Adobe Sign Services

Pace University has a Campus-wide agreement for Adobe Sign services. The eSign service is a web-based electronic signature and content management system available for administrative use campus-wide, which will automate and streamline the document signing process. The major Adobe Sign features include document signing, tracking and filing. It allows you to electronically send documents for signature and manage the documents you send, allowing for multiple people to sign and the ability to access and store all your documents instantly and securely.

KEY FEATURES

- Easily upload and send documents for electronic signature.
- Quickly access and sign documents that require signature.
- Readily check a document's status, send reminders, view audit trails, and securely store online.
- Create templates using existing forms to help streamline the sending process.
- Oversee document workflow by identifying and managing recipients and routing.
- Make forms available online allowing for self-service and ease of accessibility.

REQUESTS FOR ACCOUNTS

Adobe Sign accounts are only required for document originators. Signers do not require an account. To request an account, Pace administrators (faculty and staff) can email their department or school group admin (if one is assigned), or contact the ITS Help Desk. The request will need to be reviewed and approved by the designated group admin or by the requester's supervisor. For a list of area group admins, visit: Group Admin Contact Information.

Note: The Adobe Sign service is not available to students.

LOGGING IN TO ADOBE SIGN

Originators can log in via www.pace.edu/eSign with their MyPace username and password.

APPROVAL

- The use of Adobe Sign services does not override or circumvent the University's Contract Management Policy and Procedure Manual.
- Approvals and signatures related to Contracts and Agreements between Pace and external parties may only be signed by the University AVP of Finance and Controller or Assigned Designated Signatories (authorized by the EVP of Finance and CFO). Please refer to the Contract Management Policy and Procedure Manual for additional information.
- eSign services has been approved for internal workflow and e-signature collection. Should a department wish to use eSign services with any third party vendor/signers, please contact

your area's group administrator/assigned originator for upload and routing of documents. It is important to have approval from the third party vendor to send a document via eSign services. Please contact vendors prior to uploading a document to verify they do not require the document to have a hard copy ink signature.

SIGNERS

- Any employee who is authorized to sign an agreement on behalf of Pace University and who chooses to do so through Adobe Sign services must sign the agreement using an official Pace University-issued Adobe Sign services account. Personal or non-Pace Adobe Sign services accounts may not be used to sign agreements on behalf of Pace University.

- A signer also has the option to print the document, place an ink signature and return a hard copy to the originator, instead of agreeing to sign a document through Adobe Sign services. For questions on signing documents, a signer should contact the originator of the document, or ITS Help Desk online at: https://help.pace.edu, or via email at: pacehelpdesk@pace.edu.

- Signers should not delegate signing authority to those who do not have authorization to sign documents. In order to maintain the security of services, Signers are not permitted to share their username and password.

- Personal Adobe Sign services accounts must remain separate from official Pace University-issued Adobe Sign services accounts. Access to Pace's Adobe Sign account is made through the Pace University email address and the MyPace password for that address. If you have any questions about settings, please contact the ITS Help Desk (https://help.pace.edu).

- Electronic signature, with Adobe Sign services, is a legally-binding signature.

- Under the Contract Management Policy and Procedure Manual, the university official executing the document is responsible for maintaining the fully-executed document, including all attachments, in a manner consistent with the university's Record Retention and Destruction Policy. The university official executing the document also is responsible for maintaining records evidencing any electronic signatures obtained through Adobe Sign services.

ORIGINATORS

- Document Originators must be approved by their Adobe Sign group admin or area supervisor.

- When creating workflow through Adobe Sign services, it is the responsibility of the Originator to verify that all Signers for documents dealing with university affairs or monetary agreements have signature authority. Please refer to the Contract Management Policy and Procedure Manual to verify signing authority.