

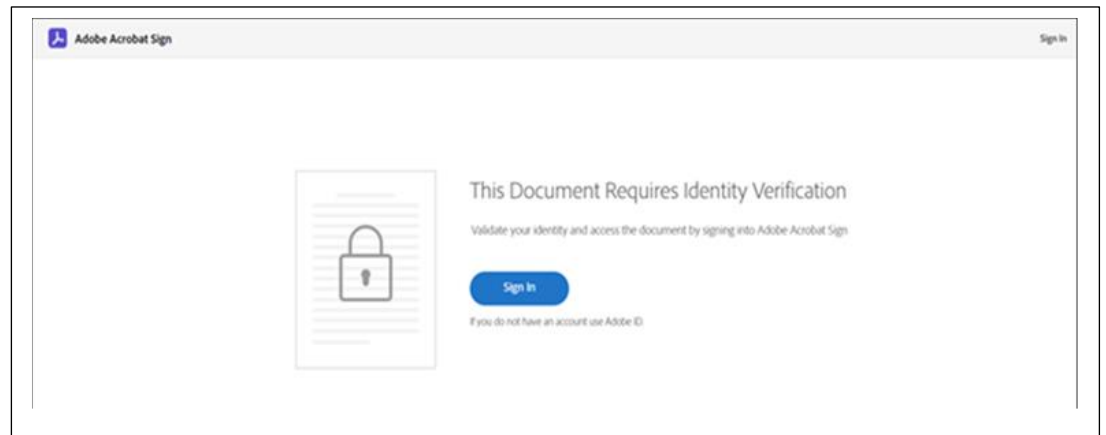


Instructions on using Adobe Sign for MMS Clients

This document provides instructions explaining how to access Adobe Sign. Steps 1 through 6 in the instructions below provide information on how to sign into Adobe. Step 7 describes how to sign the document.

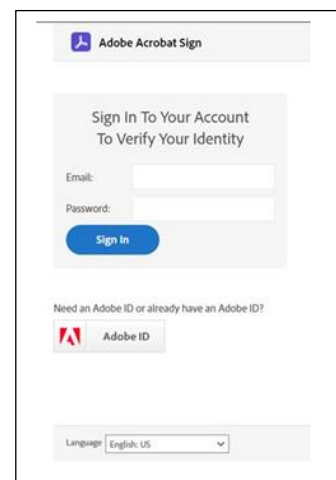
1. When an MMS colleague requests your signature on a document, you will receive an automated email from Adobe Sign
2. In the email you receive, click **“Review and Sign”**

3. You will be taken to the following page:



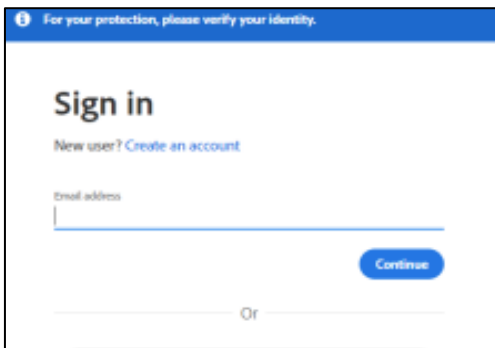
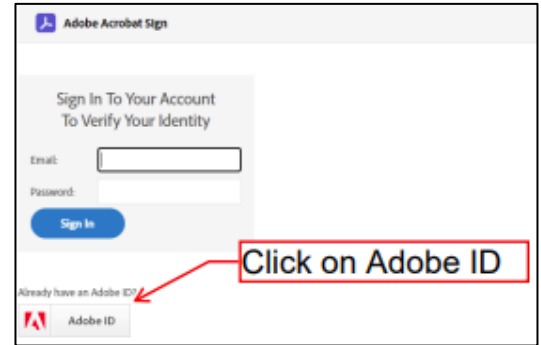
4. Click **“Sign In”**

5. You will then be taken to the following page (this will be a pop window):



6. IMPORTANT: Do you have an Adobe Sign account or an Adobe ID, or do you need to create one?

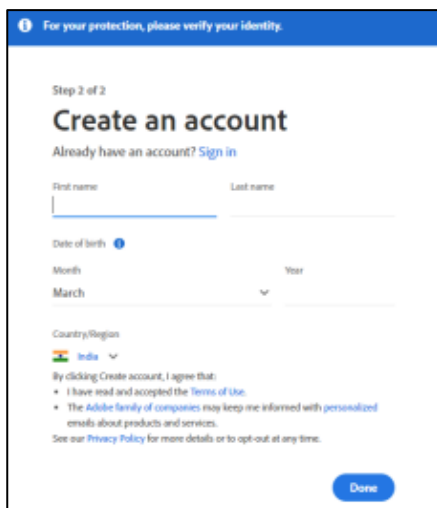
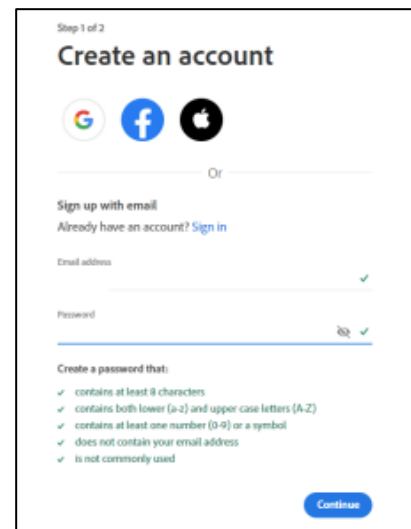
- a) If you already have an **Adobe Sign account** associated with the email that you received the request to sign the document, sign in with that email and password.
- b) If you do not have an **Adobe Sign account**, click the Adobe ID button below.



- c) If you have **Adobe ID account**, associated with the email that you received the request to sign the document, sign in with that email and password.

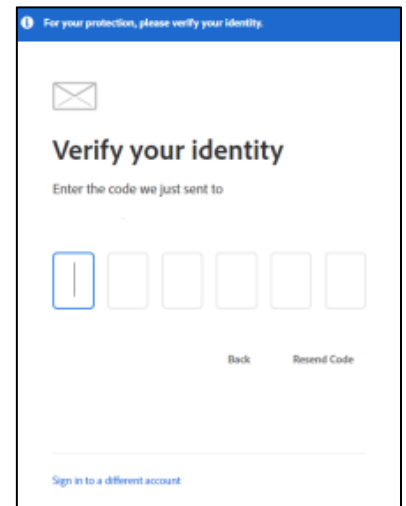
- d) If you do not have **Adobe ID account**, click on “Create an account”.

- e) Enter your email and password (Make sure you use the email that you have received the document in).

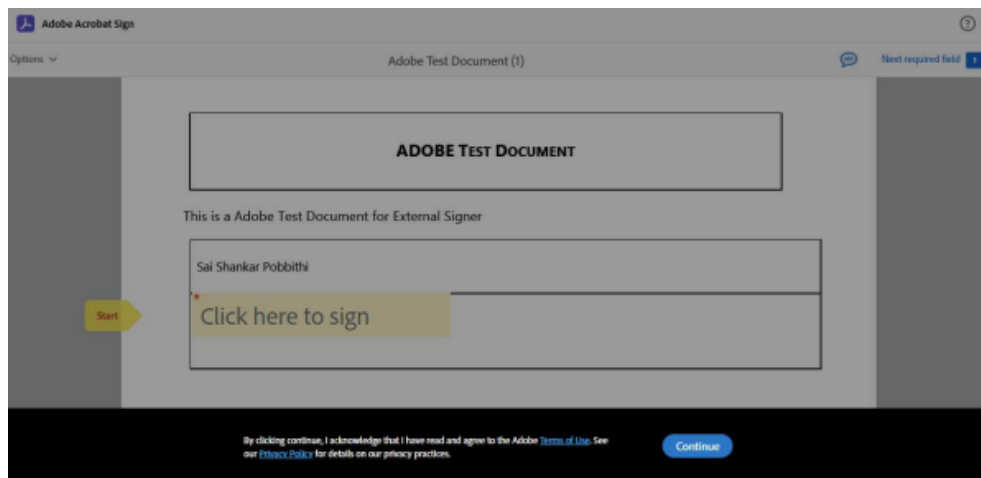


- f) Fill out other required information, click “Done”.

- g) You will be prompted to verify your identity, you will receive a verification code via email, enter your verification code.



7. After login, you will have access to the document. Click **“Continue”** to sign the document.



NOTE: In the document when you click on “Click here to sign”, it will prompt you to sign in to verify your Identity. Use Adobe Sign account or Adobe ID associated with the email that you have receive the document or use Adobe ID that you just created using the email that you have received the document in and login (no need to click on Create Account now).

