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

Jet accuments signe	to sign send and track pr	ogenss Learn more
Add signers	to sign, send that tack pr	Add CC
<i>sØ</i> ∼ richelleboerma@	ferris.edu ×	
<i>¤Ø</i> ∼ SusanCook@ferri	s.edu ×	
AGREEMENT	-	
Please review and sign th	is document.	
File(s)		Add File

• 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"* 

	Advanced editing off
	Select a recipient to assign field
AGREEMENT	<ul> <li>Signer</li> <li>susancook@ferris.edu</li> </ul>
This agreement made thisday of2021 between Susan Cook on behalf of Ferris State University and Richelle Boerna on behalf of Ferris State University.	• Signer richelleboerma@ferris.edu
sample agreement language	
Dated: Dated: Set as Signer's email field	
Ferris State University Ferris State Univ	
By: Susan Cook By: Richelle Bon 🗊 Delete field	

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

	4
	Advanced editing of
	Select a recipient to assign fie
AGREEMENT	
This agreement made thisday of2021 between Susan Cook on behalf of Ferris State University and Richele Boerma on behalf of Ferris State University.	• susancook@ferris.edu • Sgraw richelleboerma@ferris.edu
sample agreement language	
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.	
Ausancookgferrisedu V T O ···· Jniversity     By: Sustan Cook By: Richelle Boerma	

• 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

	Advanced editing (
	Select a recipient to assign f
AGREEMENT	Sign
This agreement made thisday of, 2021 between Susan Cook on behalf of Ferris State University and Richelle Boerma on behalf of Ferris State University.	<ul> <li>susancook@ferris.edu</li> <li>sgwr richelleboerma@ferris.edu</li> </ul>
sample agreement language	
The parties breefly agree that this Agreement may be executed with encoronic signatures, that the electronic signatures shall be vigit and binding on the parties and the parties agree to receive the executed door lent in electronic format. 	
Dated: Dated: & Set as Signer's name i	ield
Ferris State University Ferris State University	field
By: Susan Cook By: Richelle Boe Set as Signer's email f	ed
Set as checkbox	
Delete field	

• 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

		Advanced editing off
This agreement made this _ behalf of Ferris State University and University.	AGREEMENT day of, 2021 between Susan Cook on Richelle Boerma on behalf of Ferris State	Select a recipient to assign field  Select a recipient to assign f
samp	le agreement language	
The parties hereby agree t electronic signatures, that the el the parties and the parties agree format.	hat this Agreement may be executed with citoric signatures shall be valid and binding on to receive the executed document in electronic g the box, I agree and certify that my printed gree to conduct this transaction electronically.	
Dated: Date	Dated	
Ferris State University * By: Susan Cook	Ferris State University  * By: Richelle Boerma	
		Sign, then Send

• 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
University.	
	sample agreement language
The parties hereby a electronic signatures, that the parties and the parties format.	Igree that this Agreement may be executed with the electronic signatures shall be valid and binding on agree to receive the executed document in electronic hecking the box, I agree and certify that my printed and I agree to conduct this transaction electronically.
Dated: Jan 21, 2021 Ferris State University Sum Code By: Susan Cook	Date(*-Jan 21. 2021 Click to change Ferris Scient Prome × By: Richelle Boerma
	1
By signing, I agree to both this agreement Sign is governed by the <u>Adobe Terms of U</u>	t and the <u>Consumer Disclosure</u> . My use of Adobe 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

	Adepoint	AGREEMENT between FERRIS STATE UNIVERSITY, Susan Cook and Richelle
This agreement made this, behalf of Ferris State University an University	day of 2021 between Sukan Cook on I Richelle Doerma on behalf of Ferria State	Boerma is Signed and Filed!
The parties hereby agree dectored signatures, that the of the parties and the parties agree ternal.	It agreement language has this Agreement may be executed with exceeds signatures shall be withf and binding on to receive the second discussed in a decivitie. If the local agree and certify that only printed gets local agreement agreeme	To: Richelle Boerma and Susan Cook
Court 2013, 201	Date (# 3, 30)	Acached is a mar copy of Accelentit.
Ferris State University John Jol By Sunan Cook	Farm State University And Arm By Richelic Doema	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.		EXERCISE         2021-01-21           Final Audit Report         2021-01-21           Owner         2021-01-21           Torstaction O         CBC/REGLABADIS/MARKA122/Info/MBER1/WIRECKDV/MD
		*AGREEMENT* History C Bounner cented by Initiale Bourna (initialetamengilitents exis) 2012-03-2012 *** 04********************************
Dated: Jan 21, 2021	Dated: <sup>Jan 21, 2021</sup>	Email Weeked by Sustain Cook (pusuancook)[[fields.edu) 2013-01-21-12-44-23 M 0071- m advises (16.47.36.294 Countent e-signed by Sustain Cook (pusamcook)[[fields.edu]) Spatian Doc 2013-01-11-12-48 PC 001- This Sustaince service Patholeses 1915/23.6.3
Ferris State University	Ferris State University	Comment ensaled to Richelle Boerna (richelleboerna@ferris.edu) for signature     zoru-ru-ru-seta mutom     Ensal viewed by Richelle Boerna (richelleboerna@ferris.edu)
By: Susan Cook	By: Richelle Boerma	2010-01-11-011171 Part - Parkens 111-213 C Document e signed by Richtele Boerna (inclesteboernac)[ferina and ) Signala San 2010-01-121171 Part - True Sanse Sanse - Parkens 111-221-3 Parkensted comprehend, 2010-01-121171 Part Park