**How to Set-up a Contract in Adobe Acrobat Sign**

(Note: You’ll need to obtain IT permission to use the program)

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| **Step 1:** Open Adobe Sign | * Open following site in Chrome: https://algonquincollege.na1.documents.adobe.com/account/homeJS
 |
| **Step 2:** Navigate to the Home tab and click the**Request Signatures** button |  |
| **Step 3:** Define the recipients of the agreement.  | * Define each recipient, in the order they are to take action on the agreement
* Place fields specifically for each recipient as necessary
* To add yourself to the list of recipients, click the**Add Me** link in the upper right corner.

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| **Step 4:** Add an **Agreement Name** and **Message**that will be included in the initial email to the recipient. |  |
| **Step 5:** Drag-and-drop, attach, files for review |  |
| **Step 6:** Once all files are added click next |  |
| **Step 7:** Drag fields from the tabs on the right of the screen and drop the fields on the document. | When finished hit send |
| **Step 8:** Add comment box: Open Recipients, choose Anyone |  |
| **Step 9:** Select Data Fields-Text Input, and drag it into bottom box on signing sheet, then enlarge to fit box |  |
| **Step 10:** Double click in box, then check multi-line data entry, click OK |  |
| **Step 11:** Click Send | Created Request is sent to the required signees in the order Identified in Step 3 above. |
| **Step 12:** Signing Request is Processed | * Adobe Sign will alert you via email as each signee completes their signature
* When final signee completes signature, the finished document is sent to you via email
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| **Step 13:** Signed Document | * Final document will come back in the format that you sent to get signed. ( complete with additional backup files)
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| **Step 14:** Edit final signed document |  |