

How to - Use Acrobat to Fill Out and Sign Forms

Ver. 1.0

12 March 2020

Purpose:

1. To fill out .pdf forms without printing.
2. To gather needed signatures while keeping the document digital.

Step 1: Open Form

1. Open the .pdf form in Adobe Acrobat.

UNIVERSITY OF ARKANSAS REQUEST FOR PERCEPTIVE CONTENT ACCESS
TO THE ONLINE NOTICE OF STUDENT SUPPORT (NOSS) WORKFLOW

Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail, fax, or scan and email to the listed contact at the bottom of this form.

Name: _____ Title: _____

College: _____

Department: _____ Campus Address: _____

UARK Email Address: _____ Campus Phone: _____

Employee's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Please describe your administrative role and needs with regard to the online Notice of Student Support (NOSS) workflow. This will help to determine your appropriate stage within the workflow process:

Send Completed Forms To:

Advancement Information and
Technology Services Attention: Chris Farris
UPTe 229
Fax: 479.575.4135
Scan-Email: cmfarris@uark.edu

STATEMENT OF CONFIDENTIALITY
INFORMATION TECHNOLOGY SERVICES
UNIVERSITY OF ARKANSAS - FAYETTEVILLE

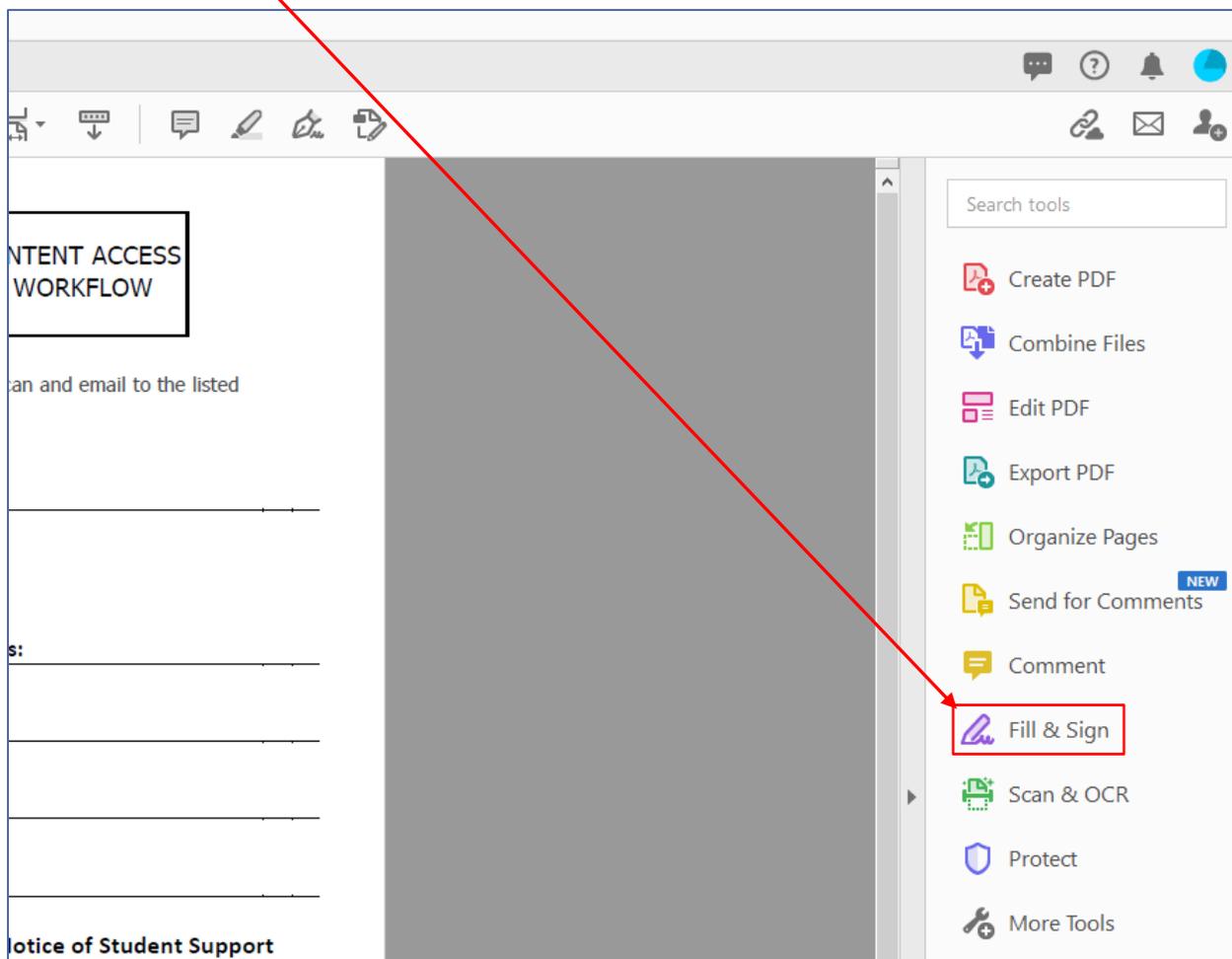
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Step 2: Fill in Text

1. Click  Fill & Sign



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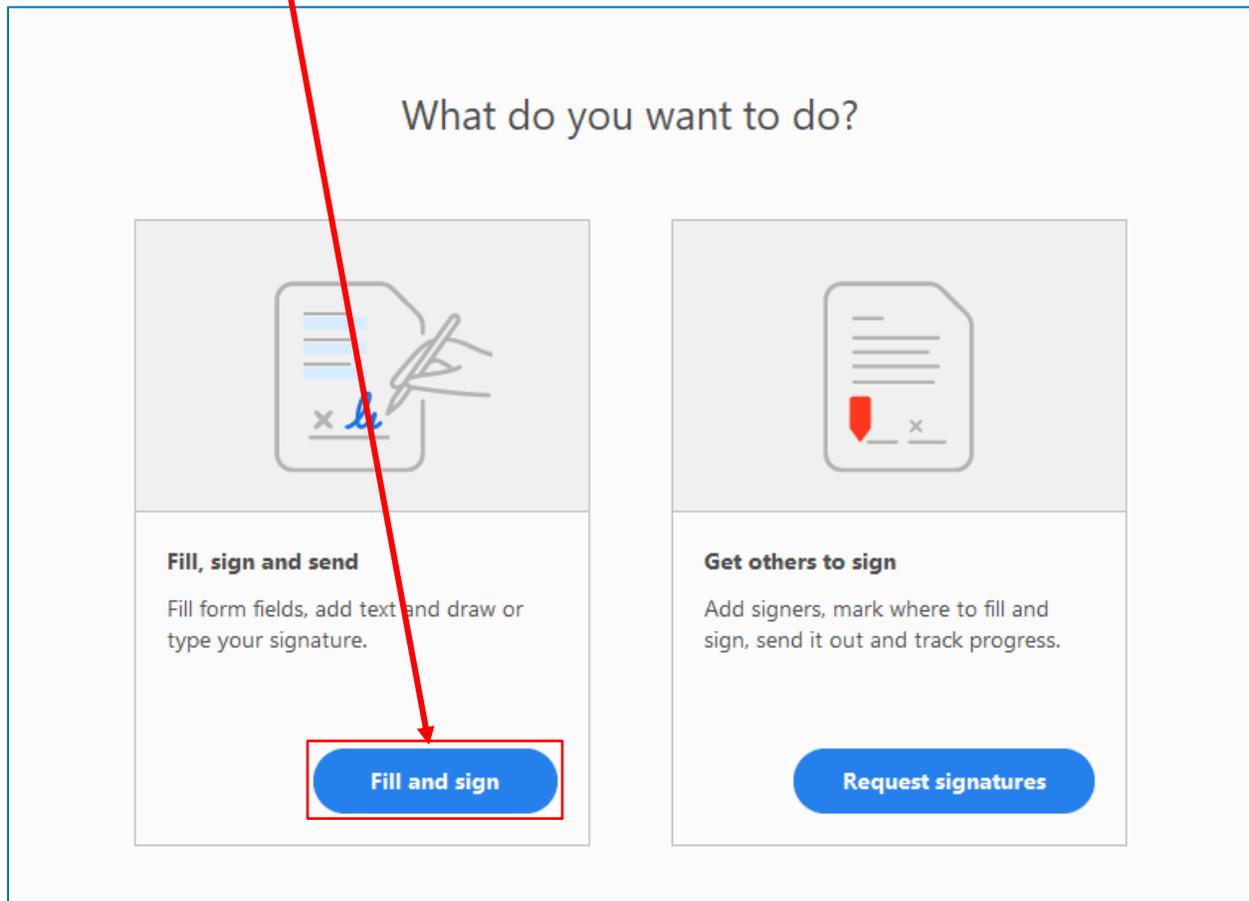
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2. Click

Fill and sign

What do you want to do?



The screenshot shows a dialog box titled "What do you want to do?". It contains two main options:

- Fill, sign and send**: Accompanied by an icon of a document with a pen and a signature. Below the icon, the text reads: "Fill form fields, add text and draw or type your signature." At the bottom of this option is a blue button labeled "Fill and sign".
- Get others to sign**: Accompanied by an icon of a document with a red arrow pointing to a field. Below the icon, the text reads: "Add signers, mark where to fill and sign, send it out and track progress." At the bottom of this option is a blue button labeled "Request signatures".

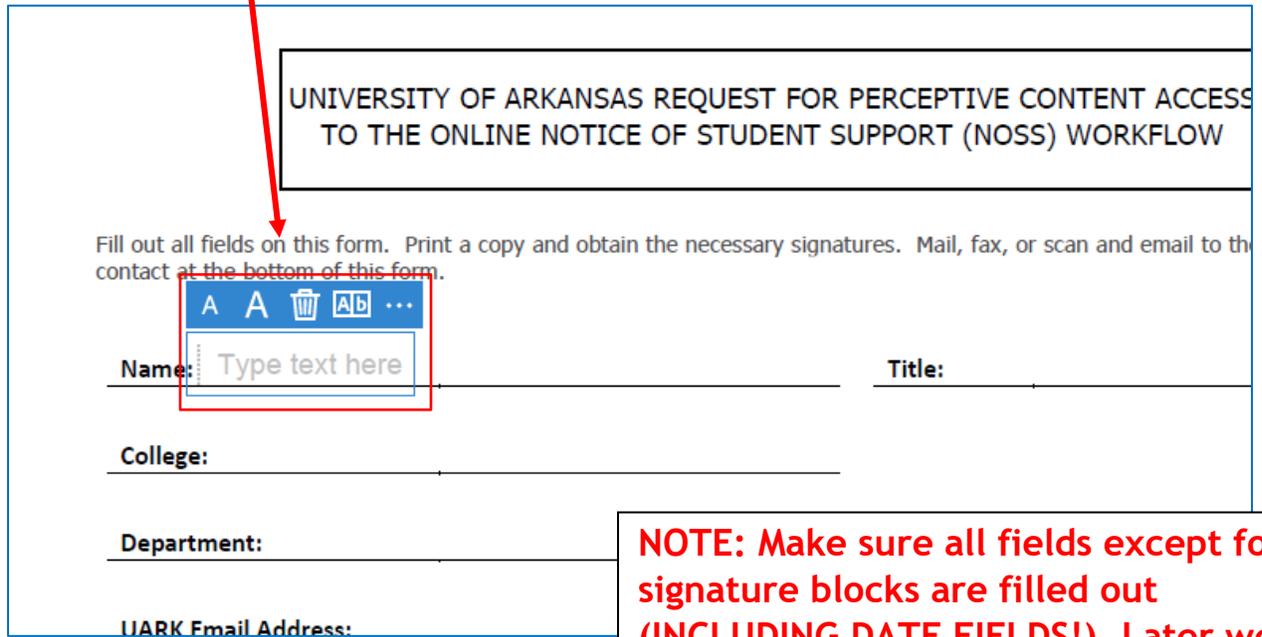
A red arrow originates from the "Fill and sign" button at the top of the page and points to the "Fill and sign" button within the "Fill, sign and send" option.

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3. Click in fields that need to be filled. Enter correct information (DO NOT ENTER SIGNATURES):



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Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail, fax, or scan and email to the contact ~~at the bottom of this form.~~

Name: **Title:** _____

College: _____

Department: _____

UARK Email Address: _____

NOTE: Make sure all fields except for signature blocks are filled out (INCLUDING DATE FIELDS!). Later we will sign this document. Once signed it cannot be edited. THIS MEANS YOU CANNOT GO BACK AND ADD TEXT THAT YOU FORGOT THE FIRST TIME!

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4. Here it is complete:

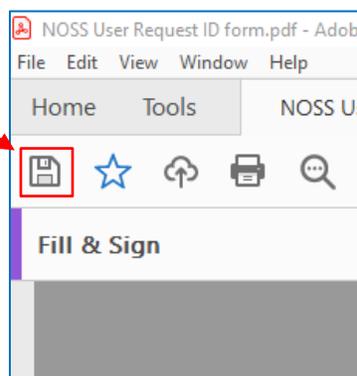
**UNIVERSITY OF ARKANSAS REQUEST FOR PERCEPTIVE CONTENT ACCESS
TO THE ONLINE NOTICE OF STUDENT SUPPORT (NOSS) WORKFLOW**

Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail, fax, or scan and email to the listed contact at the bottom of this form.

Name: Christopher Matthew Farris	Title: Trainer
College: UDEV	
Department: AITS	Campus Address: UNHS 226
UARK Email Address: cmfarris@uark.edu	Campus Phone: 575.4135
Employee's Signature:	<div style="border: 1px solid black; padding: 5px; color: red; font-weight: bold;">NO SIGNATURES YET!</div>
Supervisor Signature:	

Please describe your administrative role and needs with regard to the online Notice of Student Support (NOSS) workflow. This will help to determine your appropriate stage within the workflow process:

5. Click  to save document.



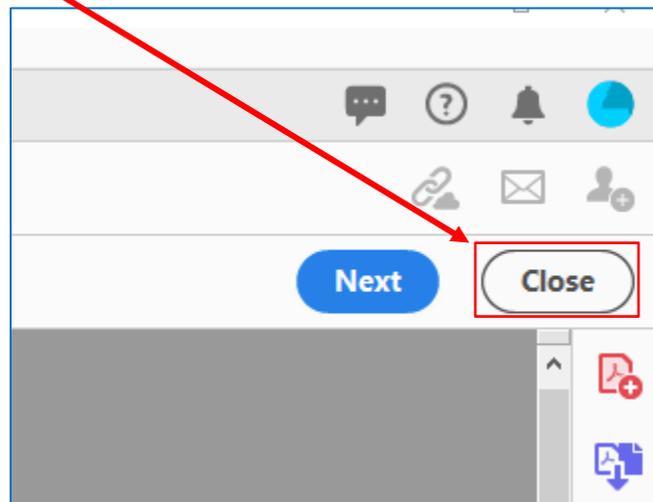
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6. Click

Close



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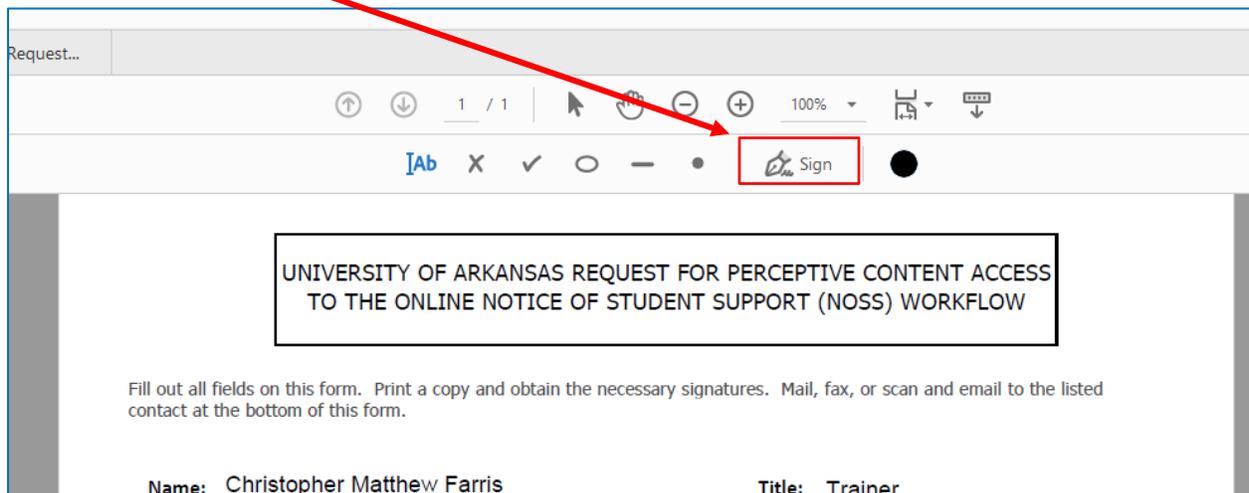
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Step 3: Sign

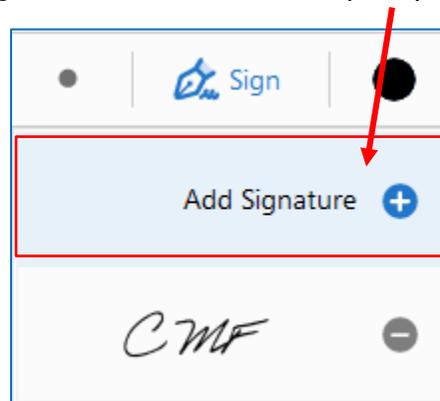
1. Click  Fill & Sign

2. Click 

3. Click  Sign



4. If you do not have a signature, the software will prompt you to create one:



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5. Click  Add Signature 
6. Accept the system offered signature or customize at your discretion.



7. Click 

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- Drop signature on signature line.

Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail, fax, or contact at the bottom of this form.

Name: Christopher Matthew Farris	NOTE: Signed documents cannot be edited!!
College: UDEV	
Department: AITS	Campus Address
UARK Email Address:  mark.edu	Campus Phone
Employee's Signature: <i>Christopher Farris</i>	Date:
Supervisor Signature	Date:
Please describe you (NOSS) workflow. This will help to determine your appropriate stage within t	gard to the online

When you save a form with a signature or initials you will no longer be able to edit the existing form fields.

- Repeat process for all Signature fields.

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10. Click 

11. Click 

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Step 4: Send for Signatures

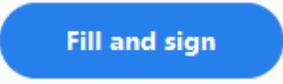
1. Click  Fill & Sign

2. Click 

What do you want to do?

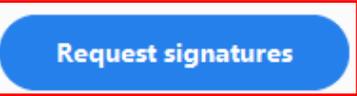


Fill, sign and send
Fill form fields, add text and draw or type your signature.





Get others to sign
Add signers, mark where to fill and sign, send it out and track progress.



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3. Add signer email address(es).

The screenshot shows the Adobe Sign interface with a progress bar at the top indicating three steps: 'Add signers' (active), 'Specify where to fill and sign', and 'Send and track progress'. The main heading is 'Get documents signed fast with Adobe Sign'. Below this is a sub-heading: 'Add signers, specify where you want them to fill and sign, and have recipients return the signed document electronically. Learn more.' The 'Signers' section has a red box around the input field containing 'dvmcclel@uark.edu'. Below this is the 'Subject & Message' section with a text area containing 'NOSS User Request ID form' and 'Please review and complete this document. This is for a presentation.' The 'File(s)' section shows 'NOSS User Request ID form.pdf'. At the bottom right, there is a 'More Options' link and a blue button labeled 'Specify Where to Sign' which is also highlighted with a red box. A red arrow points from the 'Specify Where to Sign' button in the screenshot to the 'Specify Where to Sign' button in the next step.

4. Click

Specify Where to Sign

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5. Click the location(s) on the document that need the recipient's signature.

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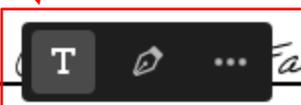
Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail contact at the bottom of this form.

Name: Christopher Matthew Farris **Title:**

College: UDEV

Department: AITS **Camp**

UARK Email Address: cmfarris@uark.edu **Camp**

Employee's Signature:  Farris **Date:**

Supervisor Signature:  **Date:**

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6. Click

Send

ail to the listed

HS 226

35

Student Support
w process:

Information Technology

Specify where to Fill or Sign

Click wherever you need your recipient to fill in information or sign.

Marked fields can include text fields, signature boxes, checkboxes, and more.

Send

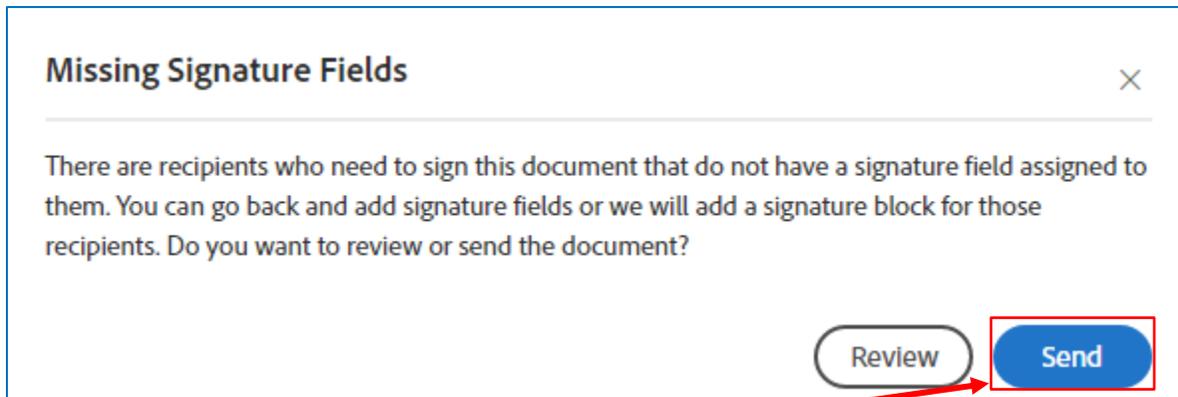
Switch to Advanced Mode

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7. Adobe will (probably) prompt you with a message concerning signature blocks.



8. Click



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9. Adobe will confirm delivery.

● ● ●

Add signers Specify where to fill and sign Send and track progress

UNIVERSITY OF ARKANSAS REQUEST FOR PERCEPTIVE CONTENT ACCESS TO THE ONLINE NOTICE OF STUDENT SUPPORT (NOSS) WORKFLOW

Fill out all fields on this form. Print a copy and obtain the necessary signatures. Mail, fax, or scan and email to the listed contact at the bottom of this form.

Name: Christopher Matthew Farris Title: Trainer

College: LDEU

Department: A115 Campus Address: ENRIS 226

UARK Email Address: cmfarris@uark.edu Campus Phone: 575.4135

Employer's Signature: Christopher Farris Date: 3/12/2020

Supervisor Signature: Date:

Please describe your administrative role and needs with regard to the online Notice of Student Support (NOSS) workflow. This will help to determine your appropriate stage within the workflow process.

Send Completed Forms To:

Advancement Information and Technology Services Administrator: Chris Farris
LPTF 229
Fax: 479.575.4135
Scan Email: cmfarris@uark.edu

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UNIVERSITY OF ARKANSAS, FAYETTEVILLE

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Signature: Christopher Farris Date: 3/12/2020

Printed Name: Christopher Farris

“NOSS User Request ID form” has been successfully sent for signature

A copy has also been sent to you at cmfarris@uark.edu for your records. “NOSS User Request ID form” was sent for signature to Daniel McClelland (dvmccl@uark.edu). 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.

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10. Adobe will send you a copy of the signature request via email.

Reply Reply All Forward IM

Adobe Sign <echosign@echosign.com> Christopher M. Farris

NOSS User Request ID form has been sent out for signature to Daniel McClelland

If there are problems with how this message is displayed, click here to view it in a web browser.

NOSS User Request ID form.pdf
375 KB



Your Agreement Has Been Sent for Signature!

- Adobe Sign has sent NOSS User Request ID form to Daniel McClelland for signature.
- When Daniel McClelland completes NOSS User Request ID form all parties will receive a final PDF copy by email.

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

You can always [Login to Adobe 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 echosign@echosign.com to your address book or safe list.

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11. Adobe will send you confirmation and a copy of the document once it has been signed.

Reply Reply All Forward IM

Adobe Sign <echosign@echosign.com> Christopher M. Farris; Daniel V. McClelland

NOSS User Request ID form between UOA - University of Arkansas and Daniel McClelland is Signed and Filed!

If there are problems with how this message is displayed, click here to view it in a web browser.

NOSS User Request ID form - signed.pdf
431 KB

Adobe Sign

NOSS User Request ID form between UOA - University of Arkansas and Daniel McClelland is Signed and Filed!

To: Christopher Farris and Daniel McClelland

Attached is a final copy of NOSS User Request ID form.

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:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

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

12. Click [the document](#) link to view the signed document.

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Technology Services Attention: Chris Farris
UPTe 229
Fax: 479.575.4135
Scan-Email: cmfarris@uark.edu

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Signature: *Daniel McClelland* Date: Mar 12, 2020
Daniel McClelland (Mar 12, 2020)

Printed Name: Daniel McClelland

13. You may now download, save, print or email to wherever this document needs to go.

