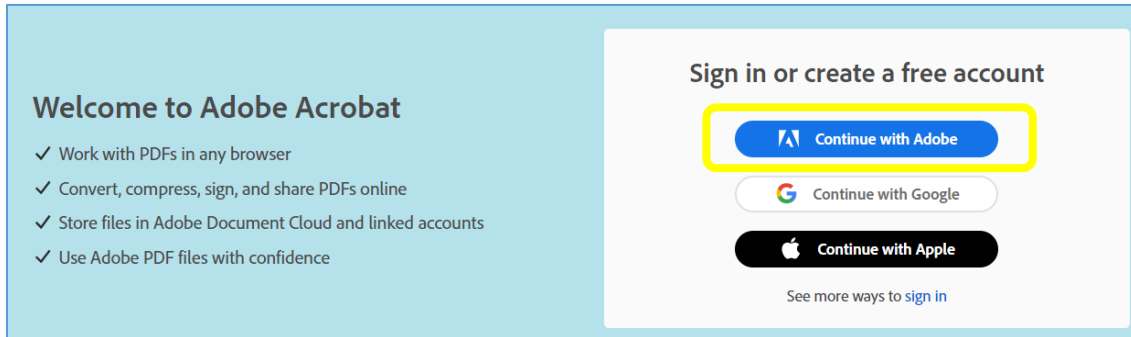


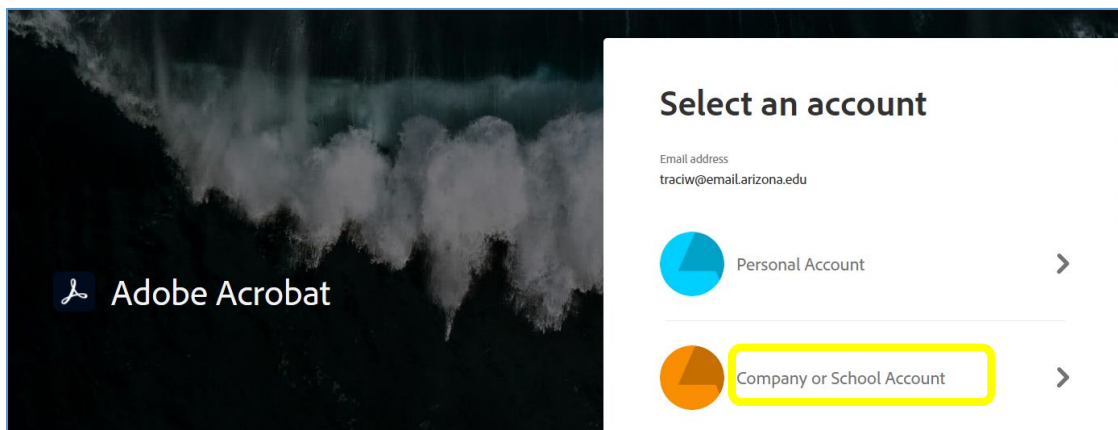
ADOBE SIGN

Please follow the following steps to digitally sign, using Adobe Sign:

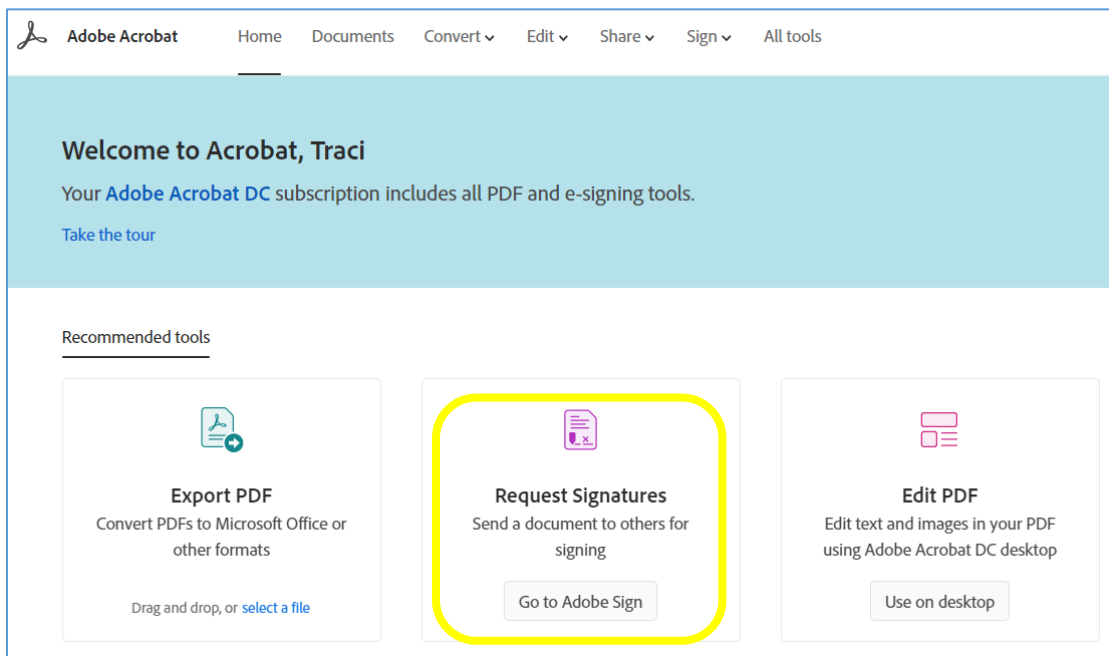
1. Visit www.documents.adobe.com
2. At the welcome screen, select 'Continue with Adobe'



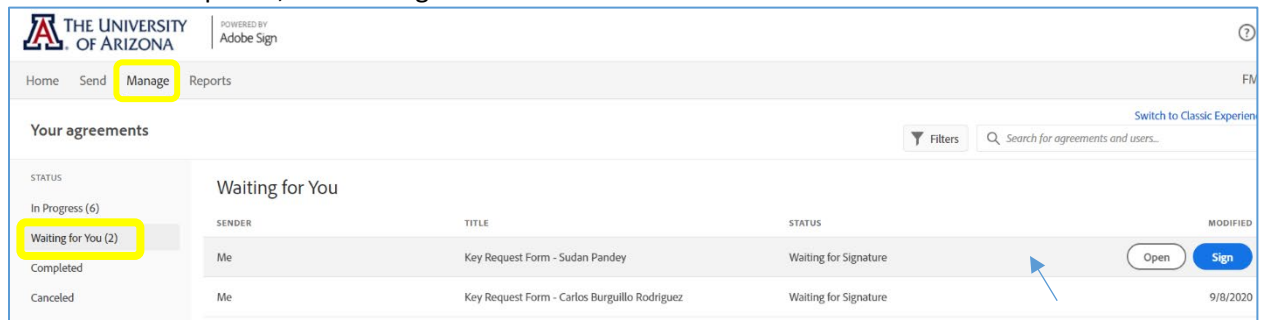
3. At next screen enter UA email address (**MUST USE email.arizona.edu address**) and press 'Continue'
4. At next screen select 'Company or School Account'



5. At next screen log in with NetId and password
6. At Acrobat welcome screen click on 'Go to Adobe Sign' in the 'Request Signature' box



7. Click on 'Manage' tab and 'Waiting for You', hover mouse pointer over the item to be signed, to show form options, click on 'Sign'



8. Click on 'OK' to acknowledge message
9. Scroll down to highlighted signature section and click on 'Click here to sign'
10. Click on 'Click to Sign' at the bottom of the form

ADOBE SIGN 'ACCESS DENIED' ERROR MESSAGE

If you receive an error message to say that Adobe access is denied and have followed all of the above steps please contact the UITS 24/7 helpline on (520) 626-8324 to check your UA NetID permissions.

If you are DCC please liaise with your department to verify your permission levels.