
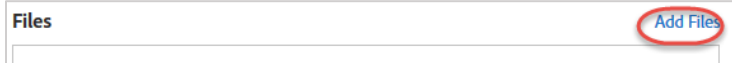


COMPLETING AND SIGNING NON-FILLABLE DOCUMENTS

You can complete and sign any document even if it is not a fillable form from Adobe Sign. To fill and sign a document from Adobe Sign,

1. Open a web browser.
2. In the address bar, type the following: <https://adobesign.csub.edu>
3. When the page opens,
 - Enter your email address
 - Click **Continue**
4. On the account selector page, click **Company or School Account**
5. On the CSU Bakersfield authentication page,
 - Enter your NetID
 - Enter your password
 - Click **LOG IN**
6. The Adobe Sign page opens.
7. From the Home tab, click the **Fill and sign a document**  button
8. Click **Add Files** to add your documents. (You can also drag and drop the files)







9. On the Select Files screen, click **Choose Files from my Computer**
10. Navigate to the desired document and click **Open**
11. Your selected documents will appear in the Files section. You can click Add Files to add more documents. To remove a document, click the X.




12. When you are finished adding documents, click **Next** button
13. Use the menu bar to complete the document and sign.



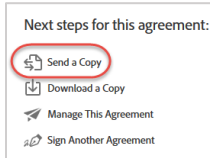
The table below provides a description of each item on the menu bar.

	Type Text	Allows you to enter text for a field
	Cross mark	Allows you to check a field using an X (cross mark)
	Check mark	Allows you to check a field using a check mark
	Filled Dot	Allows you to check a field using a dot

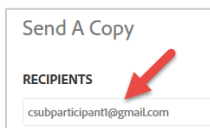
 Sign	Sign	Allows you to add your signature or initials
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14. When you are finished, click **Done**

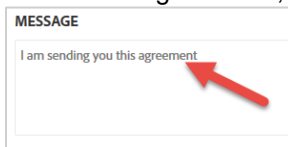
15. Under the Next steps for this agreement section, click Send a Copy



16. In the Recipient section, type the email address of the intended recipient



17. In the Message section, type your message



18. Click 

For more information, please visit the [Adobe Sign Resources](#) page or refer to the [Adobe Sign Signer Basics QRG](#).