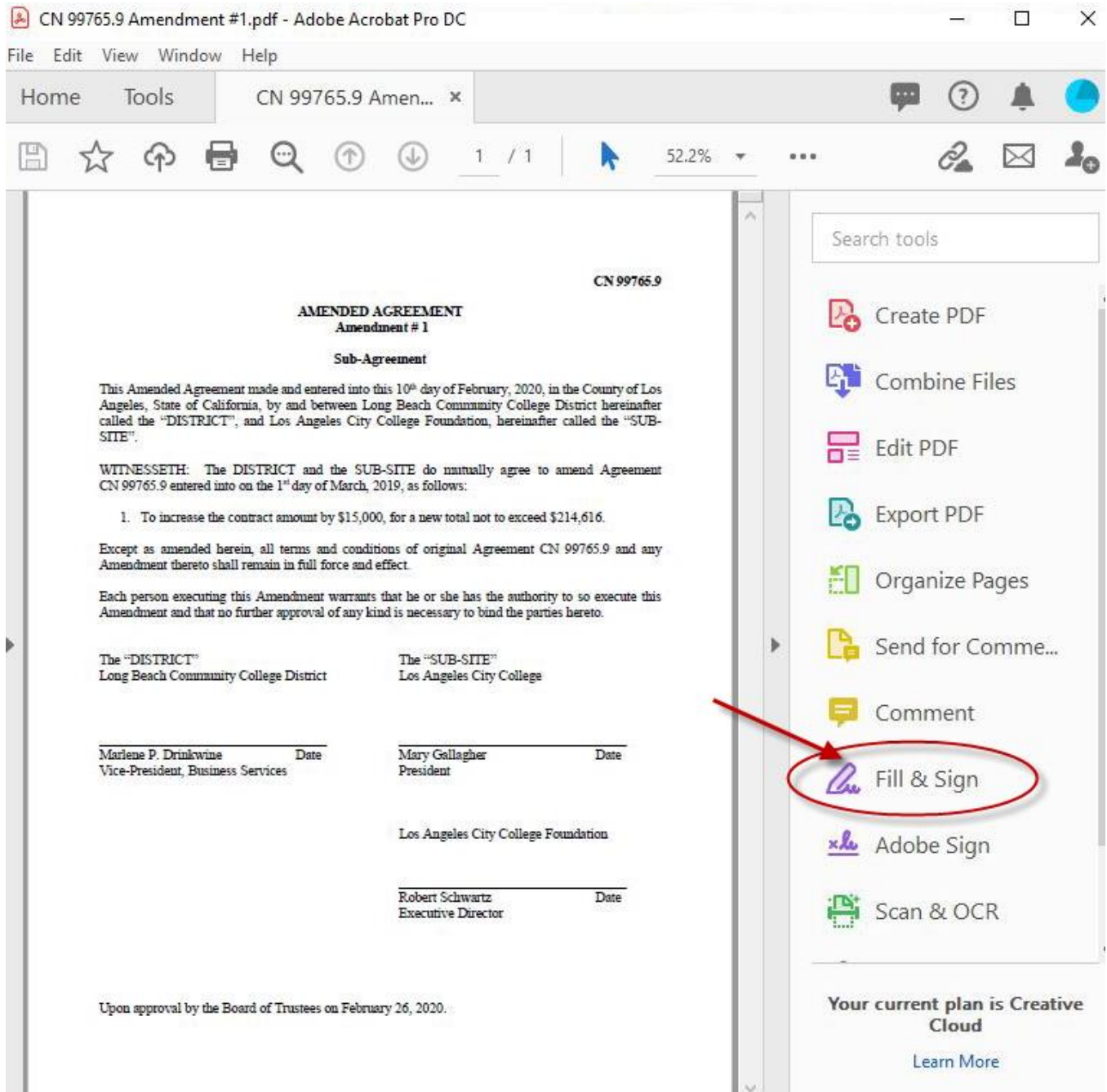
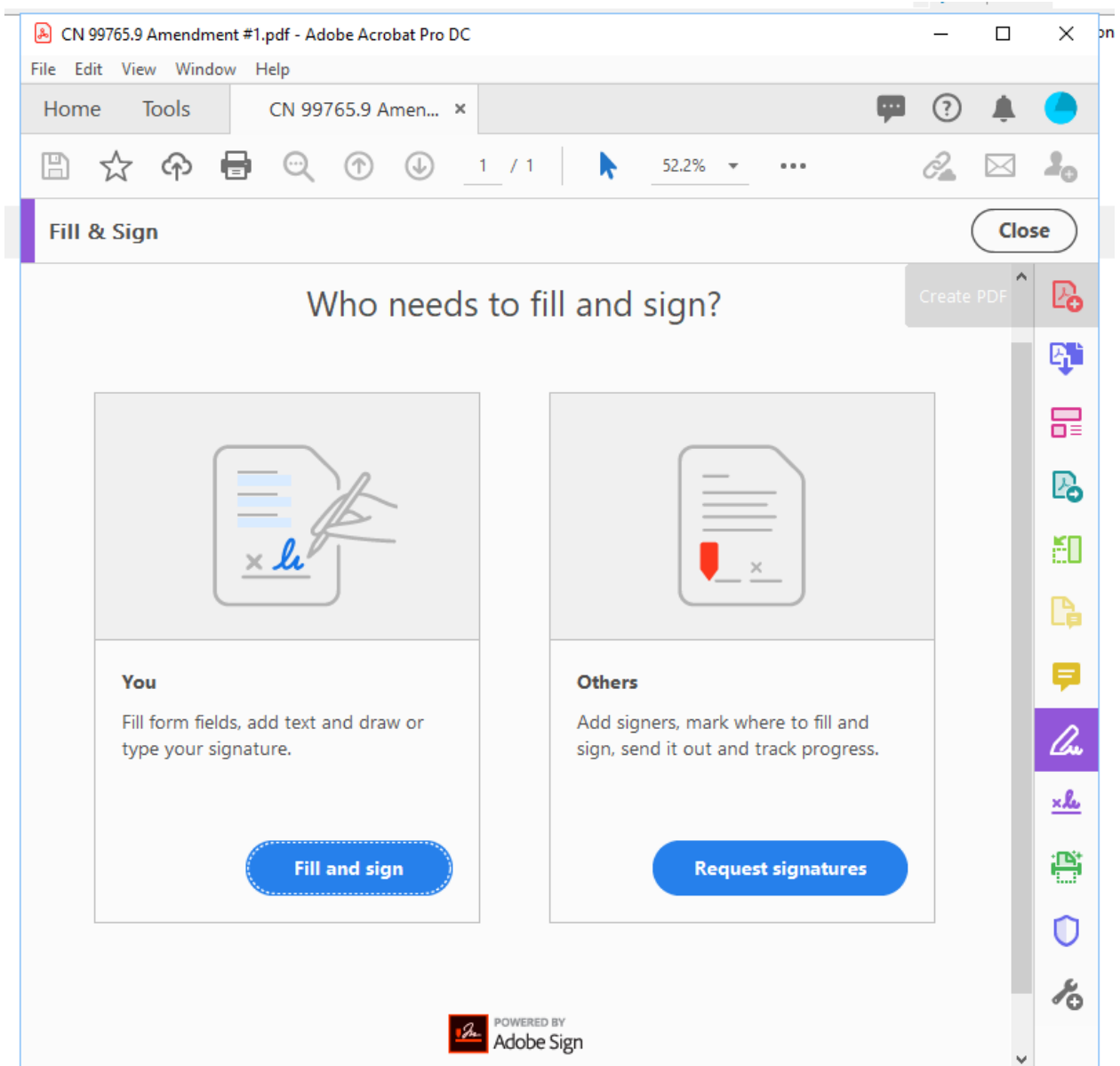


Adobe Sign.

1. Open a PDF file in Adobe Acrobat.
2. Click the Fill & Sign tool in the right pane.



If you need to enter Name/Title information for the signature line, choose “Fill and Sign,” and type where needed in the document. If no fields need to be filled in, choose Request Signatures.



3. **Add a recipient by entering an email address and add a custom message if you want. You can also CC yourself by clicking “Add CC”. When done entering emails and message, click “Specify Where to Sign”.**

CN 99765.9 Amendment #1.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools CN 99765.9 Amen... x

Adobe Sign

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

Get documents signed fast with Adobe Sign

Add signers, specify where you want them to fill and sign, and have recipients return the signed document electronically. [Learn more.](#)

Signers Add CC ⓘ

test@lbcc.edu x

test2@lbcc.edu x

test3@lbcc.edu x

Subject & Message

CN 99765.9 Amendment #1

Please review and complete this document.

File(s) Add Files

CN 99765.9 Amendment #1.pdf

Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.

More Options **Specify Where to Sign**

4. Click where needed to add a text or signature box and assign it to the corresponding email/signer.

IMPORTANT NOTE: Make sure a field is designated as a Signature Box by clicking the pen icon highlighted in red below!

Adobe Sign interface showing the document 'CN 99765.9 Amendment #1.pdf'. The document is an 'AMENDED AGREEMENT Amendment #1' and a 'Sub-Agreement'. The text describes the amendment and lists the signatories: Marlene P. Drinkwine (Vice-President, Business Services), Mary Gallagher (President), and Robert Schwartz (Executive Director). The Adobe Sign toolbar is visible, and a red box highlights the pen icon in the signature field for Mary Gallagher. A red arrow points to the pen icon. The right sidebar shows a list of signers: test@lbcc.edu, test2@lbcc.edu, and test3@lbcc.edu. The bottom of the window shows a 'Send' button and a 'Switch to Advanced Mode' link.

5. **Send your form:**
Click "Send." Each recipient will receive an email with a link to e-sign instantly along with a copy of the signed document. Your copy will be stored securely in Adobe Document Cloud.