

Adobe Sign

Options ▾ Please sign: [DEMO USE ONLY] 2

I have fully read and clearly understand the contents and that failure to do so may result in progressive corrective action up to and including termination. *am aware that I am expected to adhere to its*

John Smith **Step 1: Enters Name**
Employee Name

* Click here to sign **Step 2: Click on Box**
Employee Signature Date

Manager Date

Employee Document Package – FOR PRINTING AND SIGNING Page | 2

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Adobe Sign

Options ▾ 1

Step 3: Employee Can Choose to Type or Draw Their Signature

Sign Here

John Smith X Close Apply



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Adobe Sign

Options ▾

Type Draw

Clear

Step 4: Employee Completes the Signature

John Smith

Close Apply

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Adobe Sign

Options ▾ Please sign: [DEMO USE ONLY]

I have fully read and clearly understand the Employee Handbook. I am aware that I am expected to adhere to its contents and that failure to do so may result in progressive corrective action up to and including termination.

John Smith

Employee Name

 John Smith (Aug 1, 2018)

Employee Signature

Manager

Step 5: Signature Will Auto-Populate

8/1/2018

Date

Date

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Adobe Sign

Options ▾ Please sign: [DEMO USE ONLY] Completed ✓

Certification

I certify that the information given on this form is correct and complete.

Signature John Smith (Aug 1, 2018) Date 8/1/2018

It is a serious offence to make a false return.

Page 2 of 2

I agree to the Terms of Use and Consumer Disclosure of this document **Click to Sign**

Step 6: Employee Clicks the "Click to Sign" Button to Approve All Signatures

Adobe Sign

Options ▾ Completed ✓

Enter Your Information

Please enter your email and then click to sign this document.

johnsmith@company.com

Cancel **Click to sign**

Certification

I certify that the information given on this form is correct and complete.

Signature John Smith (Aug 1, 2018) Date 8/1/2018

It is a serious offence to make a false return.

Page 2 of 2

I agree to the Terms of Use and Consumer Disclosure of this document **Click to Sign**

Step 7: Employee Enters Email and Clicks the "Click to Sign" Button

The screenshot shows the Adobe Sign web interface. At the top left is the Adobe Sign logo. On the left side, there is a preview of a document titled "STATE OF CALIFORNIA BOARD OF ACCOUNTANTS" with a red box highlighting the text "Adobe Sign Test Document". On the right side, a large text box contains the following text: "Please check your inbox to complete signing Employment Package Version 19A - FOR PRINTING and SIGNING". Below this, a smaller text box says: "We will send you an email shortly in order to verify your identity. Please click on the link in that email to complete this transaction. Your signing process will not finish until you complete this verification step." At the bottom of the page, a footer contains the text: "© 2018 Adobe Systems Incorporated. All rights reserved. Terms Privacy Cookies Consumer Disclosure Trust".

Step 8: Employee Is Told to Check Inbox

The screenshot shows an email inbox interface. At the top, there are tabs for "Primary", "Social", "Promotions", and "Updates". Below the tabs, an email is selected and highlighted with a red box. The email details are: "Adobe Sign" as the sender, "Please confirm your signature on Employment Package Version 19A - F" as the subject, and "1:56 pm" as the time. Below the email details, a red box contains the text: "Step 9: Employee Clicks on Email".

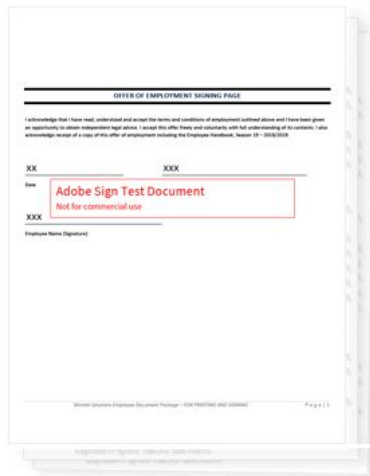
Step 9: Employee Clicks on Email

Please confirm your signature on
SIGNING Inbox x

Employment Package Version 19A - FOR PRINTING and

Adobe Sign <echosign@echosign.com>
to me

1:56 PM (7 minutes ago) ☆



Thank you for signing
Employment Package Version 19A - FOR
PRINTING and SIGNING. To complete the
process, you just need to confirm your email
address using the link below. It will only take
seconds.

[Confirm my email address](#)

**Step 10: Employee
Clicks "Confirm My
Email Address"**

After you confirm your signature, you
will be emailed a signed copy of
Employment Package Version 19A -
FOR PRINTING and SIGNING as a PDF.

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

**Step 11: Employee Is Brought to Adobe
Sign Page, Confirming Their Verification**

Vid Cruiter | Home | Positions | Applicants | Search: Applicants, tags, references

All - 6 | Folders

test adobe | John Smith

Change Status | Email | Export to Excel | Archive | Create a new: Attachment, Tag

John Smith * test **Step 12: Recruiter Navigates to John Smith's Profile**

johnsmith@company.com
 142.166.50.91
 Chrome 67.0.3396.99 (Windows, Windows 10)
 01 Aug - 2:02 PM
 1 Attachment
 Preview | Show All | Download All

Answers | Rating Summary | Notes | History | Live Interviews | Profile Link

33% | Total Time: 1 minute | Overall Rating: 0%

Showing - test

Paper Work | Started: April 30, 2016 8:56 PM | Completed: May 02, 2016 10:11 AM

Intro Page | 0 | 30 minutes

Policies

On this page there is a contract that needs your e-signature. This service is provided by [redacted] This contract requires you to sign the pdf document in the box(es) outlined below. Here are the steps you need to follow to enter the information on this pdf.

Step 1: Sign and fill out all appropriate boxes in the pdf. Make sure to use the same email address you on the first page here when you entered your name and email.

Step 2: Click the "Click to e-sign" button at the bottom of the pdf.

Step 3: Go to your inbox and check to see if you received an email from [redacted] Make sure to check your spam folder.

Step 4: Click the "Confirm my email address" link in the email you have received from [redacted] You will not be able to move forward until you click this link.

Step 5: Click "Next" at the bottom of this page.

Signed | Link to file | Preview | [refresh icon]

Step 13: All Employees Signed Files Are Stored Securely and Available for the Recruiter to Download or Preview