

Test Document Using Adobe Sign

An Adobe account is only needed for creating documents to be signed.

Use the link below and sign in with your W#@campus.nsc.ca (You may get a second login screen depending on the situation.)

<https://nsccommunitycollege.na2.documents.adobe.com/account/homeJS>

- 1. Drag and drop your MS Office or PDF file you want signed into the box provided.**
(Note: Other file types may need to be saved as PDF files first.)
- 2. Add your recipients and yourself as well if you need to sign.**
(Note: You can drag names to change the order of who signs when.)
(Note: You can also add CC recipients. They don't sign but get a copy when completed.)
- 3. Make sure you check the box to "Preview & Add Signature Fields"**
- 4. Click the "Next" button.**
- 5. Pick the text boxes you want added to the document from the choices on the right side of the screen.**
(Note: Select the recipient at the top and then pick the appropriate text boxes for that recipient.)
(Note: Typical text boxes for each recipient in a document could include: "Signature" (under the Signature Fields heading) "Name" (under the Signer info Fields heading)

(Note: An important text field to include on your document is the "Transaction Number". It's located under the "Transaction Fields" heading. The *Transaction Number* is the unique serial number for the document and only appears once everyone has signed.

Place the *Transaction Number* text field somewhere on each page of the document where it won't get cut off when printing or copying.

- 6. Click the "Send" button.**

Signer #1

Signer #2

Signer #3

Electronic signatures have legal status in Canada for almost all situations except wills, some family law situations, and for certain land transactions. Related government documents;

- Federal - <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2005-30/page-1.html>
- Provincial - <https://nslegislature.ca/sites/default/files/legc/statutes/electron.htm>