



How do I sign an Adobe Sign document?

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How do I sign an Adobe Sign document?

When someone sends you an Adobe Sign document for your electronic signature, you first receive an email from <name sender>echosign@echosign.com sent on behalf of the sender.

In this tutorial video you will see how it works:

<https://video.tv.adobe.com/v/21155/>

Step 1: Review the Adobe Sign email

Open the email and review the message from the sender. Click 'Click here to review and sign <name document>' to begin the signing process.

See below an example of the display of an Adobe Sign email:

Please sign <name document>

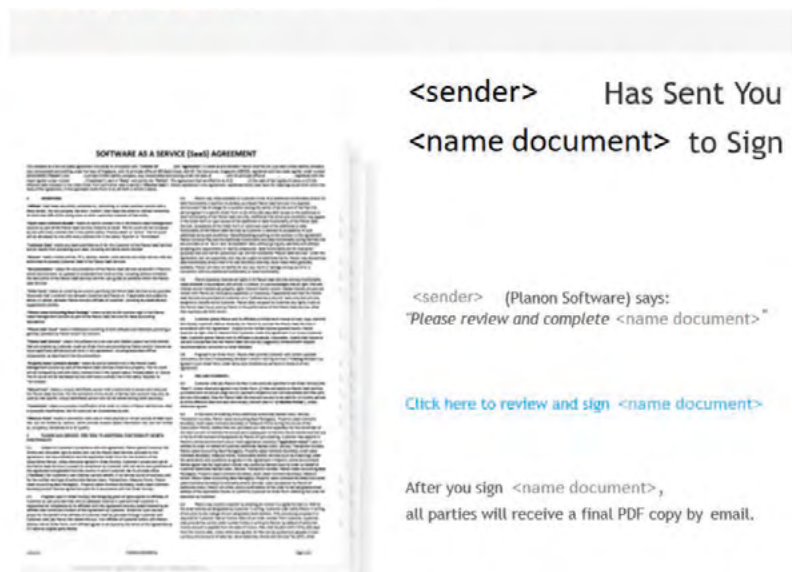


<sender>
To <you> <echosign@echosign.com>

Reply Reply All Forward

Tue 7/9/2019 2:28 PM

If there are problems with how this message is displayed, click here to view it in a web browser.



Step 2: Review the document

Review the document to be signed.

Step 3: Start the signing process

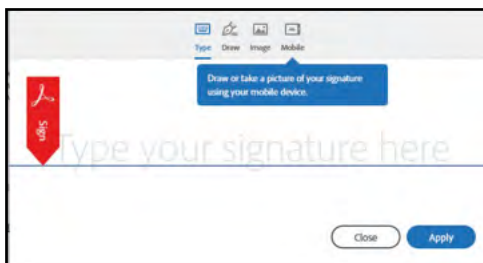
If you agree with the document, then click the 'Start' tag on the left to begin the signing process.



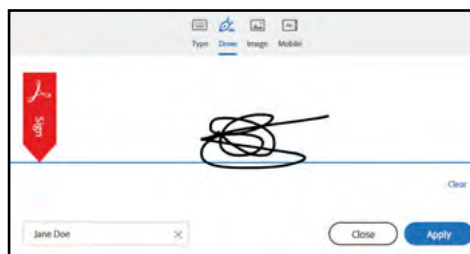
You are taken to the first tag requiring your action.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT BY ITS DULY AUTHORIZED REPRESENTATIVES:	
Planon.:	Customer:
Signature:	Signature: *Click here to sign
Name:	Name:
Title:	Title: *Enter your job title
Date:	Date: Jul 2, 2019

Click on '*Click here to sign' tag. You are asked to '*Type your signature here'.



It is possible to 'type' but also to 'draw'. If you choose 'draw' you need to enter your name below.



When you have completed this action, click on '*Enter your job title' and enter your job title.

If you have already entered your job title into your Adobe Sign profile, then this form field is automatically filled in.

Customer:	
Signature:	
Name:	Jane Doe
Title:	CEO
Date:	Jul 2, 2019

Step 4: Confirm signing

Verify that your name and job title are correct. If not, change them as needed. The signature date will be automatically generated and depicted on the document. When you finish clicking all tags in the document, confirm signing by clicking: 'Click to Sign'.



And you will receive an email from <name sender>echosign@echosign.com confirming that the document is signed.

How do I delegate an Adobe Sign document?

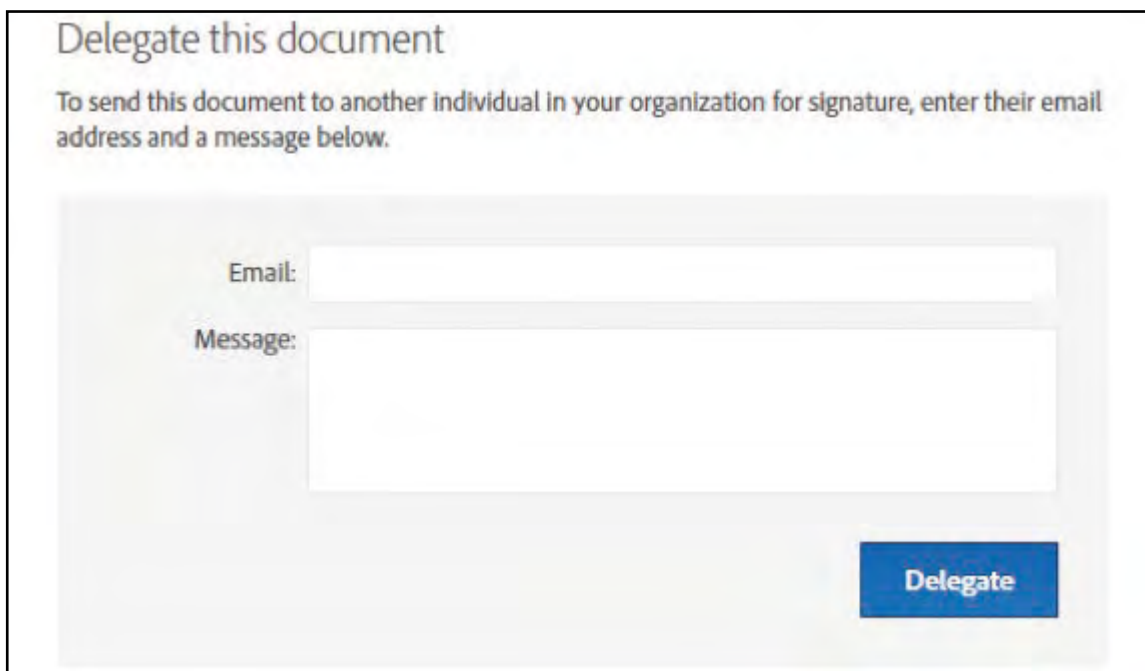
Step 1: Review the Adobe Sign email

Open the email and review the message from the sender. When you open the email you will see this text block on the bottom:

If you need to delegate this document to an authorised party for signature, **please do not forward this email.** Instead, [click here](#) to delegate.

Step 2: Enter the email of the authorised person

If you need to delegate the email click on the hyperlink '[click here](#)'. Then the internet browser will open and you will see the following:



The screenshot shows a web form titled "Delegate this document". Below the title is a instruction: "To send this document to another individual in your organization for signature, enter their email address and a message below." The form contains two input fields: "Email:" and "Message:". A blue button labeled "Delegate" is positioned at the bottom right of the form area.

Click on '[Delegate](#)' to complete this process.

Need to download the PDF file?

You can use this option for example if you prefer not to digital sign the document but rather would like to sign with a pen, or when you need a hardcopy for your own archive.

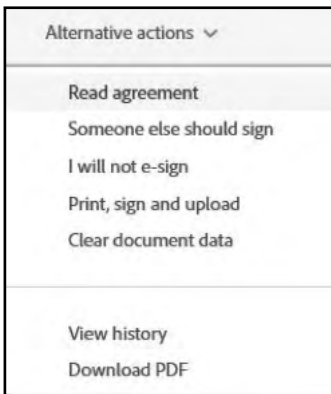
Step 1: Review the Adobe Sign email

Open the email and review the message from the sender. When you open the email, you will see:



Step 2: Review the contact

Click on the link and the contract will open. On the left of the page you see this 'Alternative actions'.



Step 3: Select the applicable step

When you select 'Print, sign and upload'; you need to review & fill, then download the file and print it and upload it again. Follow the following steps in Adobe Sign:



Please follow and complete the above mentioned steps and the uploaded document will be further processed.

About Planon

Planon is the leading global provider of Smart Sustainable Building Management software that connects buildings, people and processes. By eliminating data silos and aligning solutions into one shared information platform, Planon provides all building stakeholders with actionable and meaningful insights. Independent market research and consulting firms have consistently rated Planon as a global leader in the market. Planon has implemented its comprehensive solutions for more than 2,500 clients, supported by offices and partners around the world.

For more information please visit us at www.planonsoftware.com