

2019 Adobe Sign Instructions (For Commodity Board Proposal Routing Forms)

2019-2020 Proposals/Awards

1. To send documents out using Adobe Sign you have to have this program or have access to the program. All faculty/staff with a uark.edu account should have access using the instructions below.
2. Complete the following before starting Adobe Sign
 - i. Complete all PI and CO-PI information in the land-use/budget form (this should be the budget that will be submitted with the proposal).
 - ii. Proposal document(s).
 - iii. Enter PI and Co-PI information into Routing Form.
 - iv. Have email addresses available of all people that signatures are needed on the form.
3. How to Access Adobe Sign Instructions
 - a. <https://its.uark.edu/>
 - i. Select '**Software**' from middle of page under '**quick links**'.
 - ii. Select '**Adobe Creative Cloud for Faculty/Staff**' from Software Distribution list and select '**download**'.
 - iii. Under Faculty and staff, select '**adobe.com**' and sign in with your UARK Account (full email address), do not fill in password, select '**enterprise ID**' and follow prompts to verify you are not a robot, sign in again with username@uark.edu and password.
4. Using Adobe Sign
 - a. You are now at the Adobe '**manage account**' page. Select '**Document Cloud**'.
 - b. You are now at the '**Quick Start**' page and select '**Adobe Sign**' on left navigation bar.
 - c. You are now at the '**Dashboard**'. Select '**Get a Document Signed**'.
 - d. You are now at the Adobe '**Send**' Dashboard.
 - e. At top of PAGE Select '**Complete in Any Order**' (slide button to right and **Complete in Any Order** will be in **Bold** print and the other option '**Complete in Order**' will be in faded print).
 - f. In **Recipients** Click '**Add Me**' and then add email addresses of everyone that needs to sign (Co-PI, Department Head, and Station Directors). You will need to have their emails available to type or paste into the provided space.
 - g. Click '**Show CC**' and enter Dianne Saffire's email saffire@uark.edu and Eva Johnson's email ejohnson@uaex.edu - this will automatically send a signed Proposal Routing form when all signatures are obtained.
5. Message
 - a. Enter information in the two provided areas
 - i. Agreement name = **(Name of Crop) Commodity Board Documents and Proposal Routing Form Signature**
 1. Modify message as needed and add your name.
 - b. Files
 - i. Click '**Add Files**' and select '**Chose files from My Computer**'.

- ii. Add files in the order listed below. The order you add the documents is the order they are shown/sent – you want the Proposal Routing Form on the first page.
 - 1. Add Routing Form pdf document.
 - a. Prepare Routing form beforehand by adding your name, Co-PI names (if Co-PI receiving funding), Check proper commodity board, add proposal title, and (at bottom) add the UNIT for each person signing form.
 - 2. Add Project **Budget/Land Use Form** – Excel file.
 - 3. Add Proposal(s) in MSWord – (Rice Proposal for Ecozones, please be sure to submit one proposal for each Ecozone and submit only one budget).
- c. Click box for '**Preview & add Signature Fields**' and then click '**Send**' which will appear only after you check the box. Once you click '**Next**' you cannot go back.
 - i. This is where you will add boxes for each person to sign.
 - ii. The program will take a few seconds to load the documents.
- d. On the right hand side of the screen find '**Signature fields**' in the drop down box and drag the '**Signature**' to the line where a signature is needed. Reduce the size of the box so that it fits on the provided signature line. The first signature box is for the first person listed. Select '**OK**'.
 - i. Hover in the signature box and right click '**edit**' and assign the signature box to the first signature listed on the proposal routing form (Note: the edit box on the top line will indicate signature loaded in order and a color box has been assigned to each signer.
 - ii. Repeat for each person that needs to sign. Do this one at a time until finished.
 - iii. You can also add date boxes if so desired by selecting '**signer info fields**' and dragging '**date**' to the where you want the date to be. Select '**OK**'.
- e. Verify that the other attachments are present by scrolling through the entire document. All the uploaded attachments are now combined into one pdf file.
- f. Click **Save to Document Library** (for future use).
- g. Click '**Sign, then Send**' in lower right hand corner of screen. You are now done.
- h. You can monitor signatures via the Dashboard and should receive emails as each person signs the document. Dianne Saffire will now receive a copy with all signatures for recordkeeping.