





How to sign a document via AdobeSign

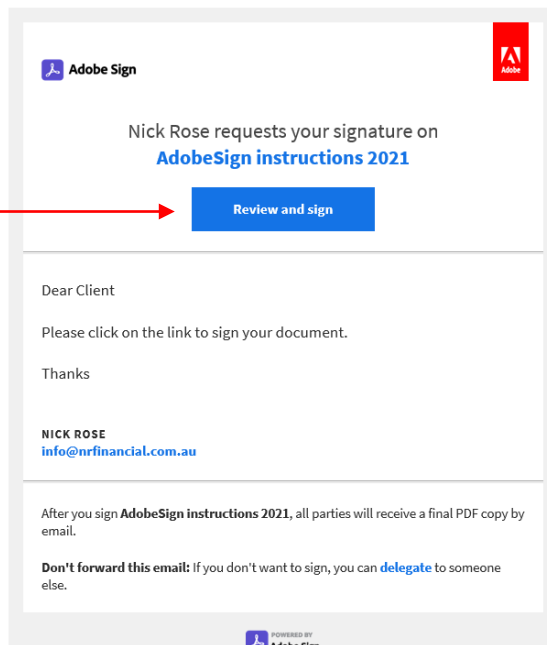
1. Click on the blue “Review and sign button” within your email.

Signature requested on "AdobeSign instructions 2021"

 Nick Rose <adobesign@adobesign.com>
To: Marissa Brooks

 Reply  Reply All  Forward 

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



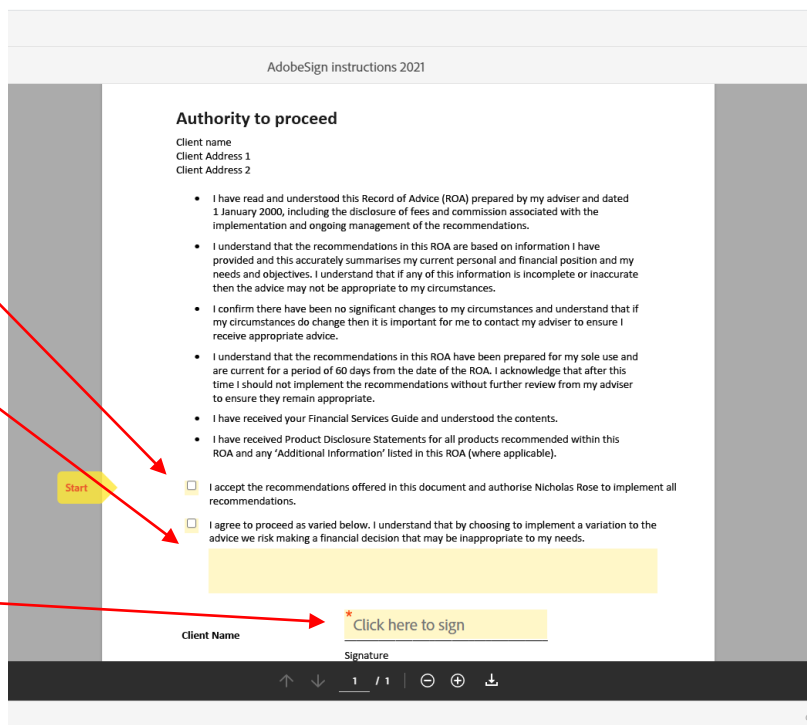
2. Your document will open online in AdobeSign

Click one of the check boxes

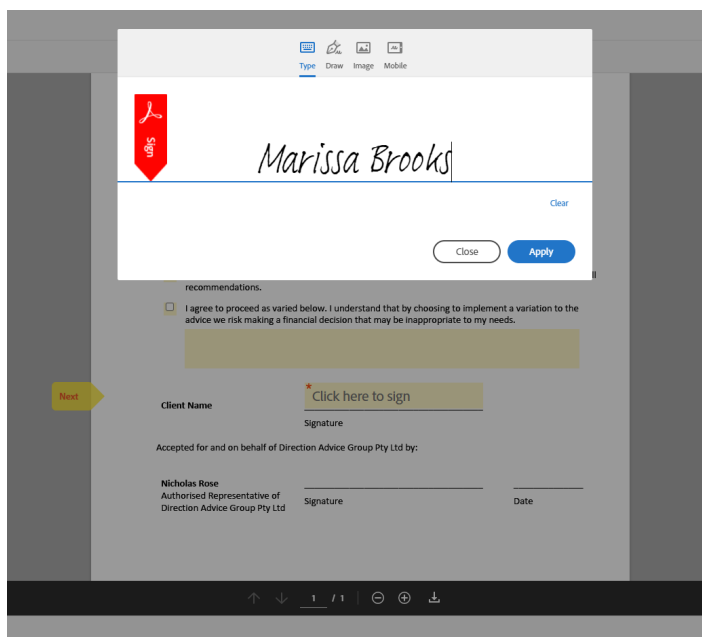
Option 1 - to accept all recommendations or

Option 2 – to accept with variations. Variations can be added to the box below.

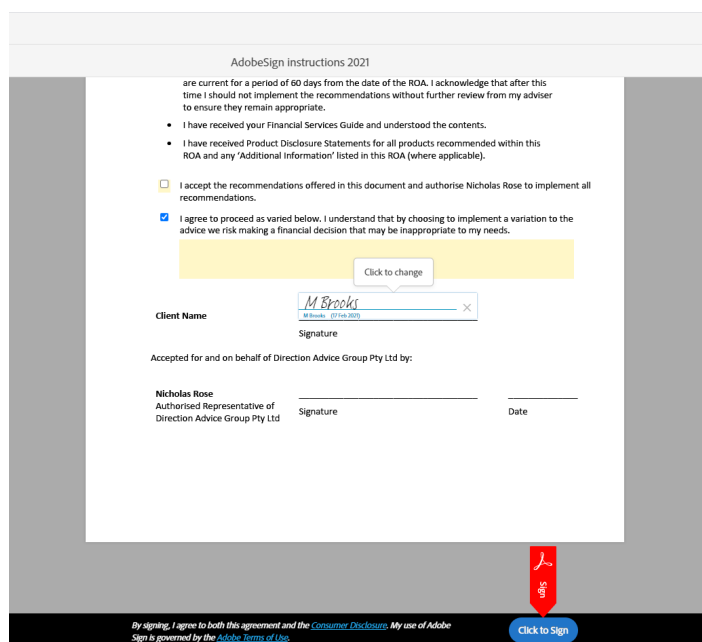
Click in the “Click here to sign” box.



4. In the signature box you can either type your name, sign your name or upload a digital signature. Click Apply when you have signed.



5. To complete the process, you must click on the blue “Click to Sign” button at the bottom of the screen



6. A copy of the signed document will be emailed to all parties.