

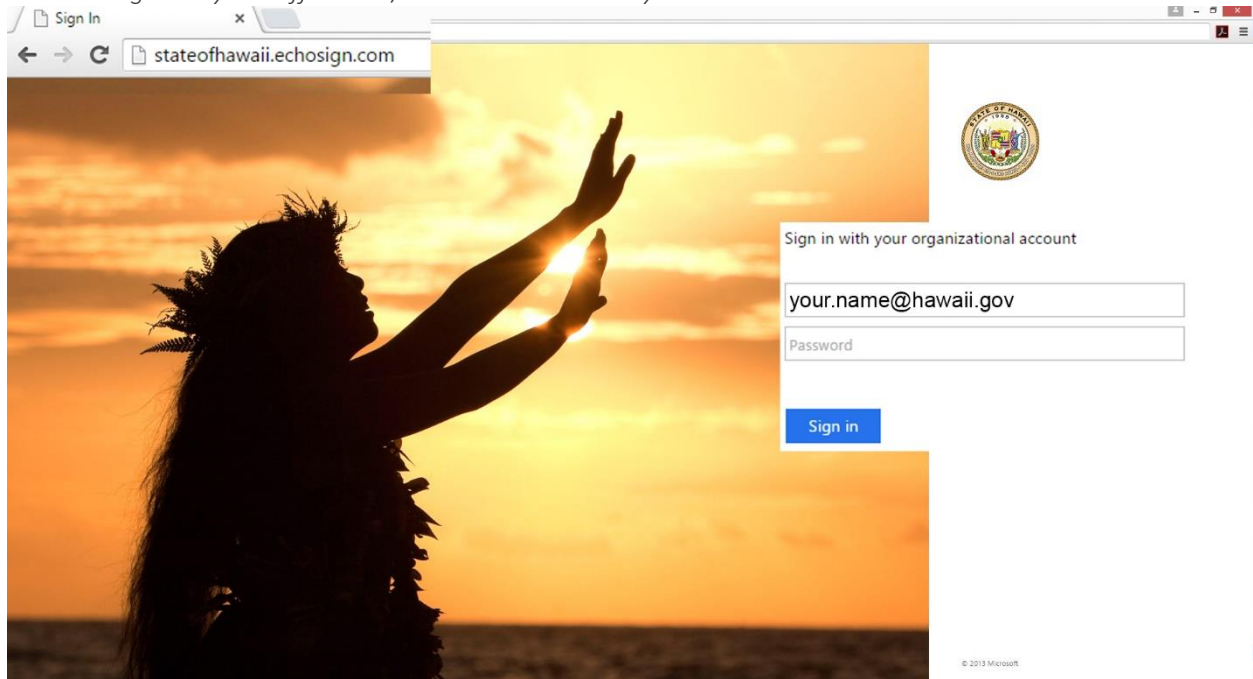
Enterprise Technology Services: eSign Service

How to Setup Your Account Profile

Updated: January 25, 2016

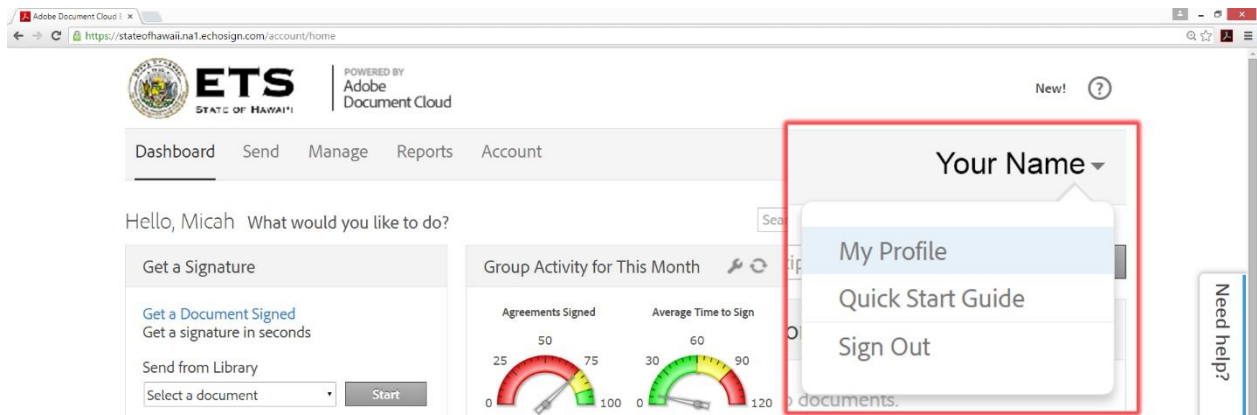
IMPORTANT: Please have your IT Manager contact esign@hawaii.gov to add users in your department/office/agency under our ETS' Enterprise License for Adobe Creative Cloud Subscription.

1. Open your browser to "esign.hawaii.gov"
2. Click "eSign Portal"
3. Login via your Office 365/State Active Directory Credentials

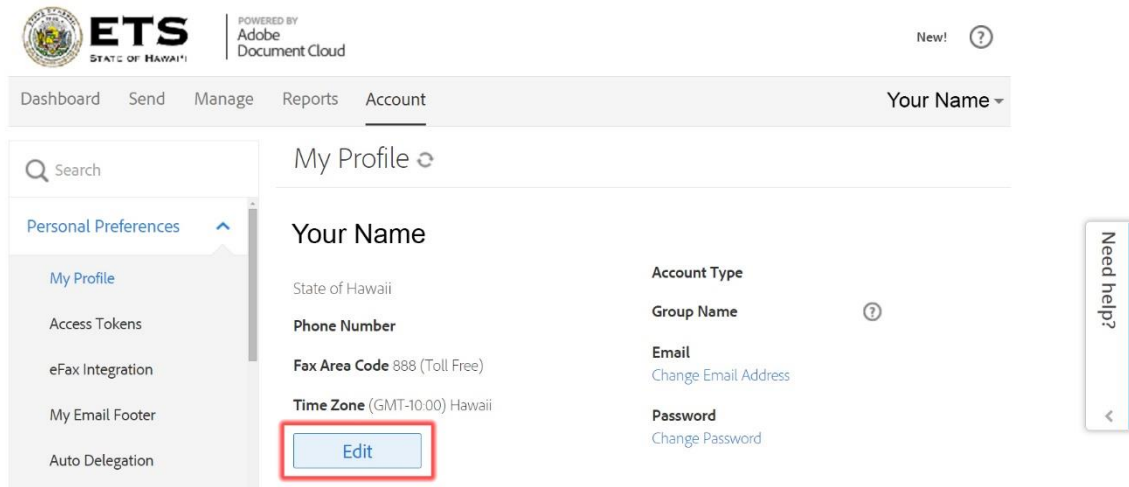


Tip: You are welcome to use the browser of your choice, but we have received multiple reports that Internet Explorer causes spontaneous latency issues. We recommend using the Chrome Browser.

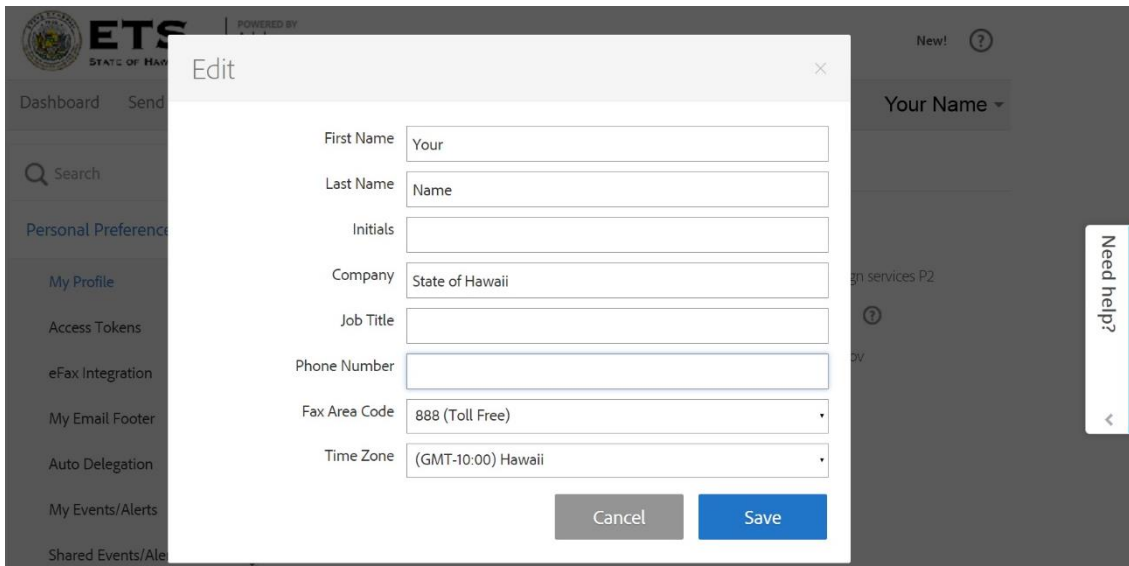
4. After you login, on the top right hand side, you will see your email address or your name
 - a. Ex: your.name@hawaii.gov or Your Name
5. Click your email address/name to open the drop down menu
6. Click "My Profile"



7. Click “Edit”



8. Enter all your information as listed.



9. Click “Save”

This information will help setup your eSign profile so that any person you interact with via eSign will know who you are as well as your contact information. This will also ensure that persons you are asking to eSign will see an email from, “Your Name.”

If you have, any further questions please contact: esign@hawaii.gov

Thank you,

Enterprise Technology Services: eSign Service Team