

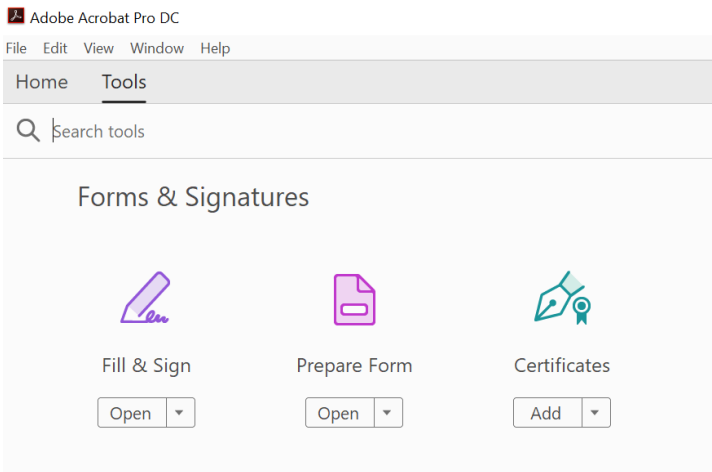
# How to Request an Electronic Signature

---

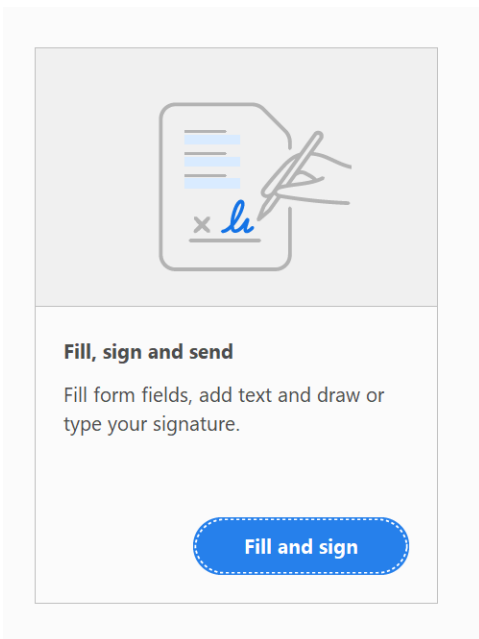
## Using Adobe Pro



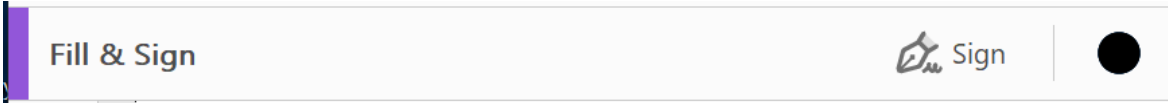
1. Go to Tools and select “Fill & Sign”



2. Upload the document and select “Fill, sign and send”



3. Select the Sign pen where you can add your signature as a picture, draw your signature, or select an automatic signature.

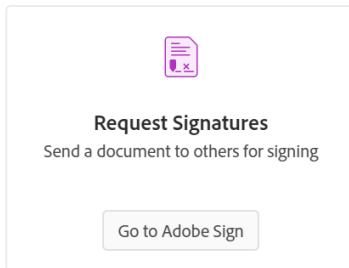


4. Sign the document and save it.

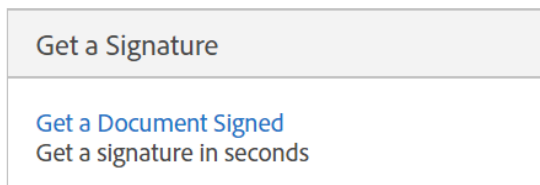
---

## Using Adobe Online

1. Go to <https://documentcloud.adobe.com/link/home/>
2. Select "Request Signatures"



3. Select "Get a Document Signed"



4. Add the recipient's email (make sure to add the "pipeline" before sbcc.edu) then drag or upload the document
  - At the top, you can select "Complete in any order" if needed or leave it unselected to set an order to the signers

**Recipients**  
 Complete in Order  Complete in Any Order Add Me | Add Recipient Group | ?

1

Show CC

**Message**

Agreement Name  
 Please review and complete this document.

**Options**

Password Protect  
 Set Reminder

Recipients' Language  
 English: US

**Files** Add Files

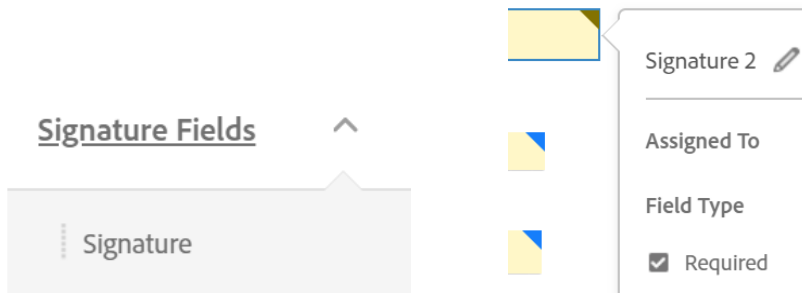
Drag & Drop Files Here

5. At the bottom, you can select “Preview & Add Signature Fields”

Preview & Add Signature Fields

**Send**

6. You can drag the “Signature” Item to the assigned field and assign the signer to each field (each signature will show a different color per signer in the corner)



7. Send the document

- You will automatically receive a confirmation when the document is viewed and signed
- Once all the requested signers have added their signature, you will receive an email letting you know that the document is complete and ready for download