<u>INSTRUCTIONS FOR COMPLETION OF DEPARTMENTAL KEY SIGNATURE AUTHORIZATIONS FORM
USING ADOBE SIGN</u>:

1. Complete the Adobe Sign compatible signature sheet with contact information for the Department Head and all authorized departmental key signers

2. Visit www.documents.adobe.com and click on 'Continue with Adobe' to sign in to Adobe Sign, using your NetId and 'email.arizona.edu' email account

3. Click on the 'Request Signatures' box to go to Adobe Sign

4. Click on the 'Send' tab at the top left of the page, under the University of Arizona logo

5. Enter the 'email.arizona.edu' address for the Department Head and all authorized departmental key signers, in the 'Recipients' section at the top of the form

6. Click on 'Show CC', directly below 'Recipients' section, to add sender's 'email.arizona.edu' address to receive email notification to confirm that the form has been fully signed, and to receive a copy of signed form.

7. In 'Message' section, in 'Agreement Name' field, type 'Departmental Key Signature Authorizations Form – Dept ####'

8. In 'Files' section, click on 'Add Files' to select the prepared signature sheet.

9. In greyed out 'Options' box, you can select a number of options, including setting signature reminders

10. When complete, click on the blue 'Next' button at the bottom of the page, ensuring the 'Preview & Add Signature Fields' checkbox is selected – *this should be checked by default*

11. In the 'Recipient' box to the right of the screen, click on the first signer's name. With the name selected:

   o Click on 'Signature' from the 'Signature Fields' drop down box and drag it to the 'Signature' field of the respective signer.

   o Click on 'Date' from the 'Signature Info Fields' drop down box and drag it next to the 'Signature' box

   o Do this for all authorized key signers, ensuring their name is highlighted in the 'Recipient' box

   o Check correct positioning of 'Signature' boxes, click on each name in the 'Recipient' box – *the 'Signature' box for the selected name should be highlighted, whilst the other 'Signature' boxes' remain greyed out:*

DEPARTMENTAL KEY SIGNATURE AUTHORIZATIONS

THE UNIVERSITY OF ARIZONA.
Facilities Management Key Desk

COMPLETE & RETURN ORIGINAL FORM TO :
UA FM Key Desk
1533 E. Helen
Tucson, Az 85721

Date : 10/20/2020

Department Name : Test Department   Dept # 0000

Dept. Head   First Name: Wilbur   Last Name Wildcat

Campus Address U of A Main Campus   e-mail: wilburwildcat@email.arizona.edu   Phone #

Dept. Head Signature   *Signature   Date   mobile #

OTHER AUTHORIZED SIGNERS :

1.   First Name : Wilma   Last Name : Wildcat

Campus Address U of A Main Campus   e-mail : wilmawildcat@email.arizona.edu   Phone #

Signature   *Signature   Date   mobile #

12. When ready to send, click on the blue 'Send' button, at the bottom right of the screen

13. If sender is added as a 'CC' a completion confirmation email, copy of signed form and accompanying audit report will be emailed to the sender.

14. Please email the completed signature sheet and accompanying audit report to the Key Desk so Key Desk records can be updated.