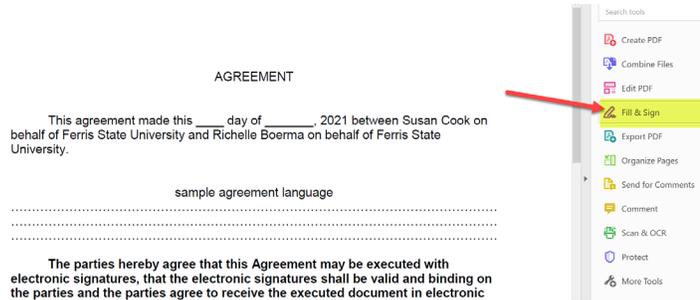


Please note you need to have an Adobe Creative Cloud license, which can be requested through Information Technology

Instructions for Adding Electronic Acknowledgements, Signatures and Dates to Documents and/or Agreements

- Open your PDF Agreement with Adobe Acrobat DC and chose “fill & sign” from the menu options

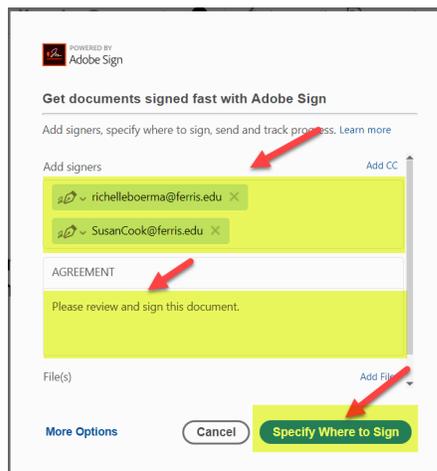


- Choose get others to sign by clicking on “Request signatures”

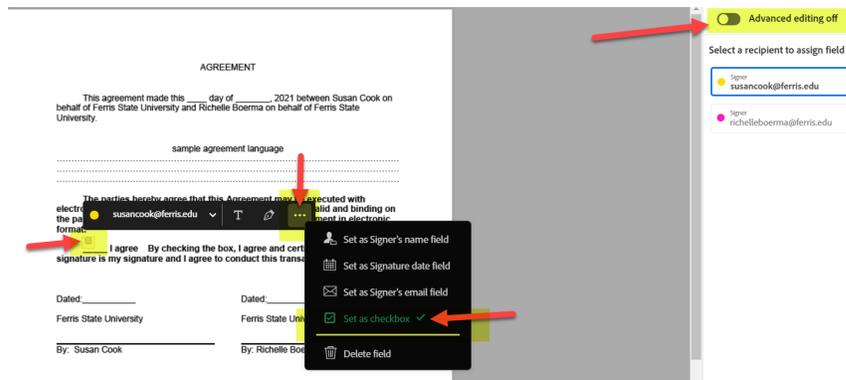


AGREEMENT

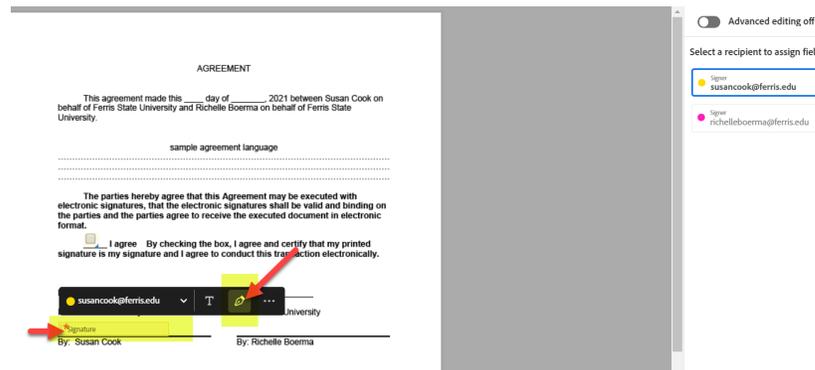
- Add the email addresses for all signatories along with a message which should include instructions and/or contact information then choose “Specify Where to Sign” and each signatory will populate on the right hand side



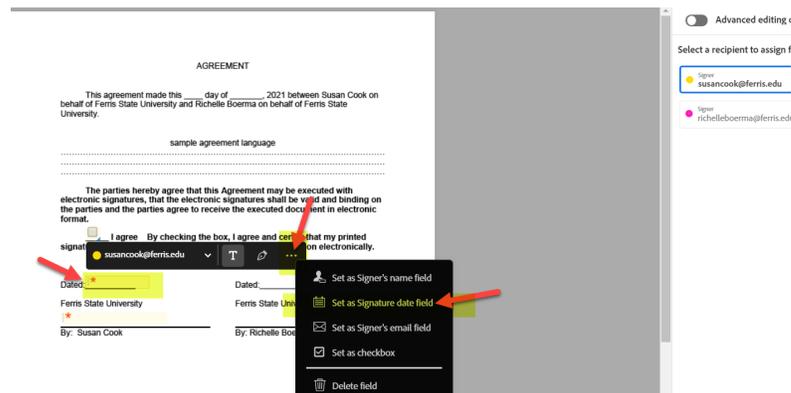
- Turn off Advanced editing on the top right hand side. Then click on the signer's name and move the cursor to the acknowledgement line and click again, a dialog box will appear where you can choose *...more options*, "set as check box"



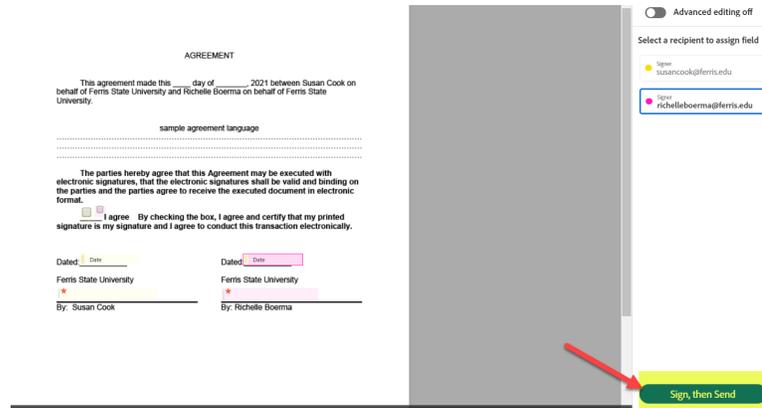
- Next click on the signature line and choose the pen icon to add the signature box



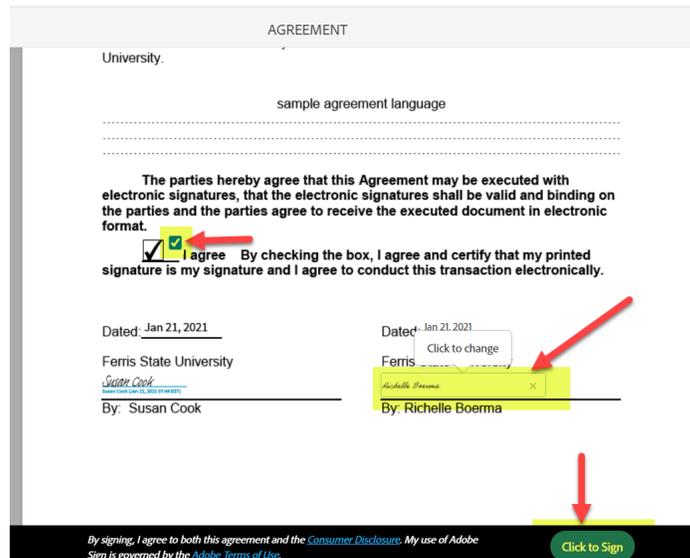
- If available, click on the date area and choose *...more options* and select "set as signature date field", this way the date will automatically populate when they sign



- After you have completed this for each signatory, you can move and align your boxes and finish the process by hitting “Send” there will be a notification that the document has been sent out for signatures



- You will receive an email indicating you have a document to sign, you can acknowledge agreement for electronic signatures, type or write your name and choose “click to sign”



“AGREEMENT” has been successfully sent for signature

A copy has also been sent to you at richelleboerma@ferris.edu for your records. “AGREEMENT” was sent for signature to Susan Cook (susancook@ferris.edu) and Richelle Boerma (richelleboerma@ferris.edu). They will complete “AGREEMENT” in order, one after the other. As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

There are no reminders set for this document.

All agreements that are not completed within 365 days will be automatically expired.

- When it has been routed and completely signed, Adobe Acrobat DC will send an executed copy to all the signatories along with an audit sheet of the entire transaction



AGREEMENT between FERRIS STATE UNIVERSITY, Susan Cook and Richelle Boerma is Signed and Filed!

To: Richelle Boerma and Susan Cook

Attached is a final copy of AGREEMENT.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

Why use Adobe Sign:

- Open *Agreement – signed.pdf* and you will have your fully executed agreement along with Audit Report of the transaction.

The parties hereby agree that this Agreement may be executed with electronic signatures, that the electronic signatures shall be valid and binding on the parties and the parties agree to receive the executed document in electronic format.

I agree By checking the box, I agree and certify that my printed signature is my signature and I agree to conduct this transaction electronically.

Dated: Jan 21, 2021

Ferris State University

Susan Cook
(Signature Date: 2021-01-21 15:57:35.9)

By: Susan Cook

Dated: Jan 21, 2021

Ferris State University

Richelle Boerma

By: Richelle Boerma

AGREEMENT

Final Audit Report 2021-01-21

Created:	2021-01-20
By:	Richelle Boerma (richelleboerma@ferris.edu)
Status:	Signed
Transaction ID:	CBSJHCBA8A8j9AAkX7dtpM8tLcWWECA5WvWv

***AGREEMENT* History**

- 📄 Document created by Richelle Boerma (richelleboerma@ferris.edu)
2021-01-20 - 8:27:24 PM GMT - IP address: 161.57.35.9
- ✉️ Document emailed to Susan Cook (susancook@ferris.edu) for signature
2021-01-20 - 8:49:22 PM GMT
- ✉️ Email viewed by Susan Cook (susancook@ferris.edu)
2021-01-21 - 12:44:23 PM GMT - IP address: 194.47.38.294
- 👤 Document e-signed by Susan Cook (susancook@ferris.edu)
Signature Date: 2021-01-21 - 12:44:38 PM GMT - Time Source server IP address: 161.57.35.9
- ✉️ Document emailed to Richelle Boerma (richelleboerma@ferris.edu) for signature
2021-01-21 - 12:44:56 PM GMT
- ✉️ Email viewed by Richelle Boerma (richelleboerma@ferris.edu)
2021-01-21 - 1:53:11 PM GMT - IP address: 161.57.35.9
- 👤 Document e-signed by Richelle Boerma (richelleboerma@ferris.edu)
Signature Date: 2021-01-21 - 1:57:11 PM GMT - Time Source server IP address: 161.57.35.9
- 🏆 Agreement completed.
2021-01-21 - 1:57:11 PM GMT