

1. Navigate to the Account tab

https://riceuniversity.na1.documents.adobe.com/account/home

POWERED BY Adobe Sign

Dashboard Send Manage Reports **Account** Christopher

Hello, Christopher What would you like to do?

Get a Signature

Get a Document Signed
Get a signature in seconds

Send from Library
Select a document Start

Use a Workflow
Select a workflow Start

Additional Functions

Add Template to Library

Your Activity for This Month

Agreements Completed 61%

Median Time to Complete 3.6 min.

3 in progress
11 completed
View Reports... See All See All

Waiting For Me

You have no documents.

Recent Events

- PAF Dev was viewed by people@rice.edu (Yesterday at 11:23 AM)
- HR - PAF was e-signed by 3 (Yesterday at 9:41 AM)
- You canceled HR - PAF (Yesterday at 9:38 AM)

More...

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2. Navigate to Personal Preferences > My profile

POWERED BY Adobe Sign

Dashboard Send Manage Reports **Account** Christopher

Search

Personal Preferences

- My Profile**
- Access Tokens
- Auto Delegation
- My Events/Alerts
- Shared Events/Alerts
- My Signature
- Language Preferences
- Sharing Status

My Profile

Christopher Brown

Business Systems Analyst

ICUT - Rice University

Phone Number

Fax Area Code 888 (Toll Free)

Time Zone (GMT-06:00) Central Time (US & Canada)

Measurement Unit Inches(in)

Email cjb12@rice.edu

Password
Changing your password from within Adobe Sign is not available

Edit

Click the Edit button, to update your basic information which will be added to documents you are a participant on. Such as Initials and Job Title

Edit ×

First Name
Christopher

Last Name
Brown

Initials

Company
ICUT - Rice University

Job Title

Phone Number

Then hit save to continue

Measurement Unit

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Next you can update your saved signature under "My Signature"

Search

Personal Preferences ^

- My Profile
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- My Events/Alerts
- Shared Events/Alerts
- My Signature
- Language Preferences
- Sharing Status

My Signature

Your Saved Signature:

Create

Clear



Your Saved Initials:

Create

Clear

CB

CB

Here you have the ability to upload a picture, photo or draw a signature on your computer or mobile device.

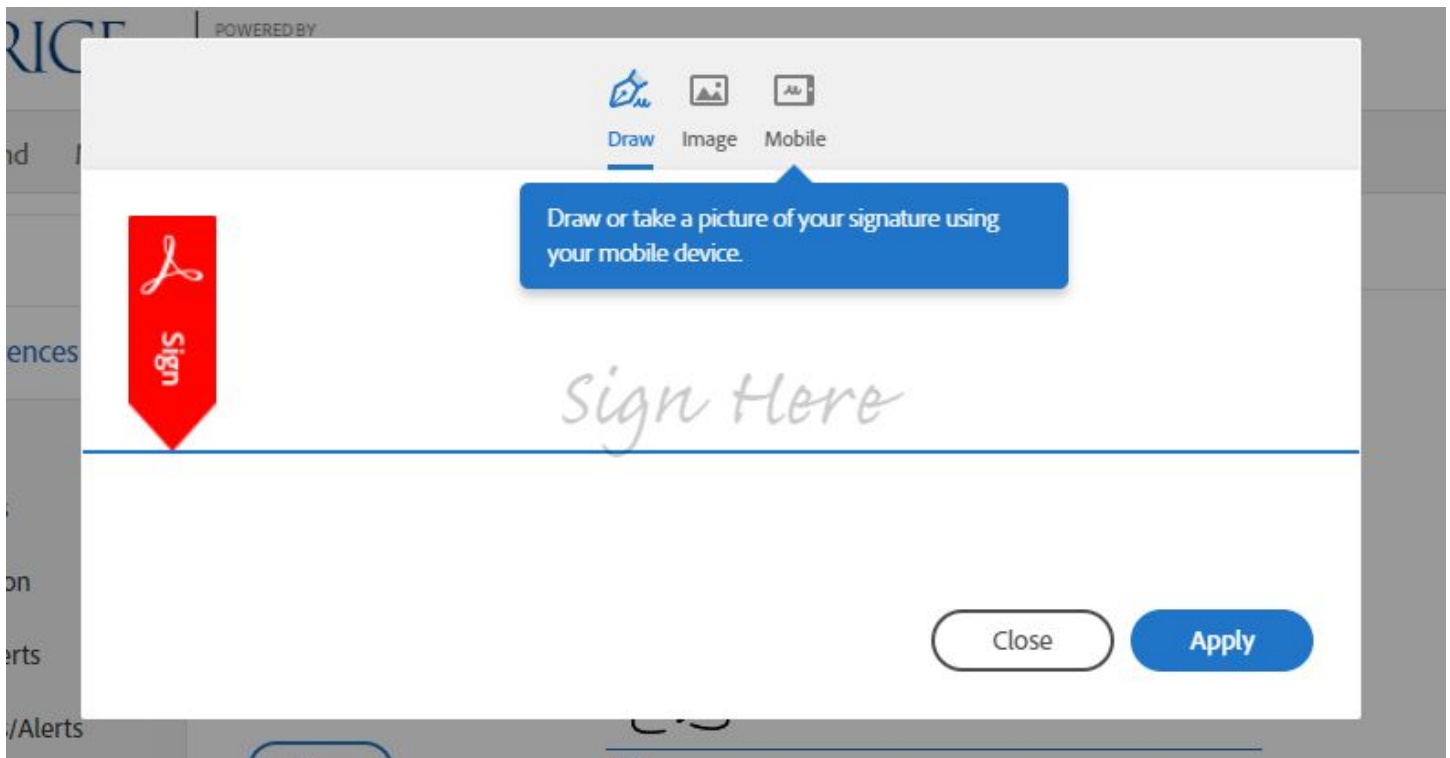
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Draw Image Mobile

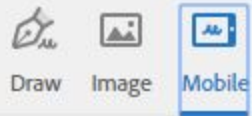
Draw or take a picture of your signature using your mobile device.

Sign Here

Close Apply

A screenshot of a signature capture interface. At the top, there are three icons: a pen for 'Draw', a camera for 'Image', and a mobile phone for 'Mobile'. Below these is a blue instruction box that says 'Draw or take a picture of your signature using your mobile device.' In the center, there is a red arrow pointing down with the Adobe logo and the word 'Sign' inside it. Below the arrow, the text 'Sign Here' is written in a light gray, cursive font. At the bottom right, there are two buttons: a white 'Close' button and a blue 'Apply' button.

If you choose mobile, you will enter your phone number, then receive a link to draw your signature on your device.



Use your mobile device to easily draw or capture your signature.
A link will be sent to your mobile device via text:

Send