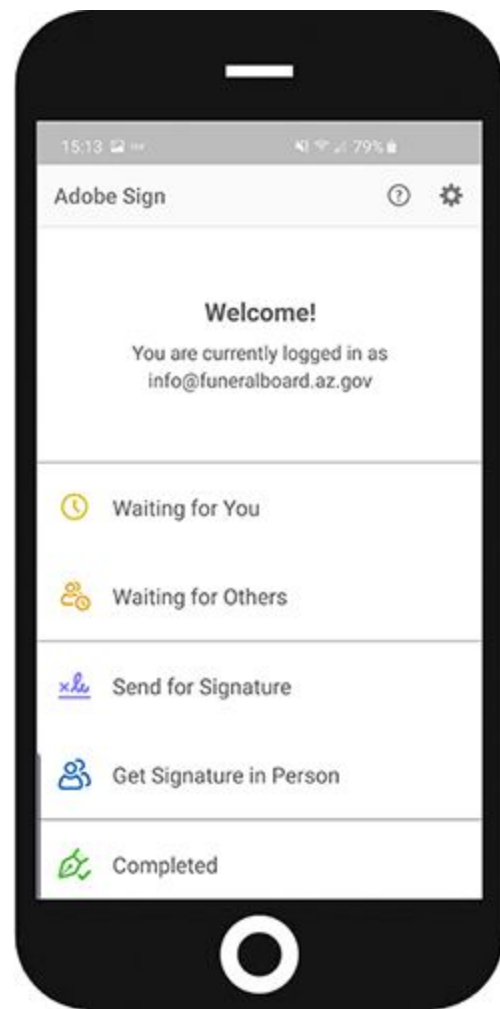
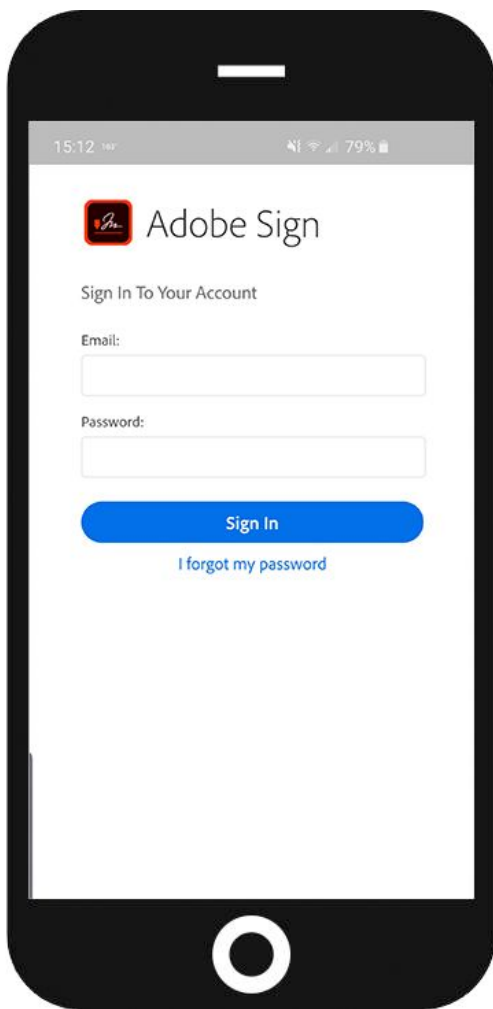
Download the on Google Play or the App-Store. The app is available for Android and IOS.

Once installed and you open the app for the first time you will receive the welcome messages.



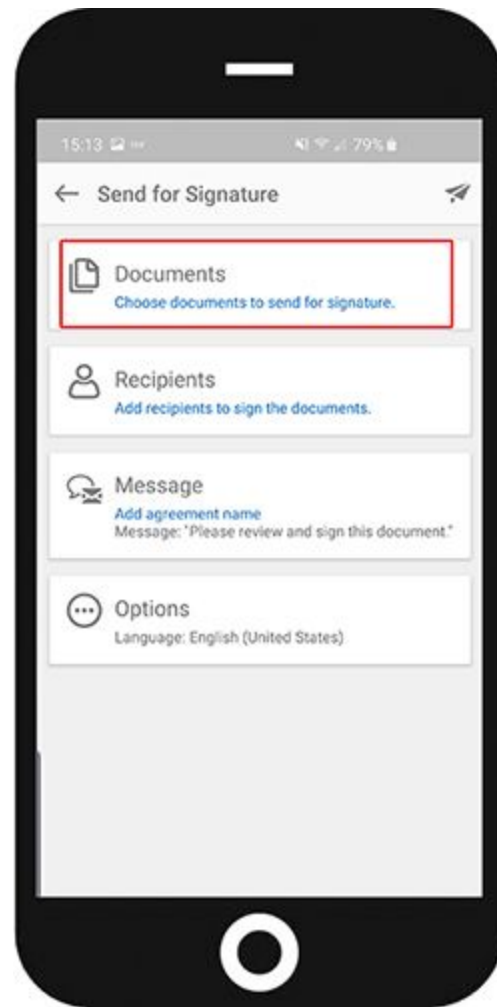
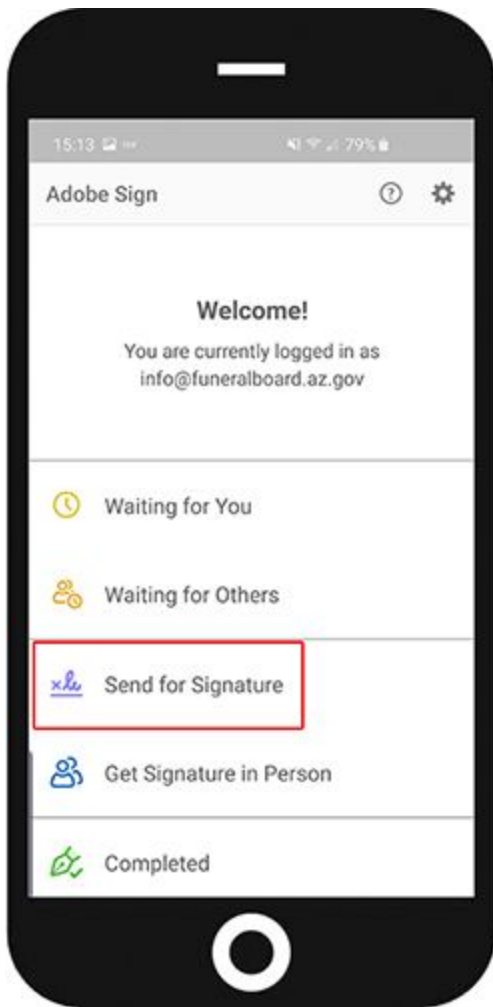
Log into YOUR Adobe Sign account. This app will connect to your Adobe Sign account. If you do not have an Adobe Sign account please contact ASET using the [EA Software Request](#) form to have an account created for you.

The Mobile App home screen is a slimmed down version of Adobe Sign. You can send the document for signature, manage the document and sign them from here.



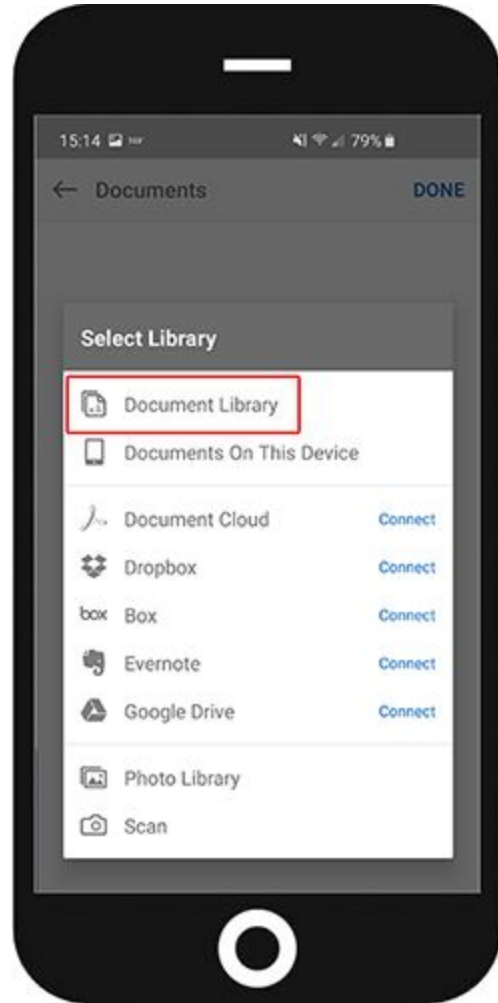
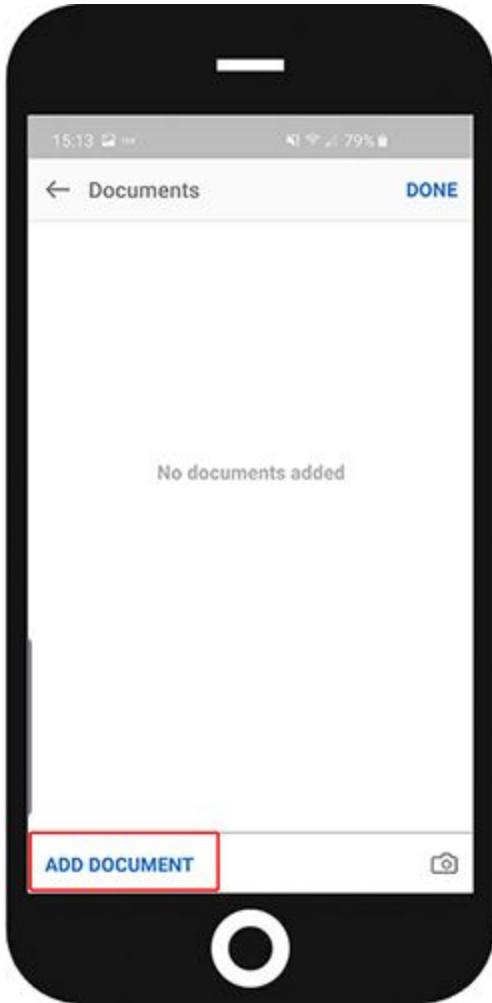
To send a document or to fill out the document and get a signature in person tap on the Send for Signature option. You will need to have your document already located in Adobe Sign as a Template for this to work correctly.

Next you will need to tap on the Documents option.

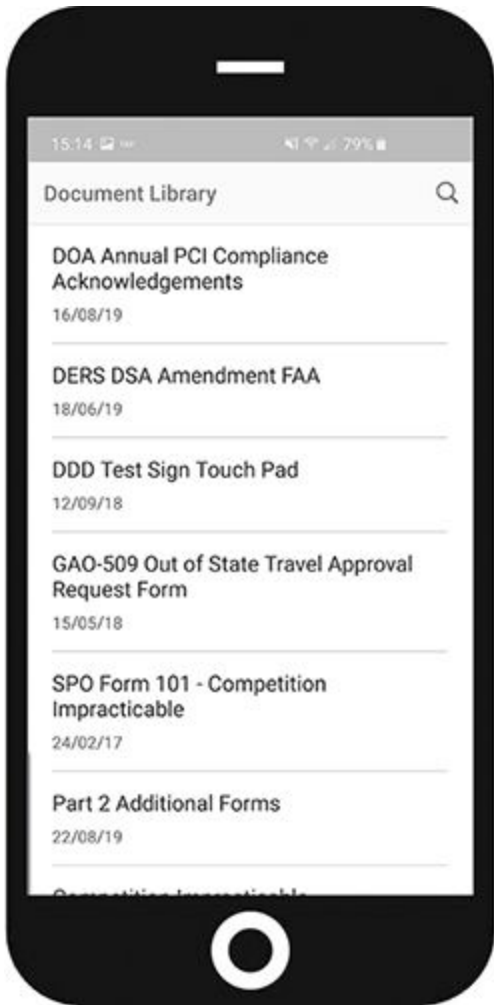


In the bottom left tap on the Add Document.

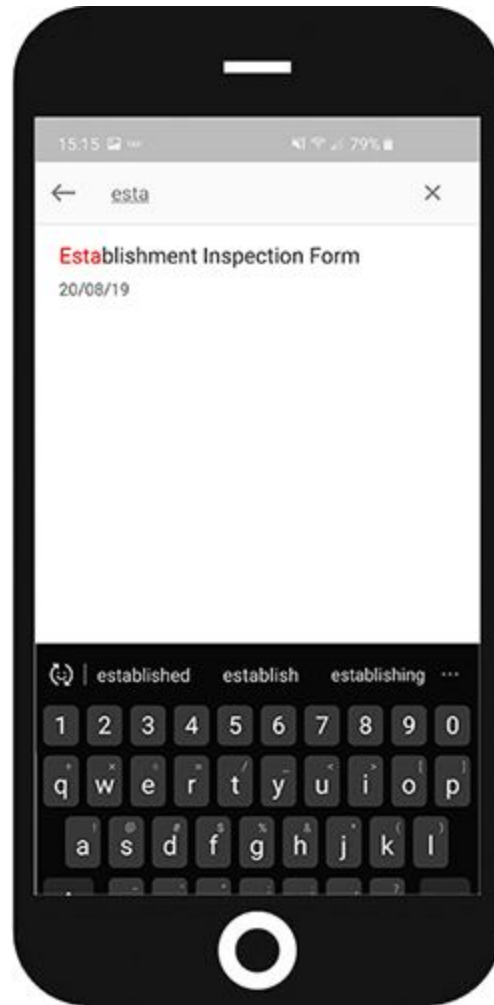
Here you can choose where the document is. In this case the document is in the library. Tap on the Document Library.



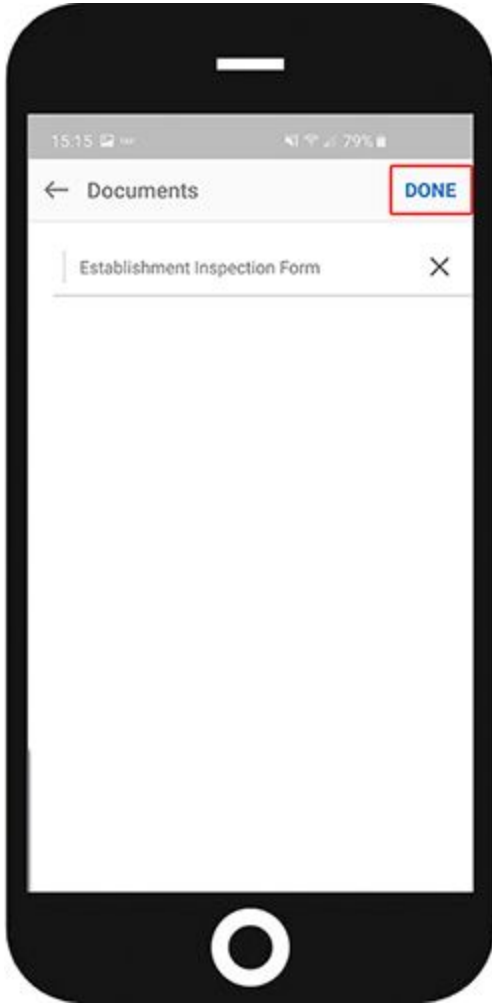
This will show all the available documents that you can send.



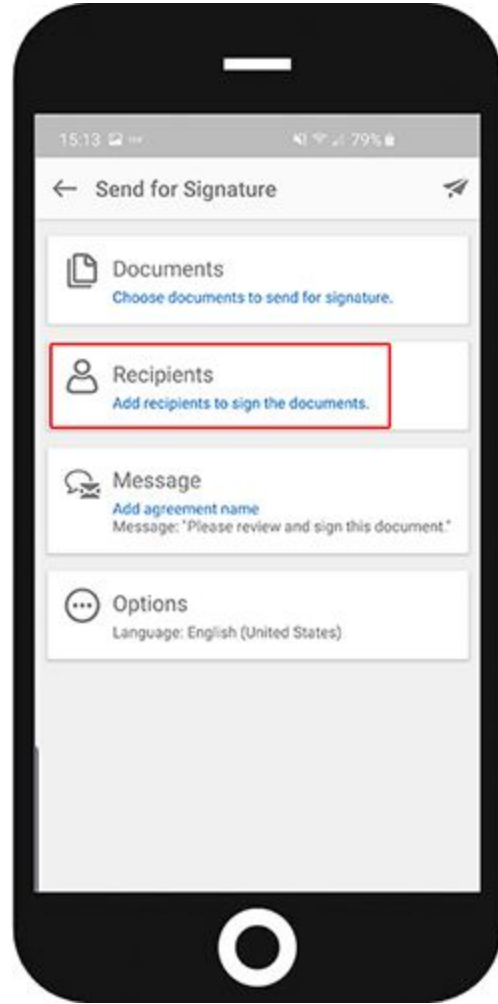
You can do a search to find your document faster. Tap on the document to add.



Once your document has been added tap on Done.



You will return to the Send for Signature screen to add recipients. Tap on Recipients.

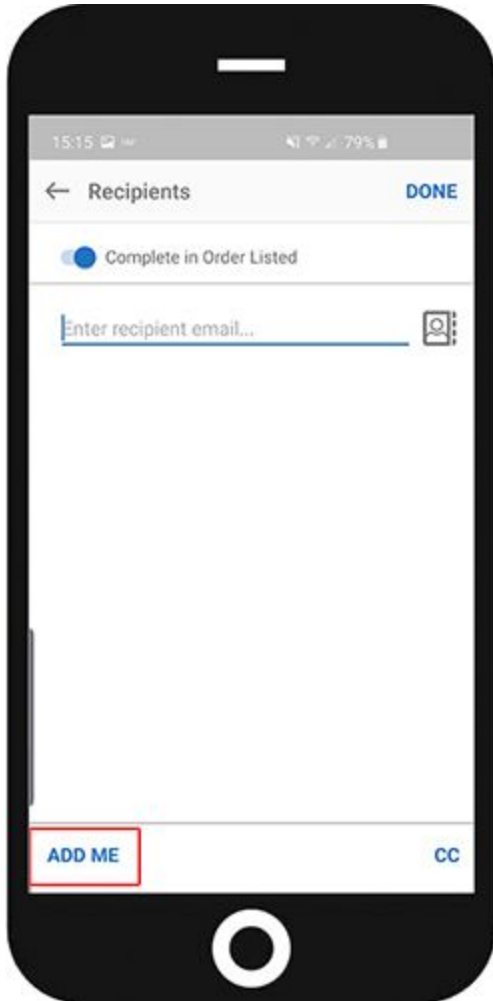


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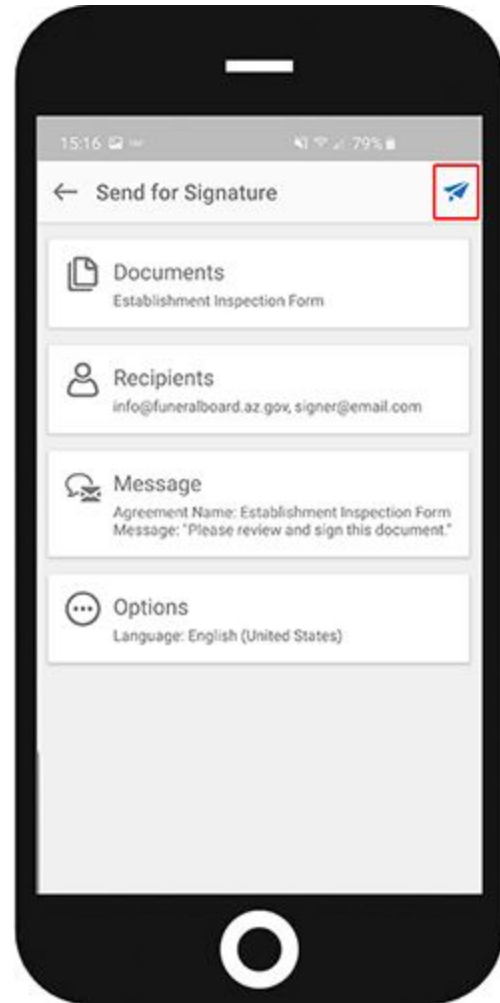
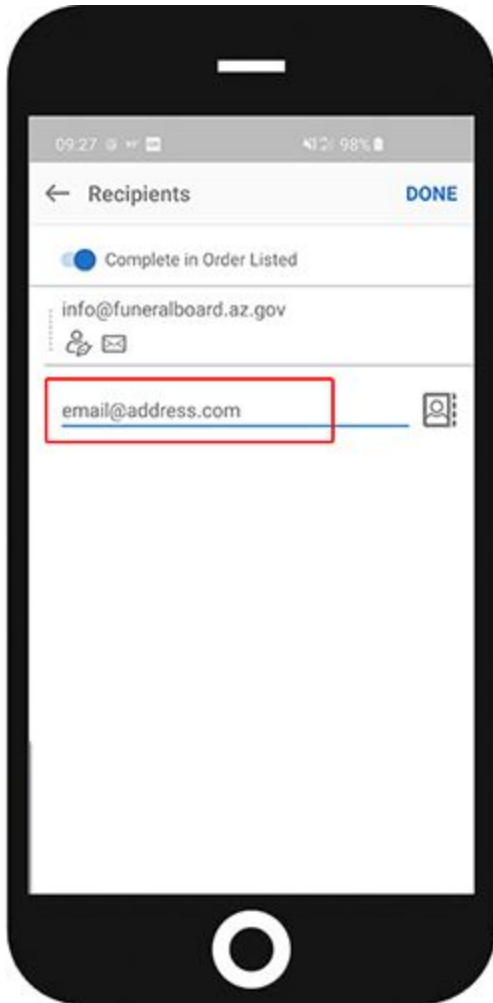
For the first recipient click on Add Me. This will let you fill out the form and sign it before sending it to the second recipient.

Add the second recipient. They will receive a copy of the form at this email and their email is their verification.



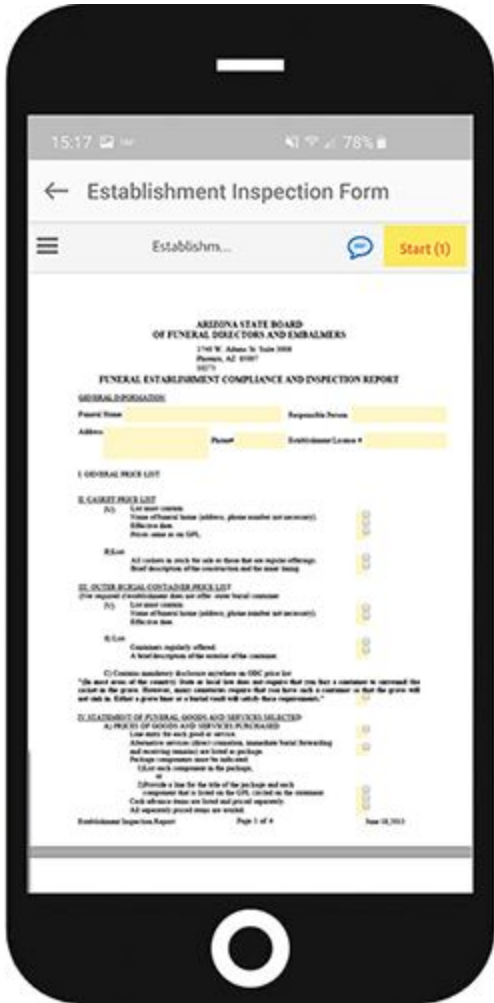
Add the email and click Done in the top right corner.

You will return to the Send for Signature page. You can change the message if you choose but the default will work fine. Tap on the paper airplane in the top right corner to start the process.



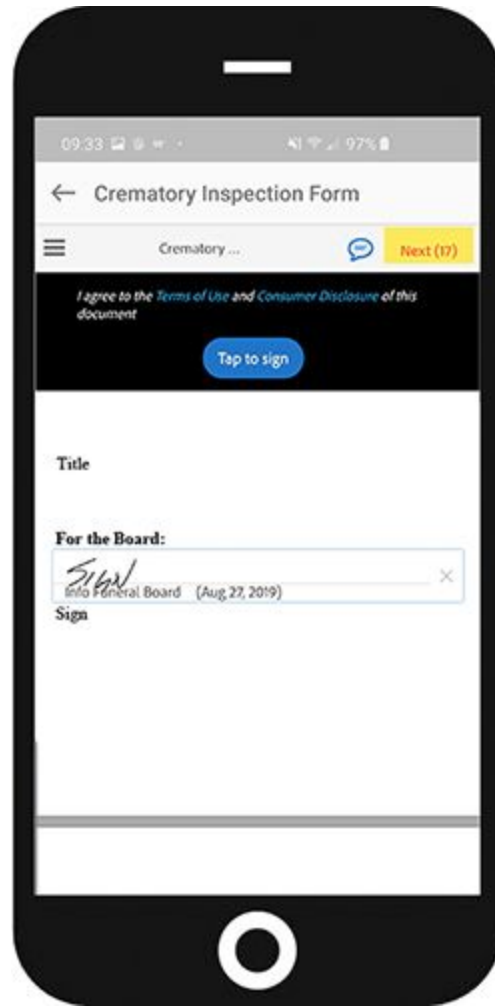
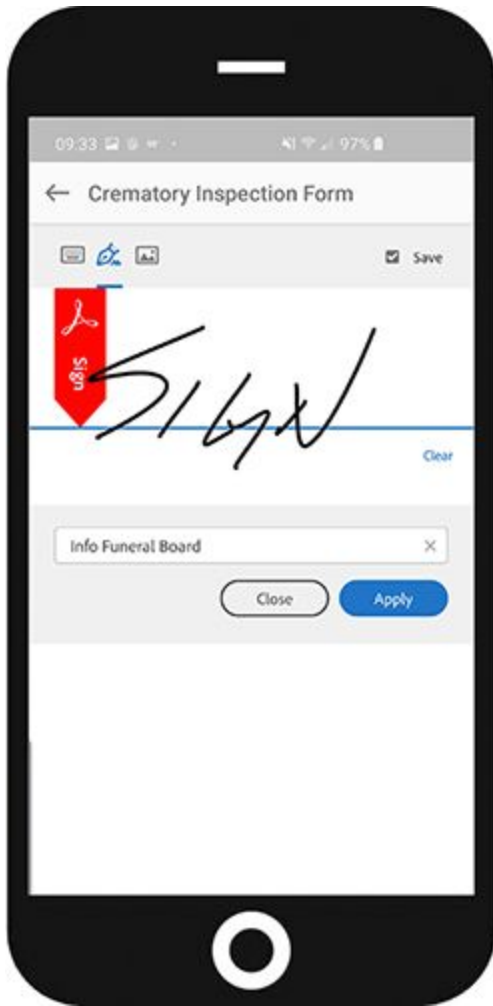
You are able to fill out your form. You can zoom in on it and use the voice to text feature.

When you are ready to sign tap on the signature.



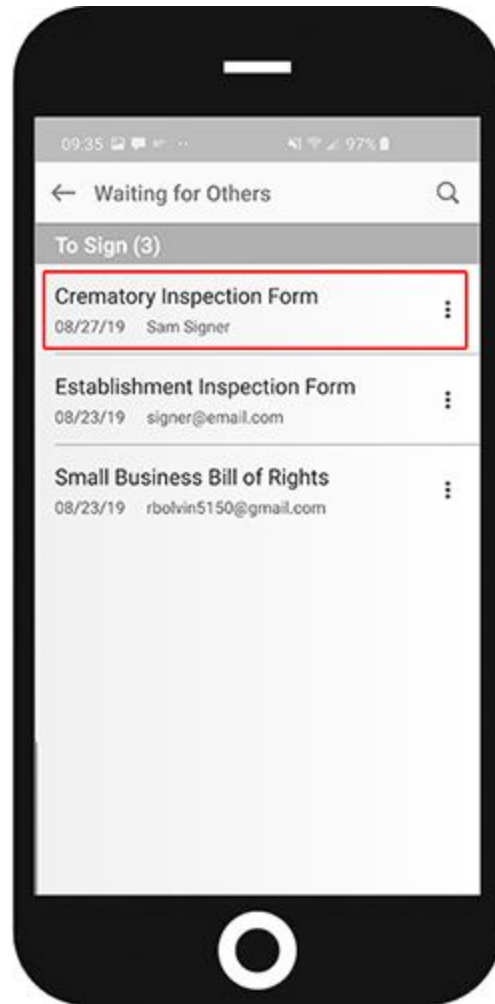
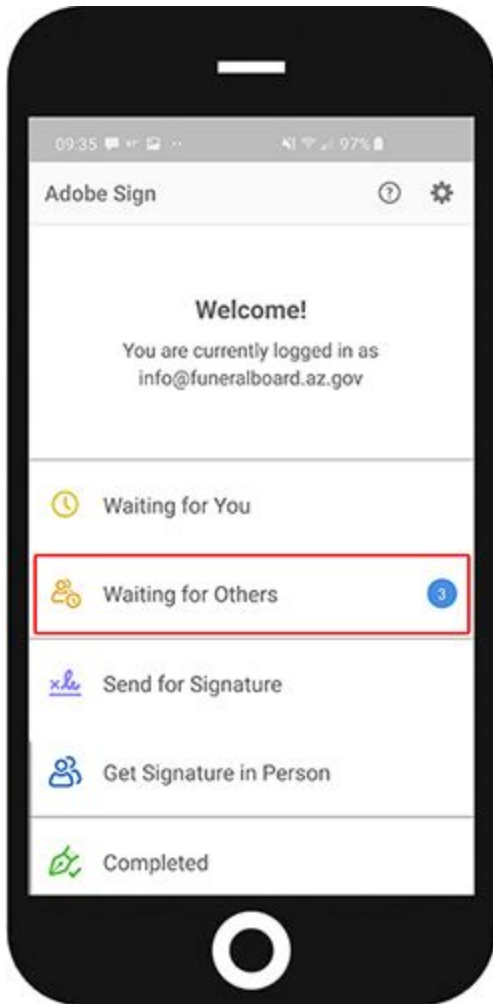
You can sign with your finger. Then you need to type your name in the field under your signature. You will have to do this the first few times when you sign.

Once you have signed and all the required fields are completed you can send this to the next recipient. Next you tap on the Tap to Sign. This will complete the process for you.



The form is set to to the next recipients email for signature. To have the recipient sing in person on your device, tap on the Waiting for Others

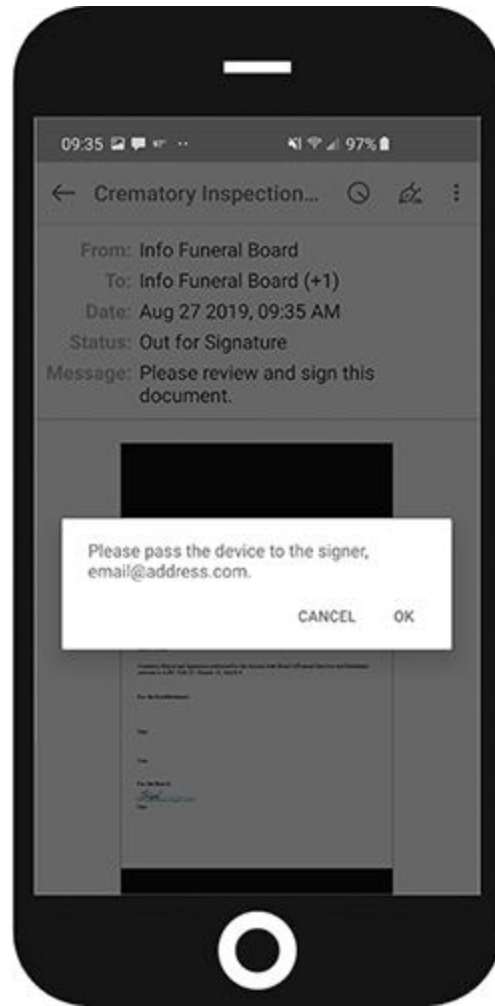
And then tap on the document.



The document will load in a preview and you can tap on the Pen tool in the upper right. This starts the process to have a counter signer sign in person.

A message will come up "Please pass the device to the signer, (their email address)"

Pass the device to the counter signer.

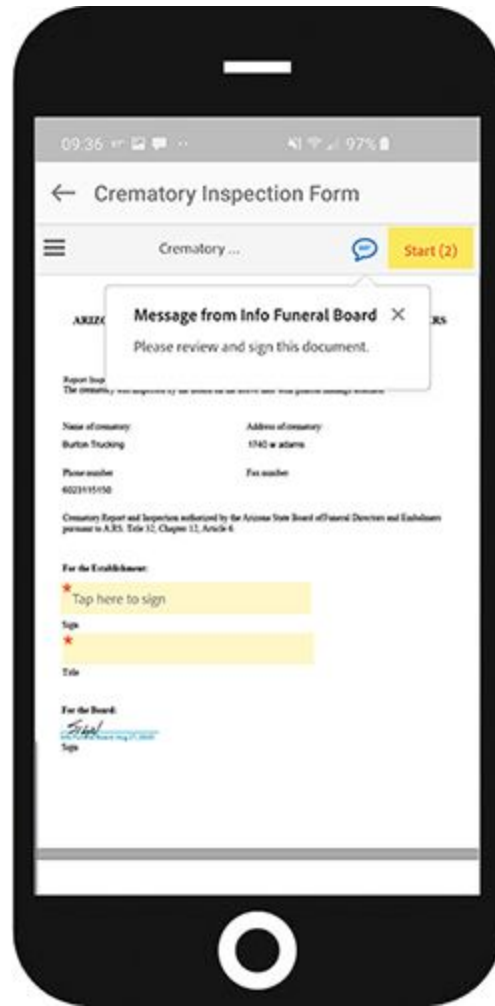
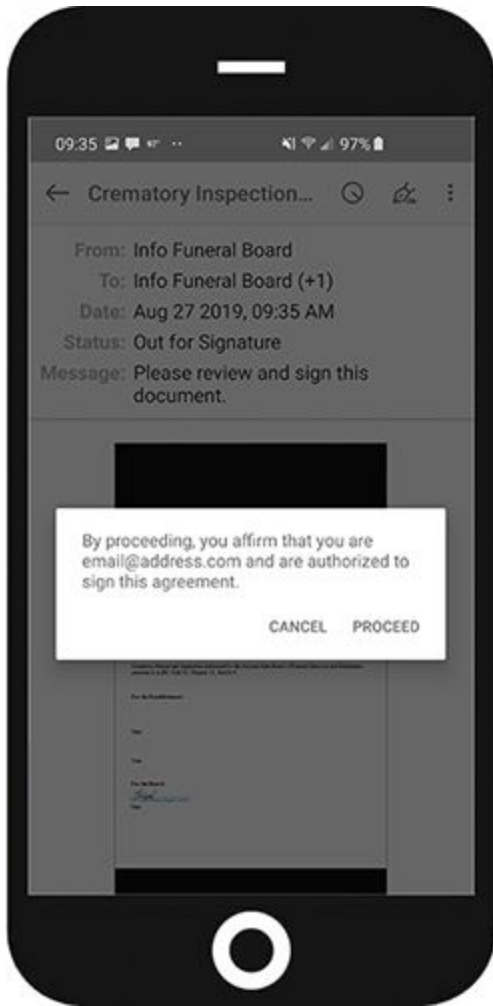


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The counter signer will confirm whom they are by their email address. Their email is verification of their identity. They need to tap on proceed.

The signer needs to tap on the field to sign.



Once signed, tap on the Tap to Sign button to complete the process.

The agreement is complete and both parties receive a copy of the agreement.

