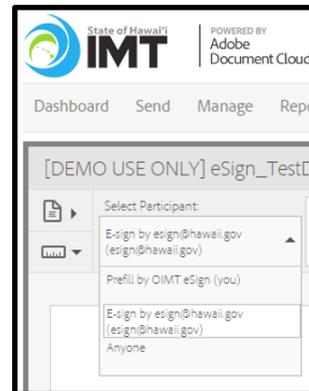
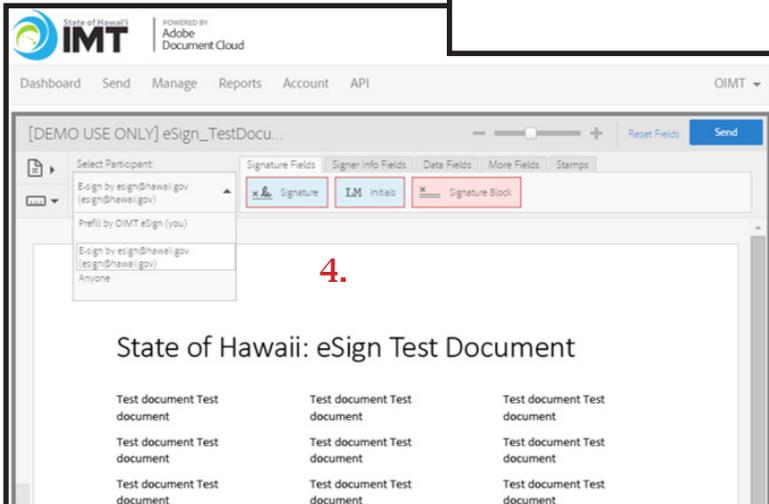
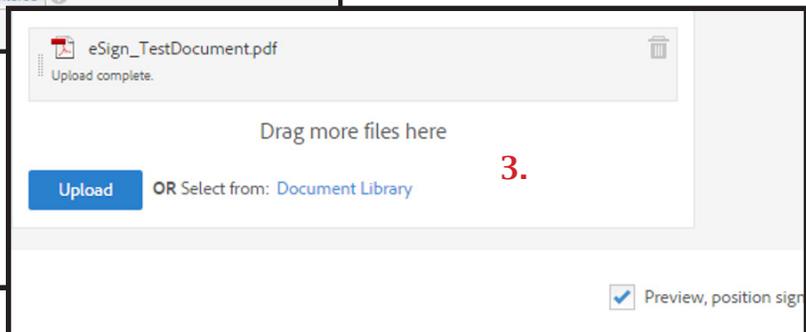
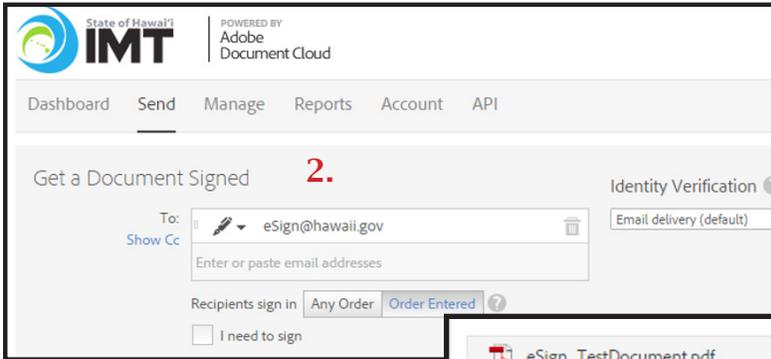
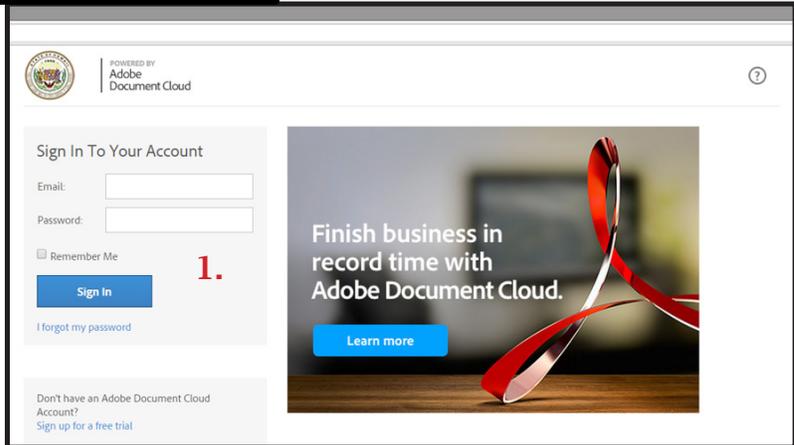


# How to Sign Documents

1. Open eSign Web Portal
2. Sign In To Account
3. Enter the recipient(s) email address
  - a. Identify if you want the recipients to sign in any order or the order entered
  - b. Check the box, if you as the originator, needs to sign the document
4. Select each recipient(s) you would like to assign a specific eSign field
  - a. Available Fields: Signature, Initials, Signature Block, etc.
  - b. Each recipient is linked to his or her unique field



# How to Send Documents for Signature

*Signing! It's what we are all about!*

Below you will find the quick steps for sending a document through eSign services.

If you are brand new to eSign services, and not comfortable with just the quick steps, each workflow will also link a fully illustrated step-by-step article.

Just find the process that you want try, and give it a shot!

“Only I Sign” - When only you need to sign the document

1. On the Dashboard page, click Only I Sign.
2. Enter the email address of the recipient into the To: field.
3. Drag and drop, attach or choose a library document to send.
4. Check the Preview, position signatures or add form fields option.
5. Click Send.
6. Drag and drop necessary fields onto the document.
7. Click Send.
8. Fill in the fields and apply your signature.
9. Click the Click to eSign button.

Note: If you prefer a more verbose explanation of the process, you can find the full Step by Step here! <https://helpx.adobe.com/content/help/en/document-cloud/help/only-i-sign.html>

## Someone needs to sign a document you send

1. Click the Send page or click Get a Document Signed.
2. Enter the email address of the signer into the To: field.
3. Drag-and-drop, attach, or choose a library document to send.
4. Select Preview, position signatures or add form fields.
5. Click Next.
6. Drag fields from the top of the page onto the document.

The screenshot shows the Adobe Document Cloud interface for sending documents. At the top left is the logo for the State of Hawaii's IMT, powered by Adobe Document Cloud. The navigation bar includes 'Dashboard', 'Send', 'Manage', 'Reports', 'Account', and 'API'. The main section is titled 'Get a Document Signed' and includes an 'Identity Verification' dropdown set to 'Email delivery (default)'. There is a 'To:' field with a 'Show Cc' link, a 'Recipients sign in' section with 'Any Order' and 'Order Entered' options, and a checkbox for 'I need to sign'. Below this is a 'Document Name' field, a 'Message' field containing 'Please review and sign this document.', and a 'Language' dropdown set to 'English: US'. A 'Send Options' panel on the right has a checkbox for 'Set password to open signed PDF'. At the bottom, there is a 'Drag files here' area with an 'Upload' button and a link to 'Select from: Document Library'.