

Quick Reference Card

Use Adobe E-Sign

Each Purchasing buyer has a license assigned to use Adobe e-sign for electronic signing of documents.

Role: Purchasing Buyer

Frequency: As needed

STEPS

1. Click on the Adobe E-Sign tile in the [Procurement Services Internal Resources](#) section of our website

Important: Be sure not to access your license via any other site or method; this is the only valid link to Purchasing's e-sign licenses.

2. Click option to Sign-In with an Enterprise ID

Procurement Services Internal Resources

A. Most Common Staff Links

Central Purchasing	Hospital Purchasing	Construction Purchasing	Surplus Property
myUK	Adobe E-Sign	University Financial Services	Kentucky Model Procurement Code

Not a member yet? [Get an Adobe ID](#)

Want to use your company or school account?
[Sign in with an Enterprise ID](#)



Use Adobe E-Sign

3. Select Enterprise ID button on following screen

Choose an account for

slse232@uky.edu

Adobe ID

Personal account



Enterprise ID

Company or school account



4. Enter your email address (using your UK ID, not an alias email) and UK password.

Click Sign In



Sign in with your linkblue account

slse232@uky.edu

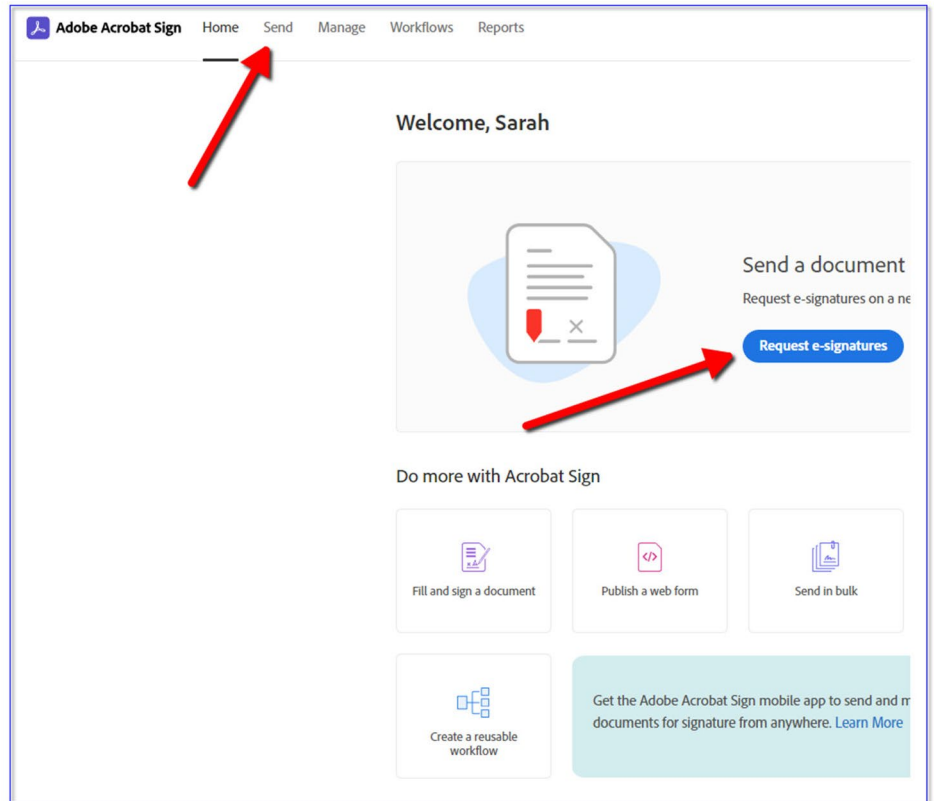
.....

Sign in

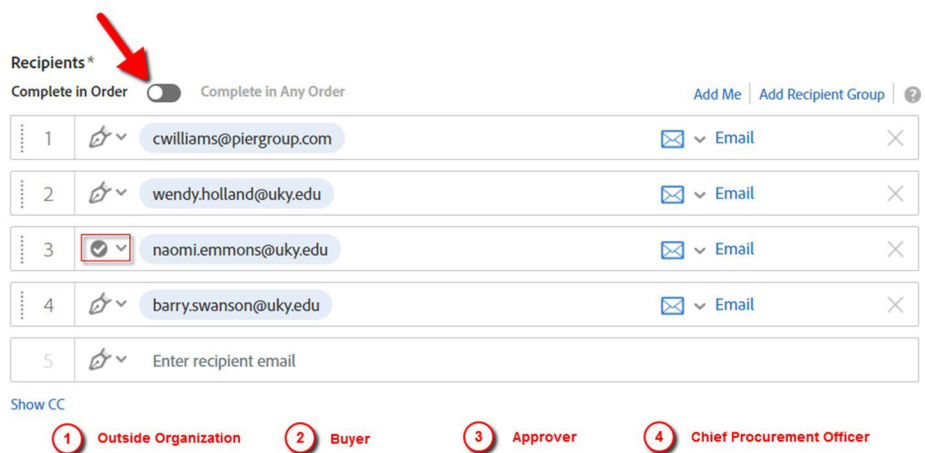
Quick Reference Card

Use Adobe E-Sign

5. Select either the Send tab OR the Request e-signatures Button



6. Enter the email addresses for parties that will be signing the document. They must be entered sequentially, in the order the document will be signed. The document should automatically be set to Complete in Order. Click the down indicator to change roles if needed.



Quick Reference Card

Use Adobe E-Sign

7. Enter a text message if desired that will go to the signatories. (Will automatically fill in if left alone)

Upload or Drag/Drop file(s) to the Files area. You can upload multiple files if desired. Adobe will combine them into one long document in the order listed.

Message*

UK-1559-15A PIER Group Mod 9

Please review and complete UK-1559-15A PIER Group Mod 9.

Files*

[Add Files](#)

UK-1559-15A PIER Group Mod 9

Drag More Files Here

8. Check the Preview and Add Signature Fields Box.

Click Next

☒ Preview & Add Signature Fields

Next

Use Adobe E-Sign

9. Select the first signatory from the dropdown menu









From the Signature Fields list, drag Signature box to the place you want them to sign

OFFICIAL SIGNATURE
PIER Group, LLC

* Signature	
Signature	Date


Typed or Printed Name, Title

RECIPIENTS

-  cwilliams@piergroup.c... (Signer) ✓
-  Sarah Sexton (me) (Prefill)
-  ✓ cwilliams@piergroup.com (Signer)
-  wendy.holland@uky.edu (Signer)
-  naomi.emmons@uky.edu (Approver)
-  barry.swanson@uky.edu (Signer)
-  Anyone
-  Everyone

Back Send

RECIPIENTS

-  cwilliams@piergroup.c... (Signer) ✓

Signature Fields

- Signature
- Initials
- Signature Block
- Stamp

Signer Info Fields

Use Adobe E-Sign

10. You can also drag other boxes you want them to fill in such as their name or a checkbox for them to check, etc.

There is no need to drag the Date field to the form as dates are automatically stamped by Adobe as each person signs.

The screenshot shows a form with two yellow boxes. The first box is labeled "Signature" with a red asterisk and "OFFICIAL SIGNATURE PIER Group, LLC" above it. The second box is labeled "Title" with a red asterisk and "Typed or Printed Name, Title" below it. To the right, a panel titled "RECIPIENTS" shows a list with "cwilliams@piergroup.c..." (Signer). Below this, "Signature Fields" and "Signer Info Fields" are visible. The "Signer Info Fields" section includes "Title", "Company", "Name", and "Email". Red arrows point from the "Title" field in the form to the "Title" field in the "Signer Info Fields" panel, and from the "Title" box in the form to the "Typed or Printed Name, Title" label.

11. Select the next signatory that will sign from the dropdown list

The screenshot shows a dropdown menu for selecting recipients. The menu is titled "RECIPIENTS" and lists several options: "Sarah Sexton (me) (Prefill)", "cwilliams@piergroup.com (Signer)" (which is selected with a green checkmark), "wendy.holland@uky.edu (Signer)", "naomi.emmons@uky.edu (Approver)", "barry.swanson@uky.edu (Signer)", "Anyone", and "Everyone". Red arrows point to the dropdown arrow and the "wendy.holland@uky.edu (Signer)" option.

Use Adobe E-Sign

12. Drag the Signature field to where you want them to sign.

The screenshot displays the Adobe E-Sign interface. On the left, there are two signature blocks. The first block is for the 'OFFICIAL APPROVAL UNIVERSITY OF KENTUCKY' and includes a 'Signature' field (highlighted in yellow) and a 'Date' field. The second block is for the 'OFFICIAL SIGNATURE PIER Group, LLC' and includes a 'Signature' field and a 'Date' field. On the right, a dropdown menu is open, showing 'Signature Fields' with options: 'Signature', 'Initials', 'Signature Block', and 'Stamp'. A red arrow points from the 'Signature' option in the dropdown to the yellow 'Signature' field in the first block. Another red arrow points from the 'Signature' field in the second block to the 'Signature' option in the dropdown. Below the dropdown, there is a 'Signer Info Fields' section with a 'Reset Fields' link, a 'Save as template' checkbox, and 'Back' and 'Send' buttons.

13. Select the next signatory that will sign from the dropdown list

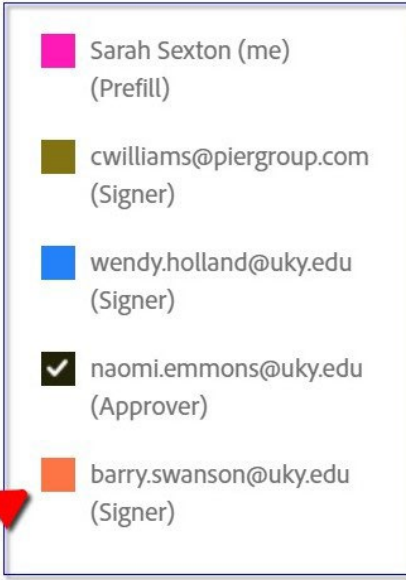
The screenshot shows a dropdown list of signatories. The list includes: 'Sarah Sexton (me) (Prefill)', 'cwilliams@piergroup.com (Signer)', 'wendy.holland@uky.edu (Signer)' (which is selected with a blue checkmark), 'naomi.emmons@uky.edu (Approver)' (which is highlighted with a red arrow), and 'barry.swanson@uky.edu (Signer)'. The dropdown is enclosed in a blue border.

14. Drag the Initial field to where you want them to approve.

The screenshot displays the Adobe E-Sign interface. On the left, there are two signature blocks. The first block is for the 'OFFICIAL APPROVAL UNIVERSITY OF KENTUCKY' and includes a 'Signature' field and a 'Date' field. The second block is for the 'OFFICIAL SIGNATURE PIER Group, LLC' and includes a 'Signature' field and a 'Date' field. On the right, a dropdown menu is open, showing 'Signature Fields' with options: 'Signature', 'Initials', 'Signature Block', and 'Stamp'. A red arrow points from the 'Initials' option in the dropdown to the 'Initials' field in the first block. Another red arrow points from the 'Initials' field in the second block to the 'Initials' option in the dropdown. Below the dropdown, there is a 'Signer Info Fields' section with a 'Reset Fields' link, a 'Save as template' checkbox, and 'Back' and 'Send' buttons.

Use Adobe E-Sign

15. Select the next signatory that will sign from the dropdown list

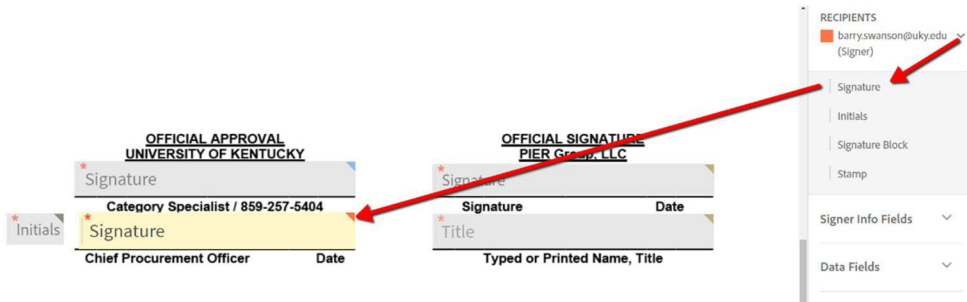


A dropdown menu showing a list of signatories. The list includes:

- Sarah Sexton (me) (Prefill)
- cwilliams@piergroup.com (Signer)
- wendy.holland@uky.edu (Signer)
- naomi.emmons@uky.edu (Approver)
- barry.swanson@uky.edu (Signer)

A red arrow points to the last option, barry.swanson@uky.edu (Signer).

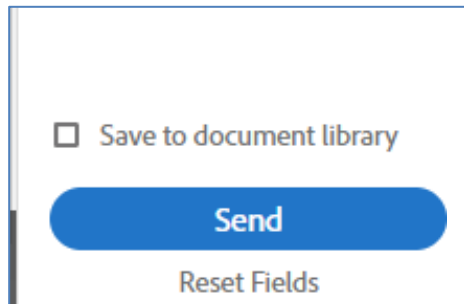
16. Drag the Initial field to where you want them to Initial.



A screenshot of the Adobe E-Sign interface. It shows two signature blocks. The first block is for "OFFICIAL APPROVAL UNIVERSITY OF KENTUCKY" and includes fields for "Signature", "Initials", "Category Specialist / 859-257-5404", "Chief Procurement Officer", and "Date". The second block is for "OFFICIAL SIGNATURE PIER GROUP, LLC" and includes fields for "Signature", "Date", "Title", and "Typed or Printed Name, Title". A red arrow points from the "Initials" field in the first block to the "Initials" field in the second block. Another red arrow points from the "Initials" field in the second block to a dropdown menu on the right. The dropdown menu is titled "RECIPIENTS" and shows a list of signatories, with "barry.swanson@uky.edu (Signer)" selected.

17. Toggle "Save to document library" to create a template

Click the Send button



A screenshot of the Adobe E-Sign interface showing the "Save to document library" toggle and the "Send" button. The toggle is currently off. Below it is a blue "Send" button and a "Reset Fields" link.

Use Adobe E-Sign

18. You will receive an email notice confirming it processed and is in workflow to the signatories



Your Agreement Has Been Sent for Signature!

- Adobe Acrobat Sign has sent UK-1559-15A PIER Group Mod 9 to cwilliams@piergroup.com for signature.
- When all participants have completed UK-1559-15A PIER Group Mod 9 all parties will receive a final PDF copy by email.

[Click here](#) to view this document online in your Adobe Acrobat Sign account.

You can always [Login to Adobe Acrobat Sign](#) to:

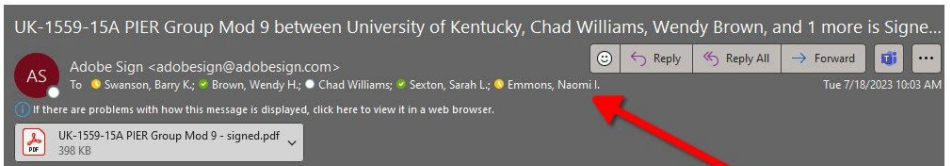
- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

19. The document will travel to each party via email for e-signature in the order established.

You are alerted via email each time it is signed to know where it is in the process.

You will also get the final copy when signed by all parties



CAUTION: External Sender



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From within Adobe e-sign, you also have a dashboard to manage all e-sign documents. This includes:

1. Ones awaiting signature (in progress)
2. Ones that are completed
3. Templates you have saved

Other actions available include:

4. Sending reminders
5. Downloading the signed pdf

You can also add alternative recipients by hovering over the recipient needing to be edited.

Adobe Acrobat Sign Home Send **Manage** Workflows Reports

Your agreements Filters

STATUS

- In progress (8)**
- Waiting for you (0)
- Completed
- Canceled
- Expired
- Draft
- Templates
- Web forms
- Bulk sends

In progress

RECIPIENTS	TITLE
<input type="checkbox"/> alysa.wilber@uky.edu 0 of 3 completed	2023_AC Hotels_Spartanburg SC_Cross Country
<input type="checkbox"/> alysa.wilber@uky.edu 0 of 3 completed	2023_Suite 501_Franklin TN
<input type="checkbox"/> alysa.wilber@uky.edu 0 of 3 completed	2023_The Madison Hotel_ Morristown NJ- UK Preview
<input type="checkbox"/> alysa.wilber@uky.edu 0 of 3 completed	2023_Towneplace Suites Tuscaloosa_Alabama_Cross Country
<input type="checkbox"/> tonythomas@windstream.com 0 of 2 completed	UK-2358-23 Vendor Confidentiality Windstream
<input type="checkbox"/> proposals@vsoftconsulting.com 0 of 2 completed	UK-2358-23 Vendor Confidentiality VSoft
<input type="checkbox"/> ryan.cleveland@charter.com 0 of 2 completed	UK-2358-23 Vendor Confidentiality Spectrum
<input type="checkbox"/> nrezac@curvature.com 0 of 4 completed	UK-1559-15B Curvature Mod 6

Search

STATUS	MODIFIED
Out for approval	7/28/2023
Out for approval	7/28/2023
Out for approval	7/28/2023
Out for approval	7/28/2023
Out for signature	7/20/2023
Out for signature	7/20/2023

2023_AC Hotels_Spartanburg SC_Cross Country
Created Jul 28, 2023 2:22 PM
Status: Out for Approval
Message: Please review and complete 2023_AC Hotels_Spartanburg SC_Cross Country.

Actions

- Open Agreement
- Remind **4**
- Cancel
- Download PDF **5**
- Download Audit Report

See 4 more

Recipients (0 Completed)

- 1. alysa.wilber@uky.edu
Approval requested on Jul 28, 2023
- 2. naomi.emmons@uky.edu
Approver
- 3. barry.swanson@uky.edu
Signer

> Activity

alysa.wilber@uky.edu
[Add Alternate Recipient](#)
Role: Approver
Authentication: Email [Edit](#)