

Sending a One-off Agreement

Adobe Sign is the San Francisco State University’s official electronic signature solution (effective December 2025). It enables users to complete and submit University business-related documents electronically, reducing reliance on paper-based processes and improving efficiency.

SF State Faculty and staff can initiate forms by signing into their [Adobe Sign account](#), while students can submit documents using University-provided Adobe Sign web forms.

Instructions

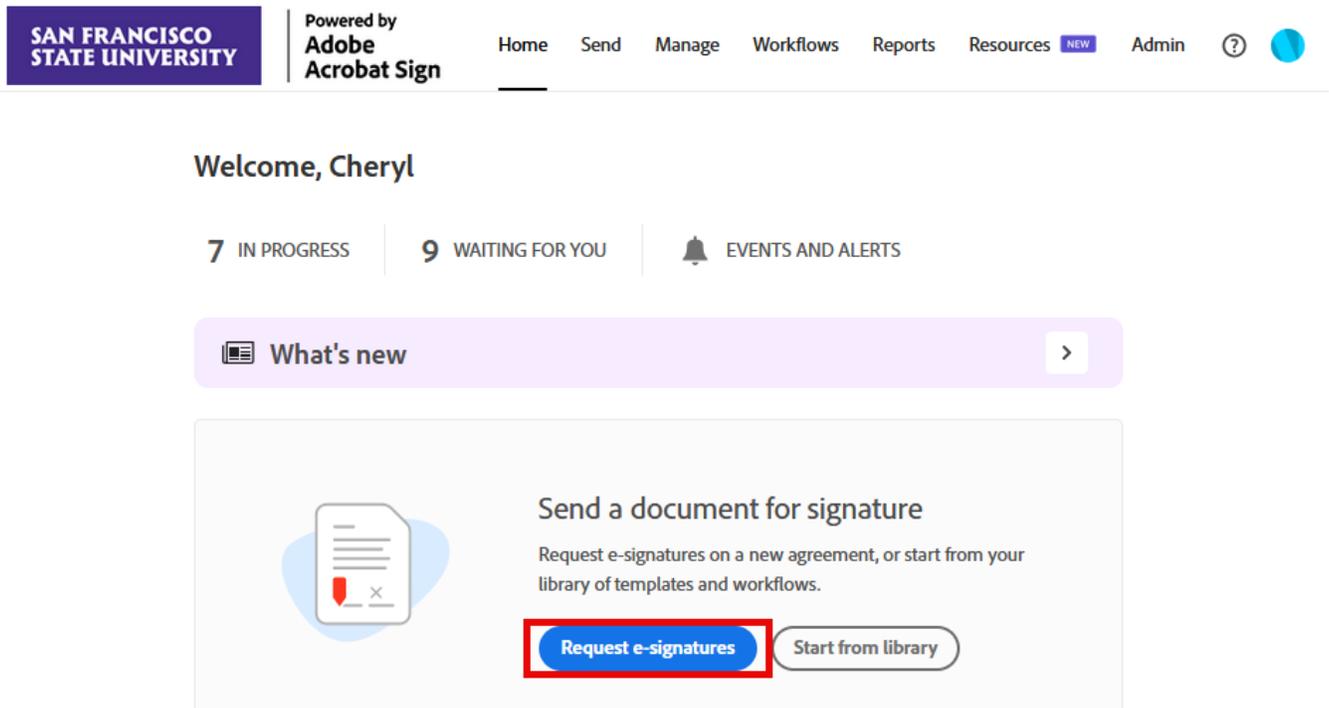
Google Chrome is the preferred web browser for Adobe Sign.

1. Accessing the Adobe Sign

- a. Log in to Adobe Sign at [Adobe Sign login page](https://secure.adobesign.com/public/adobeLogin?dcid=@sfsu.edu)
(<https://secure.adobesign.com/public/adobeLogin?dcid=@sfsu.edu>)
- b. Authenticate with your SFSU credentials.

2. Initiating the Request on Homepage

- a. From the Adobe Sign Homepage, select **Request e-signatures**.



- b. Locate and add file(s) to your agreement. Each agreement has a size limit of 10 MB.
- c. Update the agreement name as needed.
 - i. You may include a custom message for all recipients i.
 - ii. To adjust reminder frequency (default: weekly), go to **Agreement Settings**.

Get documents signed

Send an agreement to others for e-signing, approval, or other processing.

Send from ⓘ

User Group - Employee... ▾

Agreement details

Add file

📄 Sample Internal Memo.docx 🗑️

Drag and drop your files here

[Choose more files](#)

Agreement name *

AGREMET NAME

Message

Please review and complete this document.

Agreement settings ✎

Completion deadline August 18, 2026 | Reminder frequency Every week | Password None | Signature type Electronic | Language English/US

- d. Under **Add Recipients**, enter the email addresses of each recipient and assign the appropriate roles:
 - i. **Signer** requires to sign the signature (i.e. enter a signature).
 - ii. **Approver** reviews and approves the document.
 - iii. **Form Filler** enters required information and may not need to sign.
 - iv. **Acceptor** acknowledges the document (by opening it) and may also enter information.
 - v. **Certified Recipient** acknowledges receipt of the document.
 - vi. **Delegator** forwards the document to another person.
- e. Add any recipients who need to receive the completed agreement to **Cc** (optional).
- f. Click **Preview & add fields**.

- i. Add form fields to each recipient.
- ii. Provide field name and tooltip for clarity.
- g. When all fields are added to the document, click **Send** to begin the signing process.

3. Tracking In-progress Agreements

- a. Once the agreement has been sent, you can go to the **Manage** tab to view agreement status.
 - i. Locate the agreement by status category (E.g., In Progress, Waiting for you, Completed)
 - ii. Select agreement title to:
 - View the in-progress agreement
 - Download attachments
 - Replace existing recipients
 - Add alternative recipients
 - Download the audit report

If you need Adobe Sign assistance, please submit a [service ticket](#).