SENDING AN AD HOC DOCUMENT FOR SIGNATURE ONLY

You can send a document to a recipient for a signature. Optionally, you can add fields to make the document fillable. These instructions will walk you through the basic steps for sending a document for signature.

1. Open a web browser.

2. In the address bar, type the following: https://adobesign.csub.edu

3. When the page opens,

    Enter your email address

    Click Continue

4. On the account selector page, click Company or School Account

5. On the CSU Bakersfield authentication page,

    Enter your NetID and Password

    Click LOG IN

6. When the Adobe Sign page opens, click the **Send** tab

7. The Participation Order allows you to control whether the recipients must sign in the oS. re