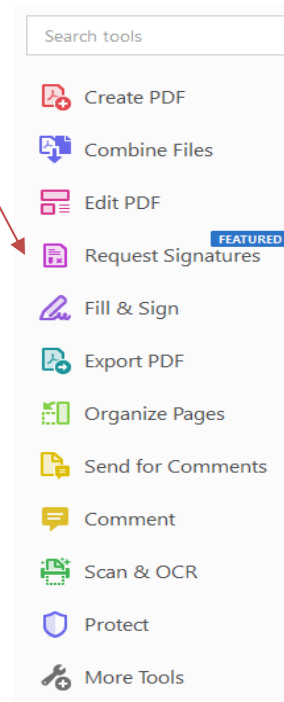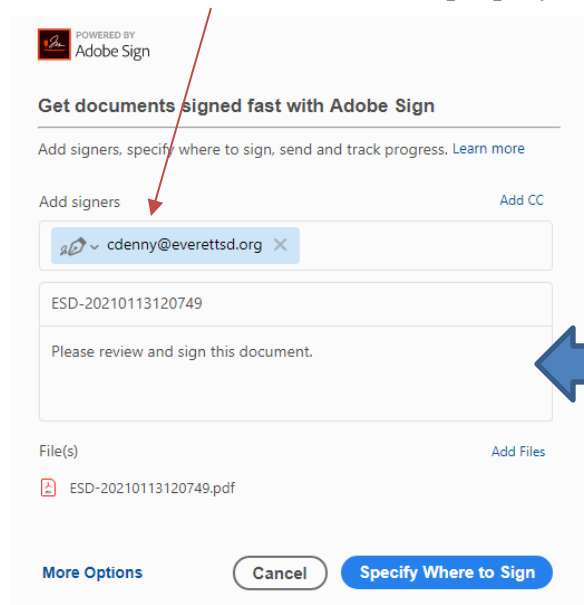## HOW TO USE ADOBE SIGN:

1) Open the document that you need signed in ADOBE ACROBAT

2) On the Right-Hand Tool Bar Click on Request Signatures

3) A new window will open to Add Signers.
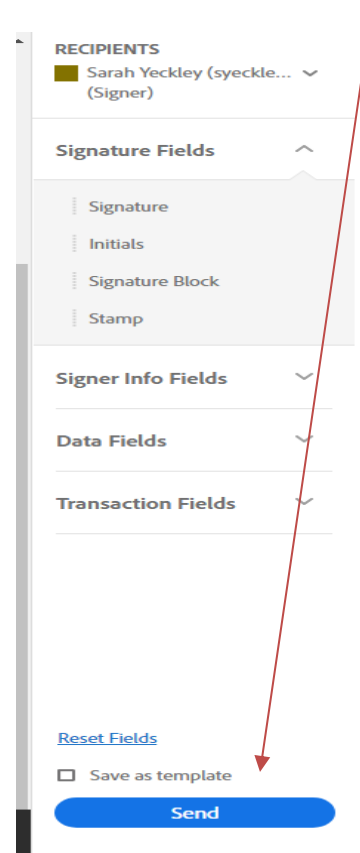   Enter the email address/es of the people you want the documents to go to for signatures.

You can write a note in the comment box to the signers.

4) Click on Specify Where to Sign. The document will open and with your curser you can click on the locations where you need to signer to complete. This can be a Signature, Date, Printed Name, etc. Click on each section that you need completed to add a box.

Cardholder's Printed Name   School/Department

*Signature
Cardholder's Signature   Date

5) When you have designated all the fields that need to be completed, click on SEND on the Right-Hand tool bar.

RECIPIENTS
Sarah Yeckley (syeckle... ∨
(Signer)

Signature Fields ∧

Signature
Initials
Signature Block
Stamp

Signer Info Fields ∨

Data Fields ∨

Transaction Fields ∨

Reset Fields
☐ Save as template

Send

6) You will receive an email with the document attached telling you that the form has been sent for Signature. The title will look like this:

PROF DEV FUND FORM - EAEOP has been sent out for signature to Sarah Yeckley

7) Once it is signed you will receive an email with the signed document attached telling you that your form is signed. The title will look like this:

PROF DEV FUND FORM - EAEOP between Everett School District 2 and Sarah Yeckley is Signed and Filed!

8) You can open the signed attachment and proceed as needed.