

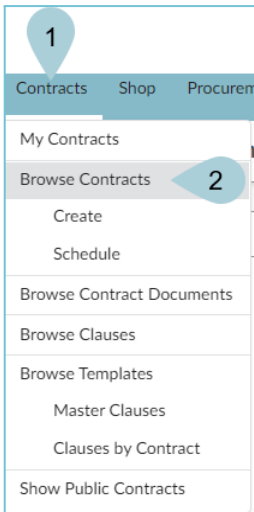
Adobe Sign

This document is a quick reference guide for Procurement Officers wishing to electronically sign documents in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

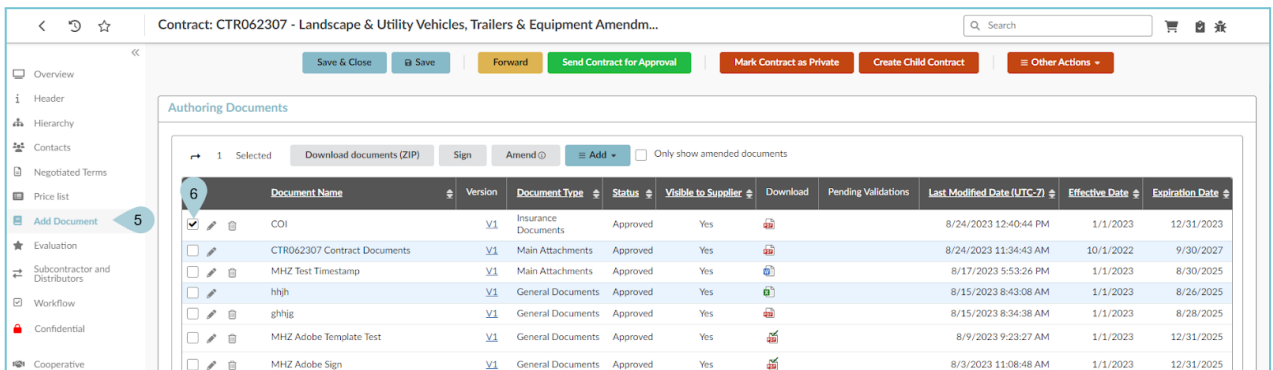
Use the Adobe Sign feature to sign documents related to contracts electronically. This feature is very beneficial when sending critical documents for review.

Signing Documents

1. Once logged in to APP, navigate to the **Contracts** header tab.
2. Select **Browse Contracts** on the drop-down.



3. Locate the desired contract in **Draft** status.
4. Click the **Pencil** icon to edit.
5. Once in the contract, navigate to the **Add Documents** left margin tab.
6. Click the **Checkbox** next to the desired document(s).



- If this is your first attempt at eSigning a document, click the **Activate e-Signatures** button. This allows Ivalua to act on your behalf on the e-signature platform.

Contract: CTR055982 - Statewide Assessment and Remediation of Hazardous or Regu... Q Search

Save & Close | Save | Forward | **Send Contract for Approval** | Mark Contract as Private | Create Child Contract | ☰

Authoring Documents

This will allow Ivalua to act on your behalf on the e-signature platform

0 Selected | Download documents (ZIP) | Amend | **7** | **Activate e-Signatures** | Add ▾ | Only show amended documents

If you have completed this step and do not see the Activate e-Signatures button, skip to step 9.

- The Adobe acknowledgement displays. Click **Allow Access**.

ARIZONA | Powered by **Adobe Acrobat Sign**

Confirm Access for .
 APP wants to be able to do the following:

- View your user information
- Login access – providing full access to your account overriding other requests
- Access your documents & data
- Manage the status of your documents
- Send documents on your behalf

APP will have **permanent access** to your account (unless you revoke it).

8 | **Allow Access** | Cancel

- Click the **Sign** button.

Authoring Documents

1 Selected | Download documents (ZIP) | **9** | Sign | Amend | Add ▾ | Only show amended documents

Document Name	Version	Document Type	Status	Visible to Supplier	Download	Pending Validations	Last Modified Date (UTC-7)	Effective Date	Expiration Date
COI	V1	Insurance Documents	Approved	Yes			8/24/2023 12:40:40 PM	1/1/2023	12/31/2023

10. Click **Add Signatory**.

Signatories (in order of processing) ⓘ

+ Add signatory

Order	Contacts*	Role*
0 Record(s)		

Options

Keep signing order ⓘ

Add signatures placeholder template

11. Click the **Contacts** drop-down and search for your name.

Signatories (in order of processing) ⓘ

+ Add signatory

Order	Contacts*	Role*
11	Mvula Sullynna	Signer
0 Record(s)		

Options

Keep signing order ⓘ

Add signatures placeholder template

12. Click **Add Signatory**, again.

13. Click the **Contacts** drop-down and search for your supplier's name.



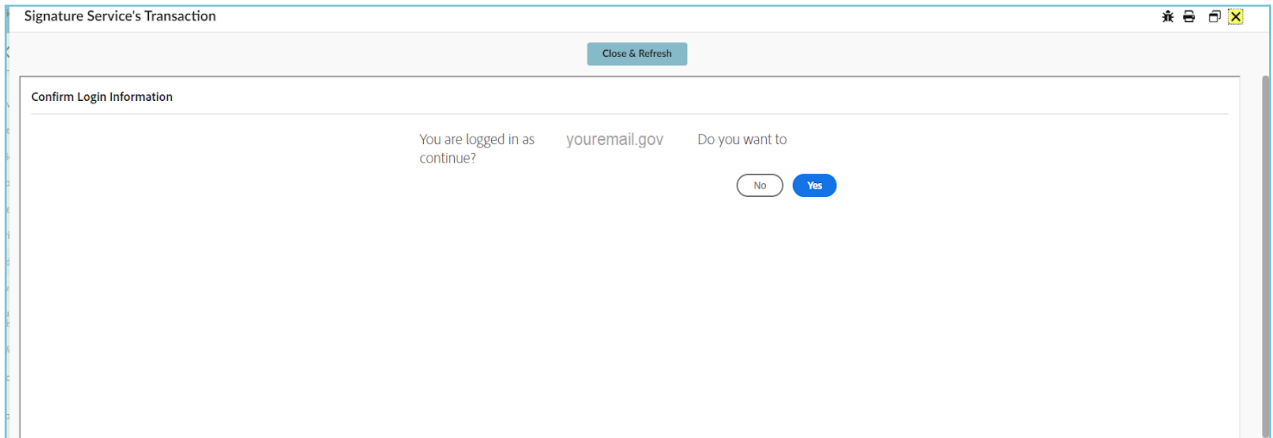
If there is more than one signer, repeat steps 12 and 13 as needed.

14. Click **Save**.

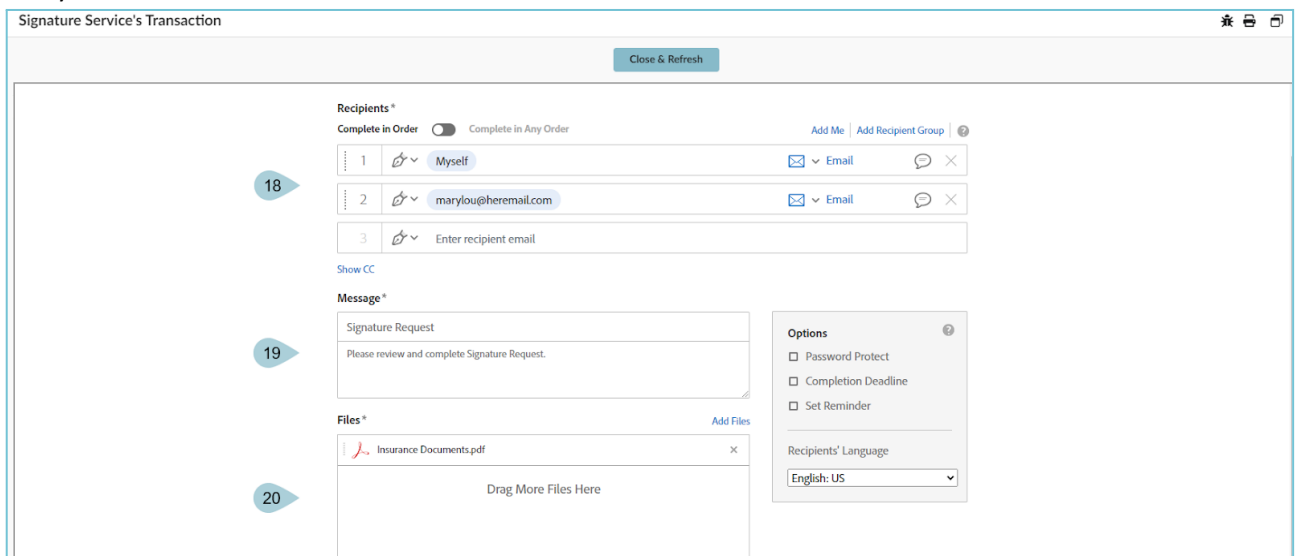
15. Click **Launch Signature Process**.

14 Save Save & Close Close | Launch Signature Process 15

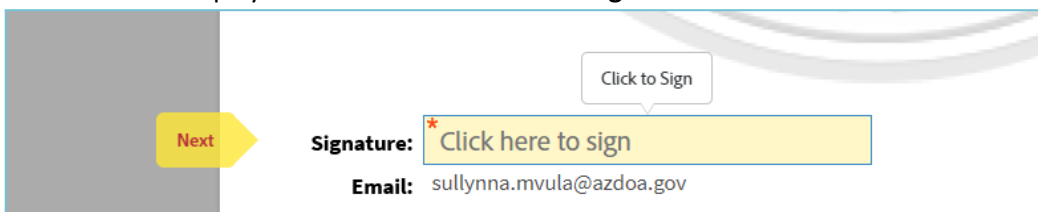
16. If this is your first e-Signature, click **Yes** to confirm login information. If not, skip this step.




- 17. The Signature Service's Transaction pop-up displays.
- 18. Review the **Recipient's** fields. Verify email addresses.
- 19. Update the **Message** when applicable.
- 20. Verify the **Document** is attached.



- 21. Click **Send** at the bottom of the pop-up.
- 22. The document displays. Scroll down and click the **Signature** field.

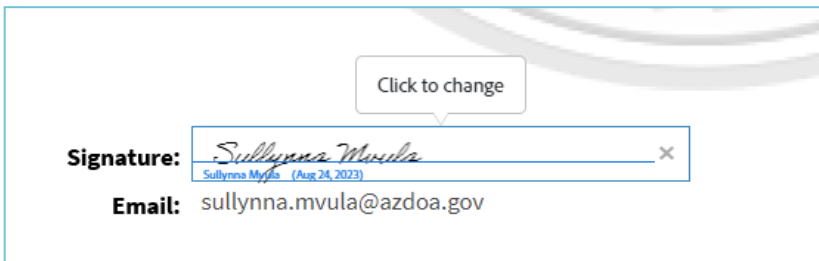


23. Use the Type  icon and fill in **Your Name**.

24. Click **Apply**.



25. Your signature displays on the document above your email address.

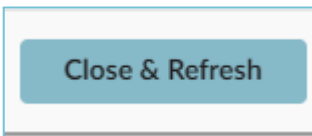


26. Click **Click to Sign**.



27. Those required to sign the document receives an **email** notification.

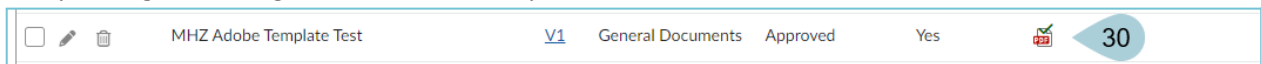
28. Click **Close and Refresh**.



29. An email notification of the signature request being sent is delivered to your email inbox.



30. Verify the signee has signed the document by a check mark over the document.



Resources

Click the link below for more information on Adobe e-Sign processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176#overlay-context=file/1355>