

# Lead PI Instructions for using Adobe Sign

*\*Note – The signatory process can be completed on any device (desktop computer, laptop, tablet, or phone) that has an internet connection. No login, account, or password is required to sign a document.*

- 1.) The Lead Principal Investigator (PI) will receive an email from Adobe Sign. The email will be coded to appear that it is from a member of the Sponsored Programs staff. There is a link in the email that will take you to the document.



Please sign  
osuroutingsheet

Jada Bruner Gailey (OSRHE - OKLAHOMA STATE UNIVERSITY STILLWATER) has completed osuroutingsheet. Now it is your turn.

[Click here to review and sign osuroutingsheet.](#)

After you sign osuroutingsheet, all parties will receive a final PDF copy by email.

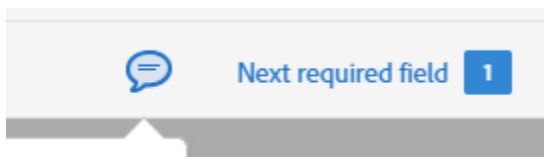
If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, [click here](#) to delegate.

To ensure that you continue receiving our emails, please add [echosign@echosign.com](mailto:echosign@echosign.com) to your address book or safe list.

- 2.) The Signer (Lead PI) will be directed to the document in Adobe Sign. To sign the document, you do not have to be logged into Adobe Sign.

**3.) As the PI, you must complete Part 3.**

- 4.) Unless instructed otherwise, you do not need to complete any other field(s) in the routing form(s).
- 5.) As the PI, you should review **all** of the documents in the routing package.
- 6.) Once Part 3 is complete and you have reviewed the rest of the document, click “Next required Field”.

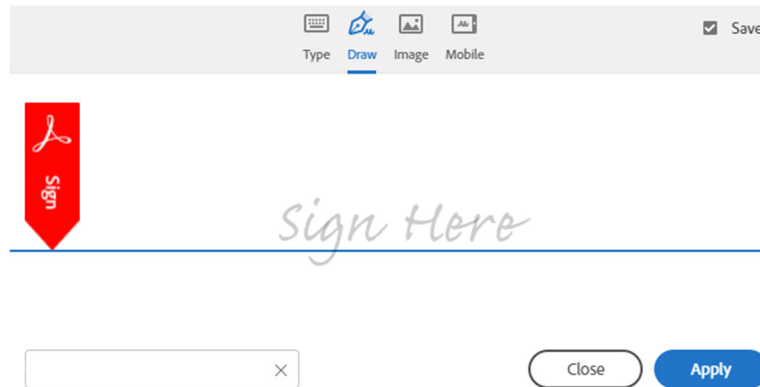


7.) You will be directed to the place(s) you need to sign.

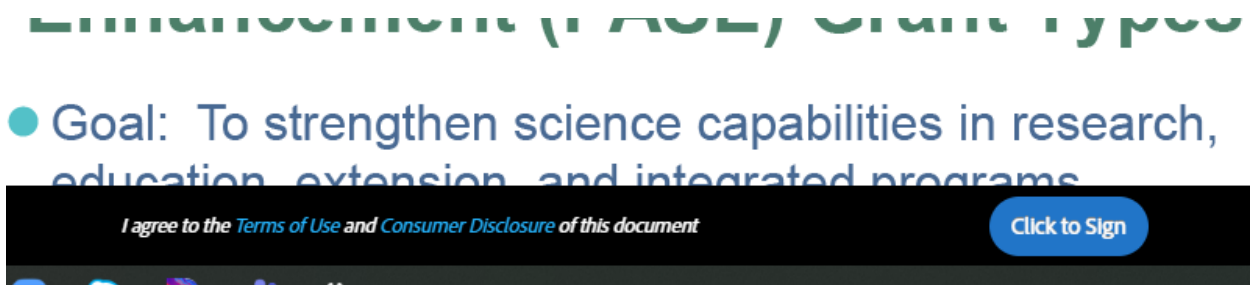
Principal Investigator Jedrylo Date  
\* Click here to sign  
Department head Melinda Wilson Date

8.) Clicking in the box, will bring up the signature dialog box. There are multiple ways to sign. By clicking the “Save” Box, your signature will be automatically prompted the next time a signature is requested.

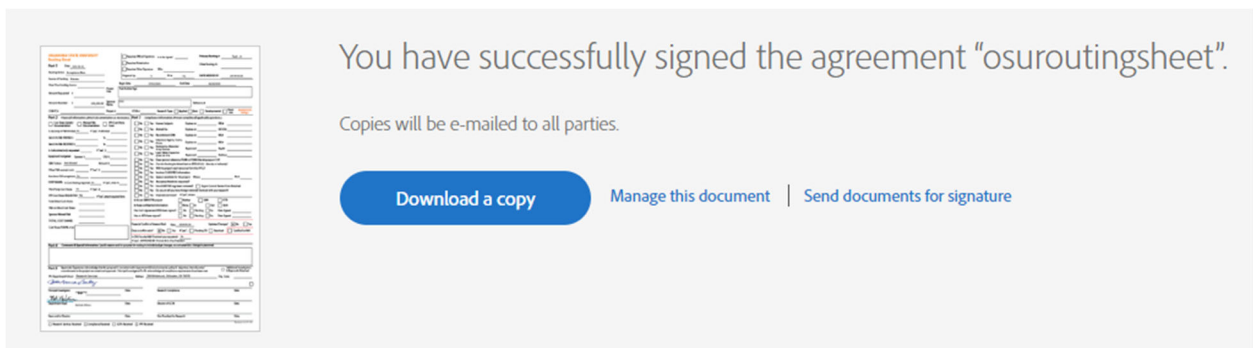
- Type
- Draw
- Image (You can upload a picture of your signature by logging into your Adobe Cloud Profile using your Okey Login information, selecting Enterprise ID Account, and going to “My Signature.” [https://na2.documents.adobe.com/account/accountSettingsPage#pageId::MY\\_SIGNATURE](https://na2.documents.adobe.com/account/accountSettingsPage#pageId::MY_SIGNATURE))
- Mobile – Enter your mobile phone number and you will be sent a link via your device.



9.) Once all the required signature fields have been completed, a status bar will pop up at the bottom of the document. “Click to sign” to complete the document.

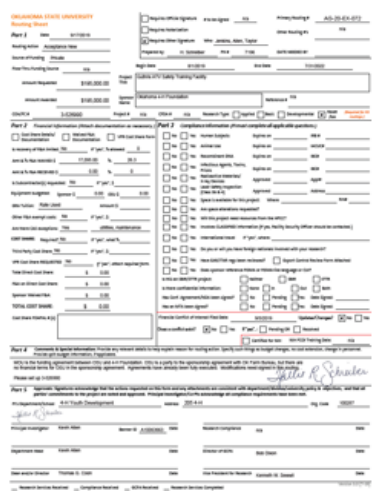


10.) You will then have an option to Download a copy or manage the document. An email will be sent to all signatories when the document has been completed.



If you need to delegate signature, there are three ways to delegate: (Note: Since this process can be done from any internet-connected device, delegation should be done only in extenuating circumstances)

- 1.) From within the original email. Click the link and enter the email address of the person you wish to sign as your delegate. You should enter an explanation in the message box. This delegates signature for THIS ROUTING PACKAGE only and will not affect future routing packages.



## Hollie Schreiber Has Sent You AG-20-EX-072 testing part 3 to Sign

Hollie Schreiber (OSRHE - OKLAHOMA STATE UNIVERSITY STILLWATER) says:  
"Please review and complete this document."

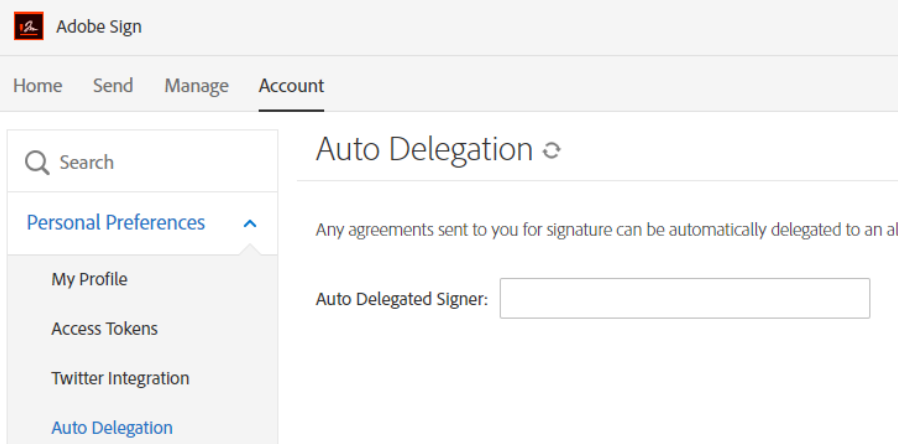
[Click here to review and sign AG-20-EX-072 testing part 3.](#)

After you sign AG-20-EX-072 testing part 3, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, please do not forward this email. Instead, [click here](#) to delegate.

To ensure that you continue receiving our emails, please add [echosign@echosign.com](mailto:echosign@echosign.com) to your address book or safe list.

- 2.) From with your Adobe Sign account. For this option, you must login to Adobe Sign. This delegation stays in place for all Adobe Sign packages, until it is removed from your account.



- 3.) By notifying the Sponsored Programs staff member that originated the routing package. The originator of any package can replace the current signer.

Note: Any delegation means the original signer will not receive any notifications of the status of the document and will not be able to see the document in their Adobe Sign dashboard.