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
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.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ab</td>
<td>Type Text</td>
</tr>
<tr>
<td>X</td>
<td>Cross mark</td>
</tr>
<tr>
<td>✓</td>
<td>Check mark</td>
</tr>
<tr>
<td>○</td>
<td>Filled Dot</td>
</tr>
</tbody>
</table>
Sign

| Allows you to add your signature or initials |

14. When you are finished, click **Done**

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

![Send a Copy](image)

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

![Recipient](image)

17. In the Message section, type your message

![Message](image)

18. Click **Send**

For more information, please visit the [Adobe Sign Resources](https://www.adobe.com/sofac.html) page or refer to the [Adobe Sign Signer Basics](https://www.adobe.com/products/signer.html) QRG.