



Adobe Sign  
End User Training  
November 2020



Delivering  
Sustainable Futures

# Agenda

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- Adobe Sign Home Dashboard
- Approver - Electronically Sign the Document/Contract

# Introduction

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## OVERVIEW

- Adobe Sign has been selected as the digital signature solution for Sime Darby employees.

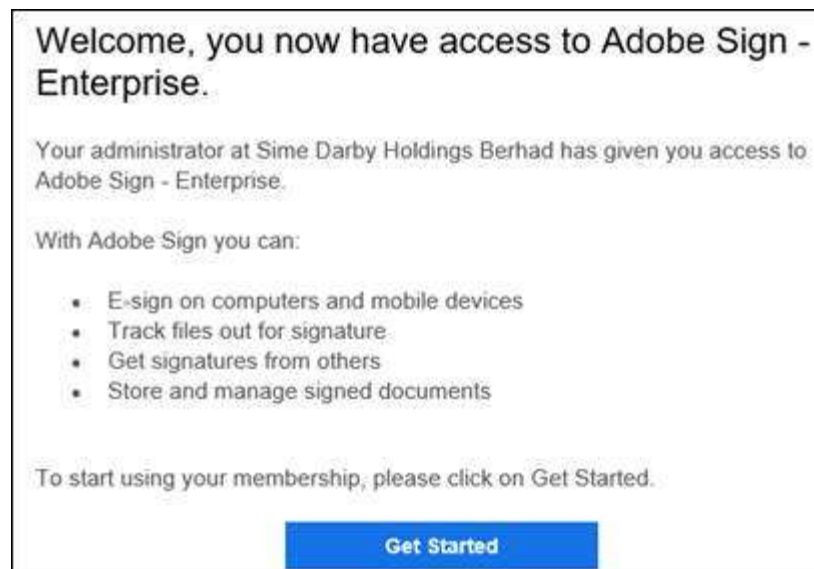
## OBJECTIVES

- To adopt Adobe Sign for processing and sending out documents or contracts to be signed online or via mobile app.
- To improve productivity when processing and sending out documents or contracts for signing (administrative tasks).
- To make it convenient for approvers to sign documents or contracts

## First Step – Email from Adobe



You should have received an email from Adobe as shown below. Please proceed to follow the instruction to complete your account creation in Adobe Sign. Your userid (email address) and password is similar to Microsoft Office 365.



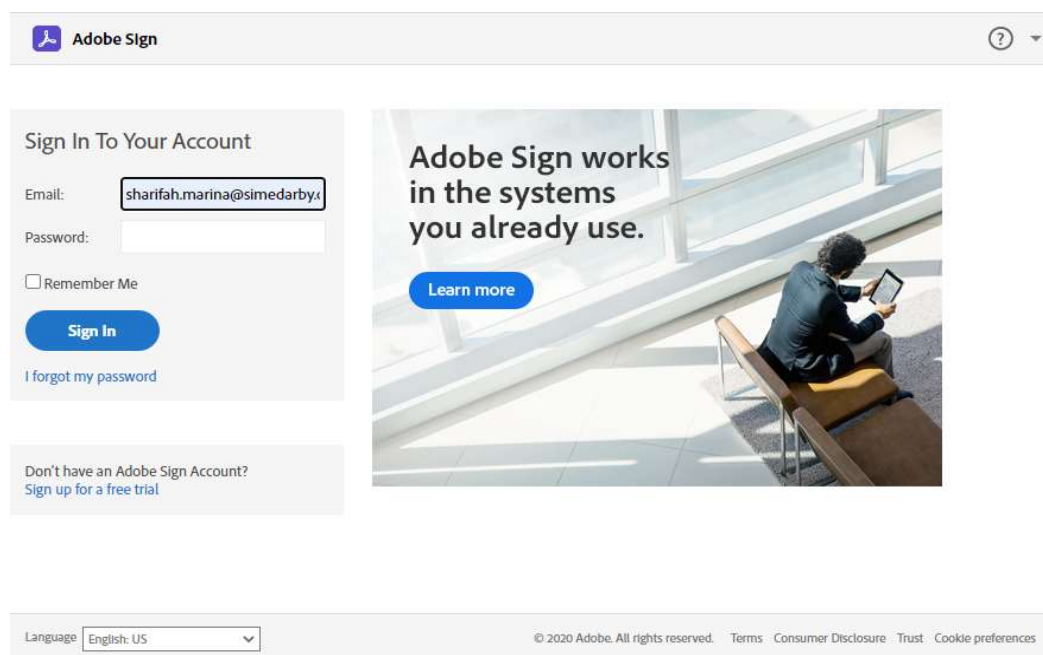
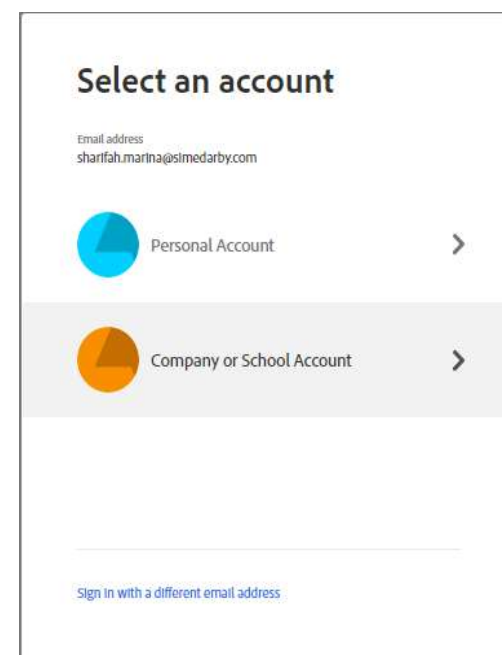
Note : If you do not do this step, you will encounter error and cannot proceed to login.

# How to Access Adobe Sign ?



Moving forward, you may login to Adobe Sign by the accessing the following application link. Then, enter your userid (email address) and password (similar to Microsoft Office 365).

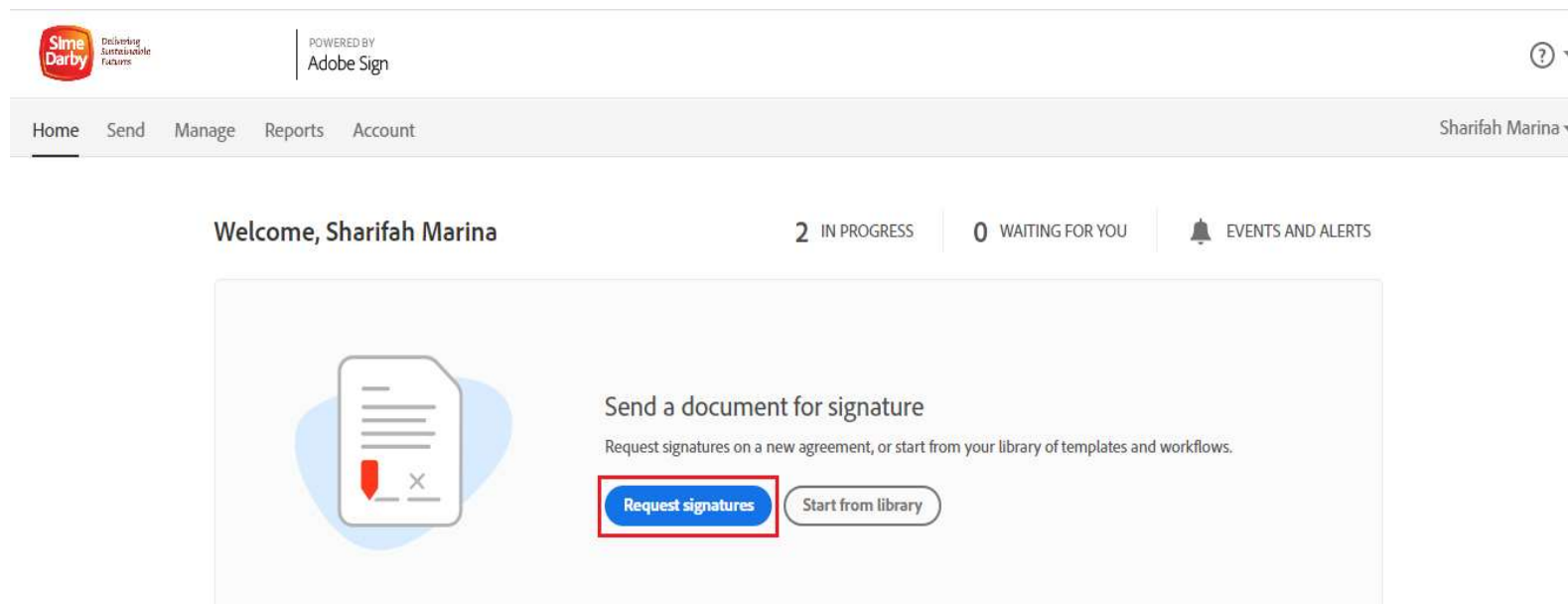
<https://secure.echosign.com/public/login>

The image shows the Adobe Sign login interface. At the top, there's a header with the Adobe Sign logo and a help icon. The main content area is split into two sections. On the left, there's a 'Sign In To Your Account' form with fields for 'Email:' (containing 'sharifah.marina@simedarby.i') and 'Password:', a 'Remember Me' checkbox, a blue 'Sign In' button, and a link 'I forgot my password'. Below this is a section for new users: 'Don't have an Adobe Sign Account? Sign up for a free trial'. On the right, there's a large image of a person sitting on a bench looking at a tablet, with the text 'Adobe Sign works in the systems you already use.' and a blue 'Learn more' button. At the bottom, there's a language dropdown set to 'English: US' and a footer with copyright information and links for 'Terms', 'Consumer Disclosure', 'Trust', and 'Cookie preferences'.The image shows a 'Select an account' dialog box. It has a title 'Select an account' and a label 'Email address' with the value 'sharifah.marina@simedarby.com'. Below this are two options: 'Personal Account' with a blue circular icon and a right arrow, and 'Company or School Account' with an orange circular icon and a right arrow. At the bottom, there's a link 'Sign in with a different email address'.

# How to Send Document/Contract for Signature ?



- In order to send document/contract for signature, you need to click on the Request Signatures button in the Home Dashboard as shown below.
- Alternatively, you can also click on the Send link in the Main Menu at the top of the page.



# How to Send Document/Contract for Signature ?



In the Recipients section of the form below, you can fill in your email address by clicking on the Add Me link.

The screenshot displays the Sime Darby document signing interface. At the top, there is a header with the Sime Darby logo, the text "POWERED BY Adobe Sign", and a user profile icon. Below the header is a navigation bar with links: Home, Send, Manage, Reports, and Account. The "Send" link is highlighted. The main section is titled "Recipients" and includes a toggle for "Complete in Order" (currently off) and a link "Add Me" (highlighted with a red box). Below this, there are two recipient slots. The first slot is labeled "1" and contains a dropdown menu with "Myself" selected. The second slot is labeled "2" and contains a text input field with the placeholder "Enter recipient email". To the right of the recipient slots, there is a "Show CC" link. Below the recipient section is the "Message" section, which includes a text input field for "Agreement Name" and a text area for the message content. To the right of the message section is the "Options" section, which includes checkboxes for "Password Protect" and "Set Reminder", and a dropdown menu for "Recipients' Language". At the bottom, there is a "Files" section with an "Add Files" link.

Recipients

Complete in Order ☐ Complete in Any Order

[Add Me](#) [Add Recipient Group](#) ?

1 Myself Email

2 Enter recipient email

[Show CC](#)

Message

Agreement Name

Please review and complete this document.

Options ?

☐ Password Protect

☐ Set Reminder

Recipients' Language

Files [Add Files](#)

# How to Send Document/Contract for Signature ?



You also need to fill in the email addresses of the approvers in the Recipients section.

The screenshot shows the Sime Darby document signing interface. At the top, there is a header with the Sime Darby logo, the text "POWERED BY Adobe Sign", and a user profile "Sharifah Marina". Below the header is a navigation bar with tabs: Home, Send, Manage, Reports, and Account. The "Send" tab is active. The main section is titled "Recipients" and includes a toggle for "Complete in Order" (currently off) and a link to "Add Recipient Group". There are three recipient slots. The first slot is labeled "1" and contains "Myself". The second slot is labeled "2" and contains the email address "suhailah.abdulahman@sime-darby.com", which is highlighted with a red box. The third slot is labeled "3" and contains the placeholder text "Enter recipient email". Below the recipients section is a "Message" section with a text area containing "Agreement Name" and "Please review and complete this document." To the right of the message section is an "Options" panel with checkboxes for "Password Protect" and "Set Reminder".

**Recipients**

Complete in Order ☐ Complete in Any Order [Add Me](#) [Add Recipient Group](#) ?

1	Myself	Email	
2	suhailah.abdulahman@sime-darby.com	Email	
3	Enter recipient email		

[Show CC](#)

**Message**

Agreement Name

Please review and complete this document.

**Options** ?

- ☐ Password Protect
- ☐ Set Reminder



# How to Send Document/Contract for Signature ?



In the Message section, fill in the message title and content.

The screenshot displays the Sime Darby document signing interface. At the top, there is a header with the Sime Darby logo, the text "POWERED BY Adobe Sign", and a user profile "Sharifah Marina". Below the header is a navigation bar with tabs: Home, Send, Manage, Reports, and Account. The "Send" tab is active.

**Recipients**

Complete in Order ☒ Complete in Any Order [Add Me](#) [Add Recipient Group](#) [?](#)

1	Myself	Email
2	suhailah.abdulrahman@sime-darby.com	Email
3	Enter recipient email	

[Show CC](#)

**Message**

IOM - Project SOC

Please review and complete the IOM for Project SOC.

**Options** [?](#)

- ☐ Password Protect
- ☐ Set Reminder

# How to Send Document/Contract for Signature ?



- Click on Add Files in order to upload the document/contract to be sent out for signatures.
- You may upload multiple files.

The screenshot displays the 'Message' section with the subject 'IOM - Project SOC' and the body text 'Please review and complete the IOM for Project SOC.' Below this is the 'Files' section, which includes a large 'Drag & Drop Files Here' area and an 'Add Files' button. To the right, the 'Options' panel shows checkboxes for 'Password Protect' and 'Set Reminder'. A 'Select Files' dialog box is open, listing various sources: 'My Computer', 'Library', 'Templates', 'Cloud Storage', 'Document Cloud', 'Box', 'Dropbox', and 'Google Drive'. The 'My Computer' option is selected, and a 'Choose Files from My Computer' button is highlighted. At the bottom of the main interface, there is a 'Send' button and a language dropdown menu set to 'English: US'.

## How to Send Document/Contract for Signature ?



- Check the Preview & Add Signature Fields.
- Then, click the Next button.

A screenshot of a web interface for sending documents for signature. At the top, there is a 'Files' section with a blue 'Add Files' link. Below this, a file named 'IOM for Project SOC.docx' is shown with a document icon and a close button. The main area contains the text 'Drag More Files Here'. Below the file list, there is a checkbox labeled 'Preview & Add Signature Fields' which is checked and highlighted with a red rectangle. Below this checkbox is a blue 'Next' button, also highlighted with a red rectangle.

Files Add Files

IOM for Project SOC.docx ×

Drag More Files Here

☒ Preview & Add Signature Fields

Next

# How to Send Document/Contract for Signature ?



In the Form Designer page below, drag and drop the Signature field from the right pane to the form.

The screenshot displays the Sime Darby Form Designer interface. The top navigation bar includes 'Home', 'Send', 'Manage', 'Reports', and 'Account'. The user 'Sharifah Marina' is logged in. A blue notification box on the left states: 'Form fields were detected in this document. Click this button to place them.' The main document area shows a form for 'Sime Darby Holdings Berhad' with fields for 'To', 'Cc', 'From', 'Date', and 'Subject'. Below these are two signature fields: 'Prepared By: Sharifah Marina Syed Mansor' and 'Approved By: Suhailah Abdul Rahman'. The right-hand pane, titled 'Signature Fields', contains a list of fields: 'Signature' (highlighted with a red box), 'Initials', and 'Reset Fields'. Below this list are checkboxes for 'Save as template' and buttons for 'Sign, then Send' and 'Back'.

# How to Send Document/Contract for Signature ?



- Right-click on the Signature field that has just been dragged to the form and select Edit from the drop-down menu.
- Please ensure that the right person/approver is selected in the Assigned To field in the pop-up window.

The screenshot displays the Sime Darby document editor interface. The top toolbar includes icons for undo, redo, and other editing functions. The main form area shows two signature fields: 'Prepared By:' and 'Approved By:'. The 'Prepared By:' field is highlighted with a red box, and a context menu is open, showing options: 'Copy Field', 'Edit', and 'Delete'. The 'Approved By:' field is also visible, with the name 'Suhailah Abdul Rahman' below it. On the right side, there is a sidebar with 'RECIPIENTS' (Sharifah Marina Syed ... (Signer)) and 'Signature Fields' (Signature, Initials, Reset Fields). Below the main form, a pop-up window for editing the 'Signature 1' field is shown. This window has a red box around the 'Assigned To' dropdown, which is set to 'Sharifah Marina Syed Mansor...'. Other options in the pop-up include 'Field Type' (Signature), 'Required' (checked), 'Tools' (dropdown), and buttons for 'Delete Field', 'Cancel', and 'OK'. At the bottom right, there are buttons for 'Sign, then Send', 'Back', and 'Save Progress'.

## How to Send Document/Contract for Signature ?



- You may resize the Signature field by clicking at the bottom-right corner of the field.
- You may also drag and drop another field to the form, for instance, the Date field.

The screenshot displays a document signing interface. At the top, there is a toolbar with various icons and a dropdown menu set to 'Signature 1'. The main workspace contains two sections: 'Prepared By:' and 'Approved By:'. The 'Prepared By:' section has a yellow signature box with the word 'Signature' inside, and the name 'Sharifah Marina Syed Mansor' below it. The 'Approved By:' section has a dashed line for a signature and the name 'Suhailah Abdul Rahman' below it. On the right side, there is a 'RECIPIENTS' panel. It lists 'Sharifah Marina Syed ... (Signer)' with a pink square icon. Below this are input fields for 'Name', 'Email', and 'Date'. The 'Date' field is highlighted with a red rectangle. At the bottom of the panel, there is a 'Reset Fields' link, a 'Save as template' checkbox, a blue 'Sign, then Send' button, and a 'Back' button.

# How to Send Document/Contract for Signature ?



- You may proceed to add another Signature field for another approver to the form.
- Right-click on the new Signature field, click Edit and select the right approver from the drop-down menu in the Assigned To field.

The screenshot displays the Sime Darby document editing interface. It features two signature fields: 'Prepared By' and 'Approved By'. The 'Prepared By' field is currently assigned to 'Sharifah Marina Syed Mansor' and is highlighted with a yellow background. The 'Approved By' field is assigned to 'Suhailah Abdul Rahman' and is also highlighted with a yellow background. A dropdown menu is open for the 'Assigned To' field of the 'Prepared By' signature, showing a list of users. The user 'Suhailah Abdul Rahman (suhailah.abdulrahman@sime-darby.com) (Signer)' is selected and highlighted in red. The interface includes a toolbar at the top with various icons for editing and a 'Relative to Page' dropdown. On the right side, there is a 'RECIPIENTS' section with a list of users and a 'Signature Fields' section with a list of fields. At the bottom right, there are buttons for 'Sign, then Send' and 'Back'. The 'OK' button in the bottom right corner of the dropdown menu is highlighted in red.

# How to Send Document/Contract for Signature ?



- Check the Save as Template field to reuse the form later as a template.
- Click on Sign, then Send button to proceed to the next step.

The screenshot displays a document signing interface. The main document area shows two signature fields: 'Prepared By: Sharifah Marina Syed Mansor' and 'Approved By: Suhailah Abdul Rahman'. Both fields have 'Signature' and 'Date' sub-fields. To the right, a sidebar contains a 'RECIPIENTS' list with 'Sharifah Marina Syed ... (Signer)' selected. Below this, there are fields for 'Email' and 'Date', a 'Reset Fields' link, and a 'Save as template' checkbox which is checked. A red box highlights the 'Sign, then Send' button. Below the sidebar is a 'Back' button. At the bottom of the interface, a 'Save as template' dialog box is open. It contains the text 'This document will be saved to your document library.' and a 'Name' field with the value 'IOM - Project SOC'. A red box highlights the 'Save and Send' button in this dialog box. The 'Cancel' button is also visible.



# How to Send Document/Contract for Signature ?



- Click on the yellow Start button to start signing the document/contract.
- Then, click on Click Here to Sign.

The screenshot displays the Sime Darby document signing interface, which is powered by Adobe Sign. The interface is titled "IOM - Project SOC" and includes a "Next required field 1" indicator.

**Step 1: Starting the process**

The first part of the interface shows the Sime Darby logo and contact information for Sime Darby Holdings Berhad. Below this, the document is titled "INTER-OFFICE MAIL" and is addressed to "Suhailah Abdul Rahman, GHO IT". A yellow "Start" button is highlighted with a red box.

**Step 2: Clicking to sign**

The second part of the interface shows the document content. A yellow "Next" button is highlighted with a red box. Below the "Next" button, there is a "Click to Sign" button, which is also highlighted with a red box. The document content includes the name "Shanifah Marina Syed Mansor" and the date "Nov 15, 2020".

**Approved By:**

Suhailah Abdul Rahman  
Nov 15, 2020

# How to Send Document/Contract for Signature ?



- Once you have signed the document/contract, click on the blue Click to Sign button at the bottom of the page.
- The document/contract will be emailed to the approver.

Sime Darby Delivering Sustainable Futures

POWERED BY Adobe Sign

Options IOM - Project SOC Required fields completed

Prepared By:  
  
Sharifah Marina Syed Mansor  
Nov 15, 2020

Approved By:  
  
Suhailah Abdul Rahman  
Nov 15, 2020

I agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

# How to Send Document/Contract for Signature ?



- The message below will be displayed to inform that you have successfully signed the document/contract.
- All parties will be emailed the pdf copies once the document/contract is completed.

The screenshot displays the Sime Darby Adobe Sign web interface. At the top, the Sime Darby logo and 'POWERED BY Adobe Sign' are visible. A navigation bar includes 'Home', 'Send', 'Manage', 'Reports', and 'Account', with a user profile for 'Sharifah Marina'. A green notification banner states: 'IOM - Project SOC was successfully saved to your document library.'

The main content area shows a confirmation message: 'You have successfully signed "IOM - Project SOC"'. Below this, it notes that a copy has been sent to 'sharifah.marina@sime-darby.com' and that the document was signed by 'Suhailah binti Abdul Rahman (suhailah.abdulrahman@sime-darby.com)'. It also mentions that PDF copies will be e-mailed to all eligible parties once the agreement is complete.

Under the heading 'Reminders', it states: 'There are no reminders set for this document.'

Under the heading 'You will be alerted if:', it lists two conditions:

- The document you sent has **not been viewed by today at 10:53 PM.**
- The document you sent has **not been signed by Nov 16 at 2:53 PM.**

On the left side of the confirmation area, there is a preview of the document titled 'INTER OFFICE MAIL'. The document header includes 'Sime Darby' and 'Delivering Sustainable Futures'. The body of the email contains the following details:

**INTER OFFICE MAIL**  
To: Suhailah Abdul Rahman, SMD IT  
Cc: Sharifah Marina Said Pinner, SMD IT  
From: Sharifah Marina Said Pinner, SMD IT  
Date: 15th November 2020  
Subject: Project SOC

Below the header, the text reads: 'Dear Suhailah, We are waiting for your approval for Project SOC with implementation cost of RM 3.00.'


At the bottom, there are two signature blocks. The first is for 'Sharifah Marina Said Pinner' dated 'Nov 15, 2020'. The second is for 'Suhailah Abdul Rahman' dated 'Nov 15, 2020'.





# How to Send Document/Contract for Signature ?




The sender of the document/contract will receive the email below in their mailbox.


IOM - Project SOC has been sent out for signature to suhailah.abdulrahman@simedarby.com Suhailah binti Abdul Rahman

 Adobe Sign <echosign@echosign.com>  
To: Sharifah Marina Syed Mansor


 Reply  Reply All  Forward 

Sun 15-Nov-20 2:51 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

 IOM - Project SOC.pdf  
198 KB

[External Mail] This email originated from outside of the organisation; be careful with requests, attachments and links.

 Delivering Sustainable Futures

POWERED BY  
Adobe Sign

**IOM - Project SOC is Out for Signature!**

- Adobe Sign has sent IOM - Project SOC to [suhailah.abdulrahman@simedarby.com](mailto:suhailah.abdulrahman@simedarby.com) Suhailah binti Abdul Rahman for signature.
- When Sharifah Marina Syed Mansor completes IOM - Project SOC, the agreement will be sent to [suhailah.abdulrahman@simedarby.com](mailto:suhailah.abdulrahman@simedarby.com) Suhailah binti Abdul Rahman. When all participants have completed IOM - Project SOC, all parties will receive a final PDF copy by email.

You can always [Login to Adobe Sign](#) to:


- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague


**INTER-OFFICE MAIL**

To: Suhailah Abdul Rahman, DMS IT  
Cc: Sharifah Marina Syed Mansor, DMS IT  
From: Sharifah Marina Syed Mansor, DMS IT  
Date: 15th November 2020  
Subject: Project SOC

Dear Suhailah,

We are awaiting for your approval for Project SOC with implementation cost of RM 1.0M.

Prepared By:   
Sharifah Marina Syed Mansor  
Nov 15, 2020

Approved By:   
Suhailah Abdul Rahman  
Nov 15, 2020

# How to Send Document/Contract for Signature ?



If you open the attachment in the email, you will see the Certified by Adobe Sign bar at the top of the document/contract for security purpose.

IOM - Project SOC has been sent out for signature to suhailah.abdulrahman@sime-darby.com Suhailah binti Abdul Rahman

AS Adobe Sign <echosign@echosign.com>  
To: Sharifah Marina Syed Mansor

Reply Reply All Forward ...

Sun 15-Nov-20 2:51 PM

IOM - Project SOC.pdf  
198 KB

[External Mail] This email originated from outside of the organisation; be careful with requests, attachments and links.

POWERED BY  
Adobe Sign

**IOM - Project SOC is Out for Signature!**

IOM - Project SOC.pdf (SECURED) - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Home Tools IOM - Project SOC... x

1 / 1 70.2%

Certified by Adobe Sign, a Document Cloud solution <adobe-sign-certified@adobe.com>, prod-hsm, certificate issued by Adobe CDS CA.

Signatures

Validate All

Certified by Adobe Sign, a Document Cloud solution <adobe-sign-certified@adobe.com>

No changes are allowed

Valid certified document:

- Source of Trust obtained from Adobe Approved Trust List (AATL) and Adobe Root CA.
- Document has not been modified since it was certified
- Signer's identity is valid
- Signing time is from the clock on the signer's computer.
- Signature is LTV enabled

Signature Details

Last Checked: 2020.11.15 15:03:42 +08:00

Field: SignatureField1 (invisible signature)

Sime Darby Holdings Berhad

INTER-OFFICE MAIL

To: Suhailah Abdul Rahman, GHO IT

Cc:

From: Sharifah Marina Syed Mansor, GHO IT

Date: 15th November 2020

Subject: Project SOC

Dear Suhailah,

We are seeking for your approval for Project SOC with implementation cost of RM 1.00.

# How to Manage and Track Document/Contract Sent for Signature ?



- In the Manage page, you can monitor and track the progress of the document/contract sent out for signatures.
- You can just click on the links (In Progress, Completed, Canceled) in the left navigation pane.

The screenshot displays the 'Manage' page of the Sime Darby document management system. The interface includes a top navigation bar with 'Home', 'Send', 'Manage' (selected), 'Reports', and 'Account'. A user profile 'Sharifah Marina' is visible in the top right. Below the navigation bar, the 'Your agreements' section features a 'Filters' button and a search bar. A left sidebar lists various status categories: 'In Progress (3)', 'Waiting for You (0)', 'Completed', 'Canceled', 'Expired', 'Draft', 'Templates', 'Web Forms', and 'Mega Sign'. The main content area is titled 'In Progress' and contains a table with the following data:

RECIPIENTS	TITLE	STATUS	MODIFIED
<input checked="" type="checkbox"/> suhailah.abdulrahman@si... 1 of 2 completed	IOM - Project SOC	Out for Signature	11/15/2020
<input type="checkbox"/> suhailah.abdulrahman@si... 1 of 2 completed	Inter Office ... ject SOC - Su	Out for Signature	11/9/2020
<input type="checkbox"/> shamsul.mdzain@simea... 2 of 4 completed	Inter Office ... ct BlueOrigin	Out for Signature	10/28/2020

On the right side, a detailed view for the selected agreement 'IOM - Project SOC' is shown, including its creation date (Nov 15, 2020 1:53 PM), status ('Out for Signature'), and a message: 'Please review and complete the IOM for Project SOC.' Below this, an 'Actions' panel offers options: 'Open Agreement', 'Remind', 'Cancel', 'Download PDF', and 'Download Audit Report'. A 'See 5 more' link is at the bottom right of the actions panel.

# Audit Report for Document/Contract Sent for Signature ?



- Once the document/contract has been completed, you will receive an email attached with the signed document/contract and Audit Report.
- Alternatively, the Sender can download the Audit Report from the Manage page.
- Below is the Audit Report sample :

The screenshot displays an Adobe Sign audit report interface. At the top, a blue header bar contains the text 'Certified by Adobe Sign, a Document Cloud solution <adobe-sign-certified@adobe.com>, prod-hsm, certificate issued by Adobe CDS CA.' and a 'Signature Panel' button. The main content area is titled 'IOM - Project SOC' and 'Interim Agreement Report' with a date of '2020-11-15'. Below this, a table lists document details: Created (2020-11-15), By (Sharifah Marina Syed Mansor), Status (Out for Signature), and Transaction ID (CBJCHBCAABA7IR13R76KWmEuTEm-BPB2-dol.kxdcze). An 'Agreement History' section explains that it lists events impacting the agreement's status. Below this, a 'History' section titled '"IOM - Project SOC" History' lists three events: document creation, e-signature, and email distribution, each with a timestamp and IP address.

Created:	2020-11-15
By:	Sharifah Marina Syed Mansor (sharifah.marina@sime-darby.com)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABA7IR13R76KWmEuTEm-BPB2-dol.kxdcze

**Agreement History**

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

**"IOM - Project SOC" History**

- Document created by Sharifah Marina Syed Mansor (sharifah.marina@sime-darby.com)  
2020-11-15 - 5:53:42 AM GMT - IP address: 202.185.169.78
- Document e-signed by Sharifah Marina Syed Mansor (sharifah.marina@sime-darby.com)  
Signature Date: 2020-11-15 - 6:50:46 AM GMT - Time Source: server - IP address: 202.185.169.78
- Document emailed to suhailah.abdulrahman@sime-darby.com Suhailah binti Abdul Rahman (suhailah.abdulrahman@sime-darby.com) for signature  
2020-11-15 - 6:50:47 AM GMT

# How to Save Your Draft ?



- You can save your Draft in the Form Designer page by clicking on the Save Progress link in the right pane.
- If you want to continue your work the next time, you can retrieve the Draft by clicking on the Draft link in the left navigation pane of the Manage page.

STATUS	RECIPIENTS	TITLE	MODIFIED
In Progress (3)			
Waiting for You (0)			
Completed			
Cancelled			
Expired			
<b>Draft</b>			
Templates			
Web Forms			
Mega Sign			

Draft			
<input type="checkbox"/>	RECIPIENTS	TITLE	MODIFIED
<input type="checkbox"/>	suhailah.abdulrahman@sime-darby.com Suha...	IOM for Project Sustainability	11/15/2020
0 of 2 completed			



# How to Hide/"Delete" Document/Contract ?



- There is no Delete link in Adobe Sign.
- You can remove your document by selecting it and then, click on the Hide Agreement link in the right pane.

**POWERED BY Adobe Sign**

Home Send **Manage** Reports Account Sharifah Marina ▾

**Your agreements** [Switch to Classic Experience](#)

Filters Search for agreements and users...

**STATUS**

- In Progress (2)
- Waiting for You (0)
- Completed**
- Canceled
- Expired
- Draft
- Templates
- Web Forms

**Completed**

	RECIPIENTS	SENDER	TITLE	MODIFIED
<input type="checkbox"/>	Norhaya salleh 3 of 3 completed	norhaya.salleh@simecarb... Sime Darby Holdings Berhad	IOM for Project Arrow	11/20/2020
<input type="checkbox"/>	nuraini.yusof@simecarb... 3 of 3 completed	Me	IOM - Proje... ital Marketing	11/20/2020
<input checked="" type="checkbox"/>	suhailah.abdulrahman@si... 2 of 2 completed	Me	IOM - Project SOC	11/17/2020
<input type="checkbox"/>	Sharifah Marina 2 of 2 completed	Sharifah Marina Syed Ma... Sime Darby Holdings Berhad	Inter Office ... ject SOC - Su	11/17/2020
<input type="checkbox"/>	Jonathan 9 of 9 completed	Me	Project Space	11/16/2020

**IOM - Project SOC**  
Created Nov 15, 2020 1:53 PM

**Status:** Signed

**Message:** Please review and complete the IOM for Project SOC.

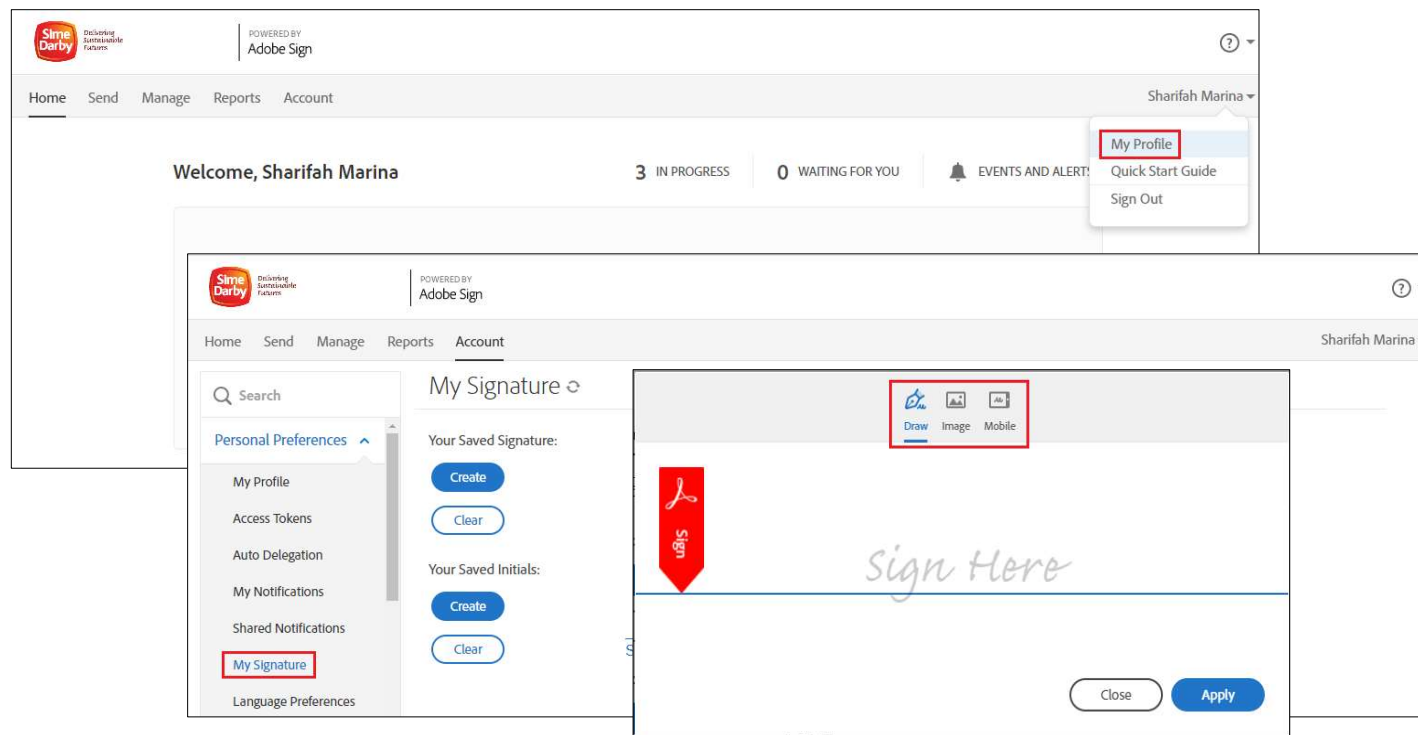
**Actions**

- Open Agreement
- Download PDF
- Download Audit Report
- Hide Agreement**
- Share

# How to Create My Signature in Adobe Sign ?



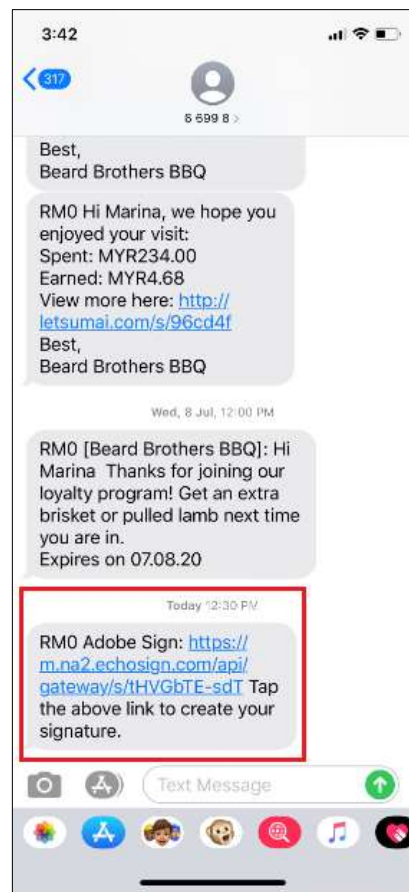
- You can create/change your signature by clicking on My Profile in the drop-down menu of your Login Name at the top right corner.
- Then, click on My Signature in the left navigation pane.
- Click on the Create button to display Sign Here pop-up window. Choose either Draw, Image or Mobile methods. You can draw your signature using mouse or upload a scanned image.



# How to Create My Signature via Mobile Phone ?



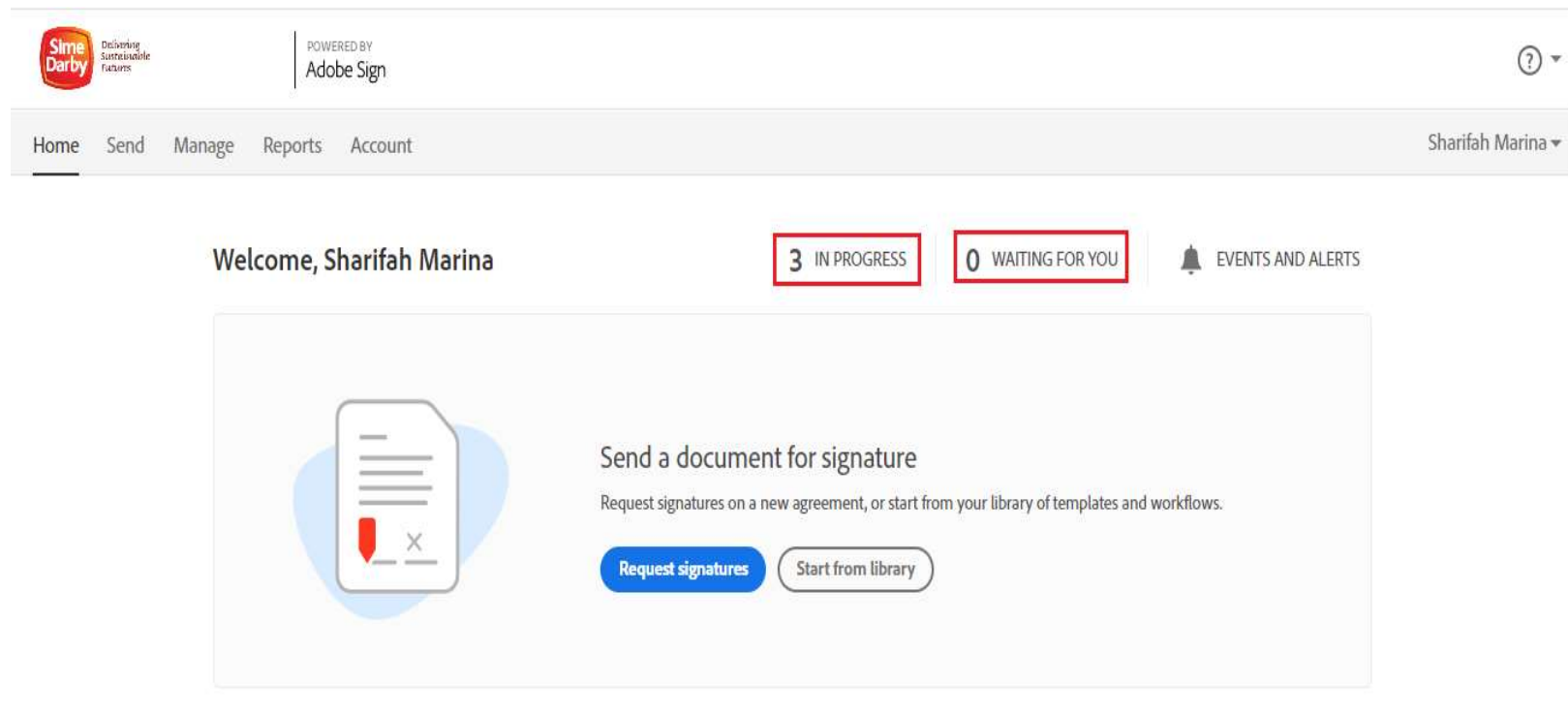
- If you choose to sign using the Mobile method, you will receive sms as shown below.
- Click on the link to display the Sign Here window. You can draw your signature using stylus pen etc..



# Adobe Sign Home Dashboard



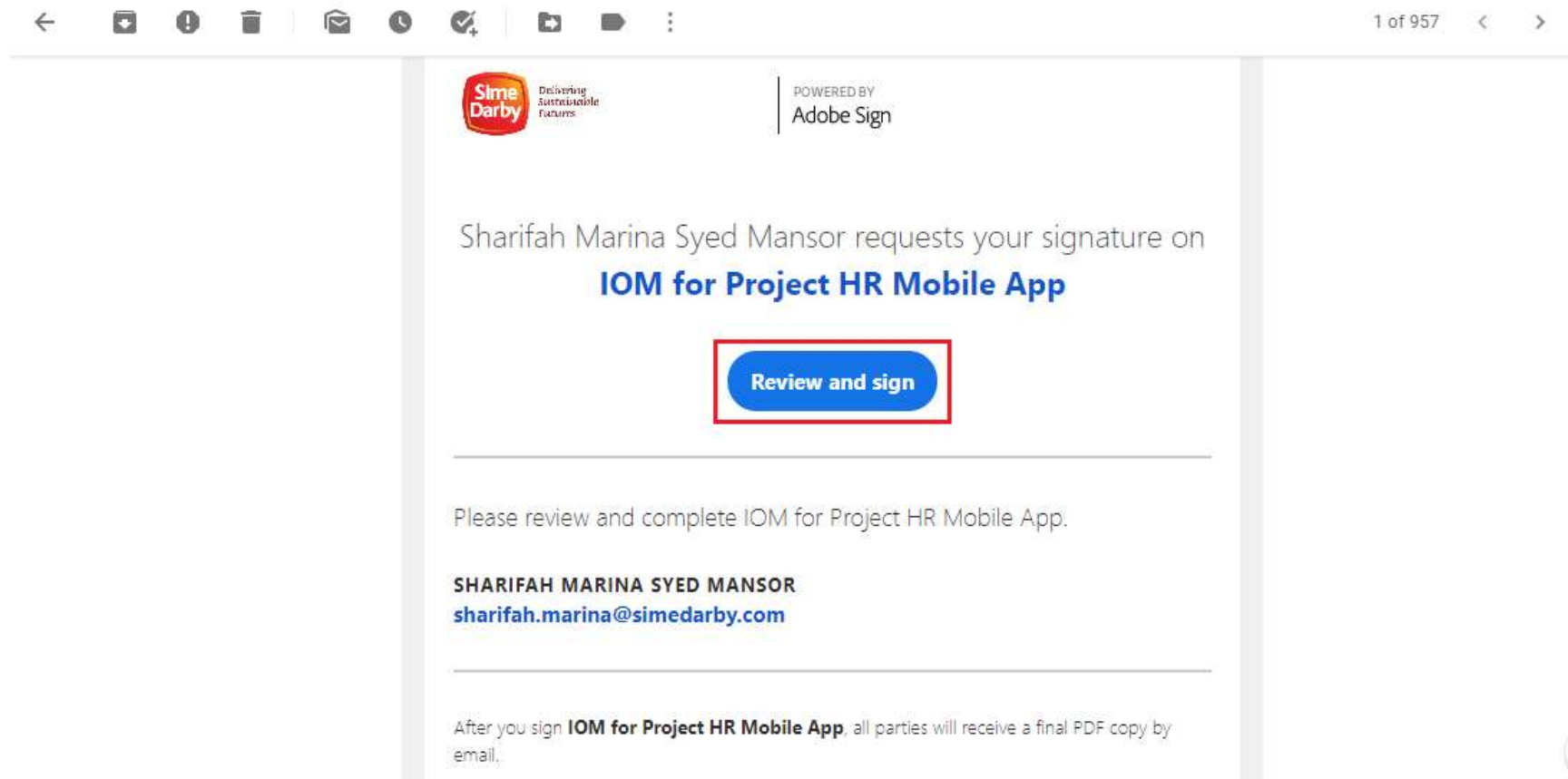
- The Home Dashboard displays a summary of items that are pending your signatures (Waiting for You).
- It also displays the status of items that you have sent out for signatures (In Progress).



## Approver - Electronically Sign the Document/Contract




- This section describes the steps for Approver to sign the document/contract.
- The Approver will receive an email as shown below.
- Click on the Review and Sign button.



# Approver - Electronically Sign the Document/Contract



- The document/contract will be displayed for review.
- Click on the yellow Start button.

Delivering Sustainable Futures


POWERED BY  
Adobe Sign

?

Options ▾

IOM for Project HR Mobile App

Next required field 1



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47301 Petaling Jaya, Selangor, Malaysia

**INTER-OFFICE MAIL**


To : Sherry

Cc :

From : Sharifah Marina Syed Mansor, GH0 IT

Date : 30th November 2020

Subject : Project HR Mobile App

Delivering Sustainable Futures

## Approver - Electronically Sign the Document/Contract



Click on Click Here to Sign to proceed signing the document/contract.

The screenshot shows the Adobe Sign interface for document approval. At the top left is the Sime Darby logo with the tagline "Delivering Sustainable Futures". Next to it is the text "POWERED BY Adobe Sign". On the right is a help icon (question mark in a circle). Below the header is a navigation bar with "Options" on the left, "IOM for Project HR Mobile App" in the center, and a "Next required field 1" indicator on the right. The main content area is divided into three vertical sections. The left section is a grey sidebar with a yellow "Next" button. The middle section is white and contains the approval details: "Approved By:" followed by a red asterisk, a red-bordered box containing the text "Click here to sign", the name "Sherry", and the date "Nov 30, 2020". The right section is a grey sidebar.

## Approver - Electronically Sign the Document/Contract



- In the Sign Here pop-up window, choose the Draw method.
- Draw your signature with mouse.
- Alternatively, you can upload the scanned image of your signature by choosing the Image method.

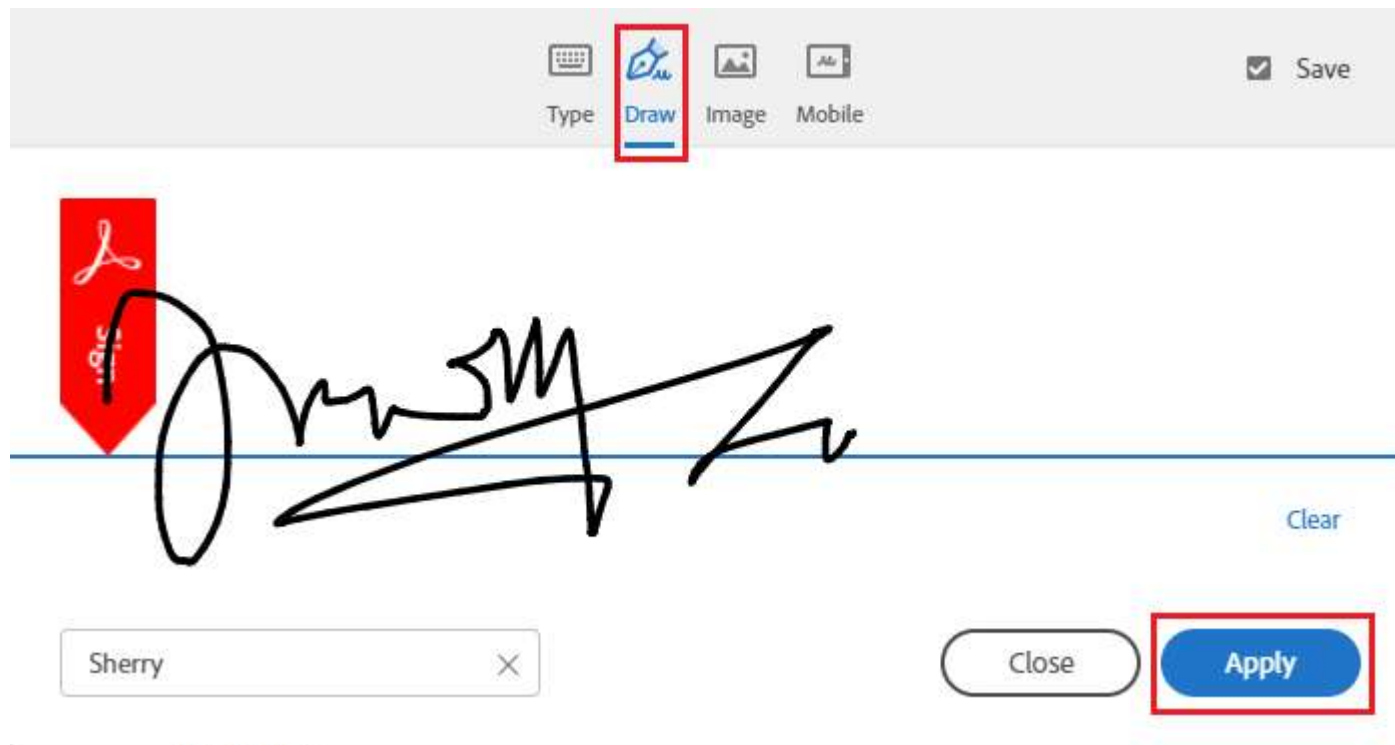
A screenshot of a web-based signing interface. At the top, a grey toolbar contains four icons: a keyboard (labeled 'Type'), a pen (labeled 'Draw' and highlighted with a red box), a picture (labeled 'Image'), and a mobile device (labeled 'Mobile'). To the right of these icons is a 'Save' button with a checkmark. Below the toolbar, on the left, is a red vertical arrow pointing down with a white Adobe logo and the word 'Sign'. In the center, a large red rectangular box contains the text 'Sign Here' in a light grey, cursive font. At the bottom, there is a text input field containing the name 'Sherry' with a close 'X' button. To the right of the input field are two buttons: a 'Close' button and a blue 'Apply' button.



## Approver - Electronically Sign the Document/Contract



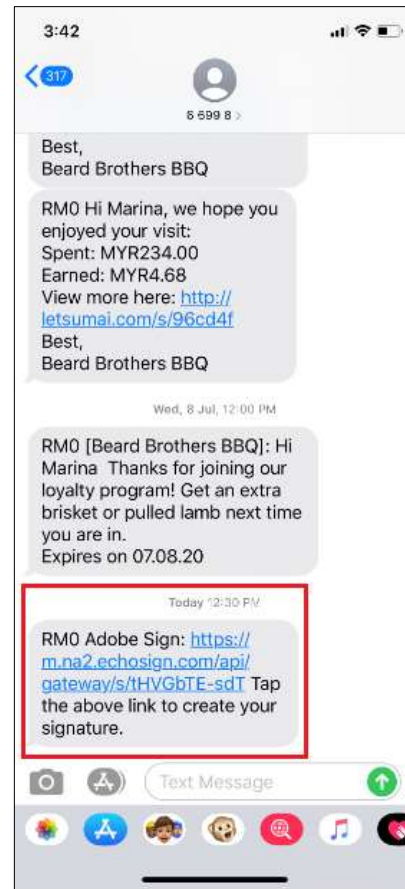
After you finish drawing your signature, click on the Apply button.



# Approver - Electronically Sign the Document/Contract



- If you choose to sign using the Mobile method, you will receive sms as shown below.
- Click on the link to display the Sign Here window. You can draw your signature using stylus pen etc..



# Approver - Electronically Sign the Document/Contract



- Once you have signed the document/contract, click on the blue Click to Sign button at the bottom of the page.

A screenshot of a web application interface for document approval. The header includes the Sime Darby logo, the text "POWERED BY Adobe Sign", and a help icon. The main content area shows a signature box with a handwritten signature, the name "Sherry", and the date "Nov 30, 2020". The footer contains a checkbox for "I agree to the Terms of Use and Consumer Disclosure of this document" and a blue "Click to Sign" button. The status bar at the top right indicates "Required fields completed" with a checkmark.

Options ▾ IOM for Project HR Mobile App Required fields completed ✓

Approved By:

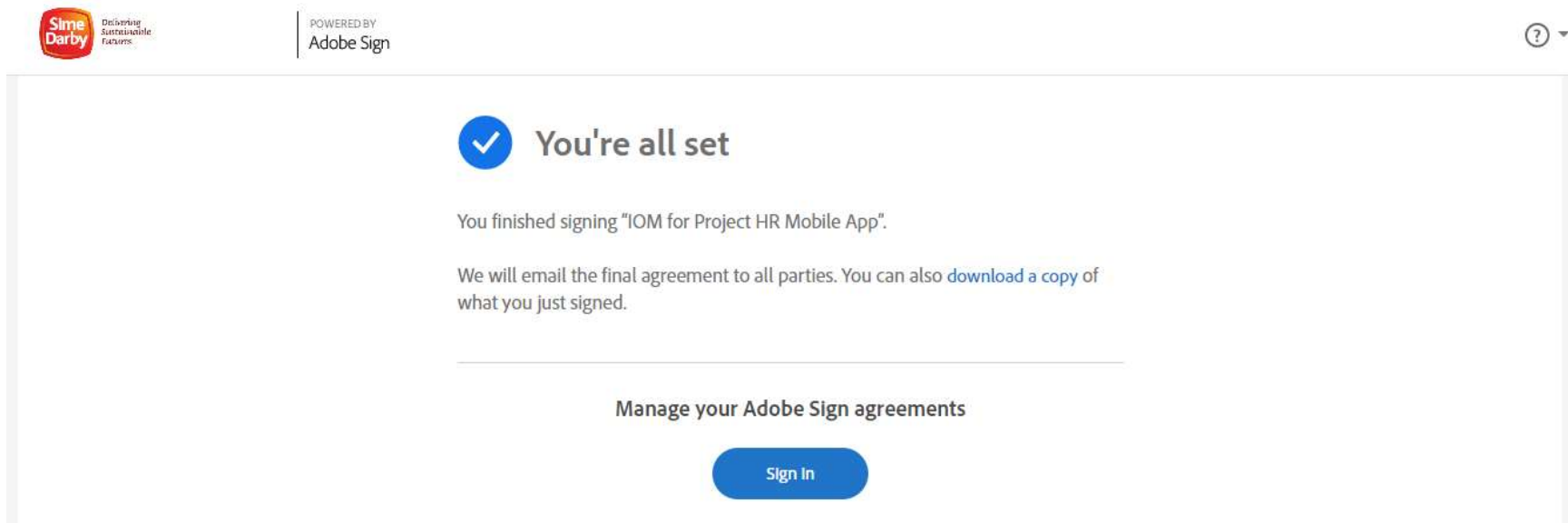
Sherry  
Nov 30, 2020

☐ I agree to the Terms of Use and Consumer Disclosure of this document [Click to Sign](#)

## Approver - Electronically Sign the Document/Contract



- The message below will be displayed to inform that you have finished signing the document/contract.
- Once the document/contract is completed, all parties will receive pdf copies of the signed document/contract.



A large, solid red shape on the left side of the slide, consisting of a vertical rectangle with a curved right edge.

**Thank You**