Get others to sign a PDF file with Adobe® Acrobat® XI

Send documents for signature approval with the easy-to-use Adobe EchoSign online service.*† Easily keep track of the signing process. Recipients can sign without downloading a plug-in or creating an EchoSign account.

1. Open the PDF file which you would like to distribute for signature.
2. At the top right in Acrobat, click the Sign Pane. Open the Get Others to Sign panel.
3. Click Send For Signature. Acrobat uploads the document to Adobe EchoSign.
4. Click Proceed To Adobe EchoSign to continue. Acrobat opens the Adobe EchoSign website.
5. Type your email address and the recipient's email address. Type a message to the recipient.
6. Confirm you have uploaded the correct file, and click Send.
7. Check your email for the verification email from EchoSign. Click the link to activate your account.
8. EchoSign brings up your file and requests that you drag and drop fields on the document, such as signature, initials, and date signed.
9. Click Send and Register if a new user. You receive onscreen confirmation if your file is successfully sent for signature. You can sign out.
10. You receive emails when the document has been sent for an E-signature as well as when the document is signed and filed.
11. View a copy of the signed document in your EchoSign account.

Tip: To learn more about other signature options, see ***Sign a PDF file with Acrobat XI****.*

For more information
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