

## ADOBE SIGN for Driver Approval Form

If you have already used Adobe Sign, you can skip this document and respond to the email you receive, otherwise the info below will be necessary.

In its move to a paperless workflow, Krannert will be relying on Adobe Sign to manage signatures on secure documents. Adobe Sign allows PDFs to be routed for secure editing and signatures. While you will need an Adobe account to sign documents, as a UIUC employee/student you already have an account tied to your @illinois.edu email address “waiting” for you. Logging in to that account is described below.

### MENU

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### USING ADOBE SIGN

**IMPORTANT: For the Driver Approval Form, be sure to have a digital copy (JPG/PDF/Other) of the FRONT of your driver's license ready.**

You will receive an email in the following format:

- Sender: “William Kephart”
- Subject line: “Signature requested on KCPA Driver Approval Form”

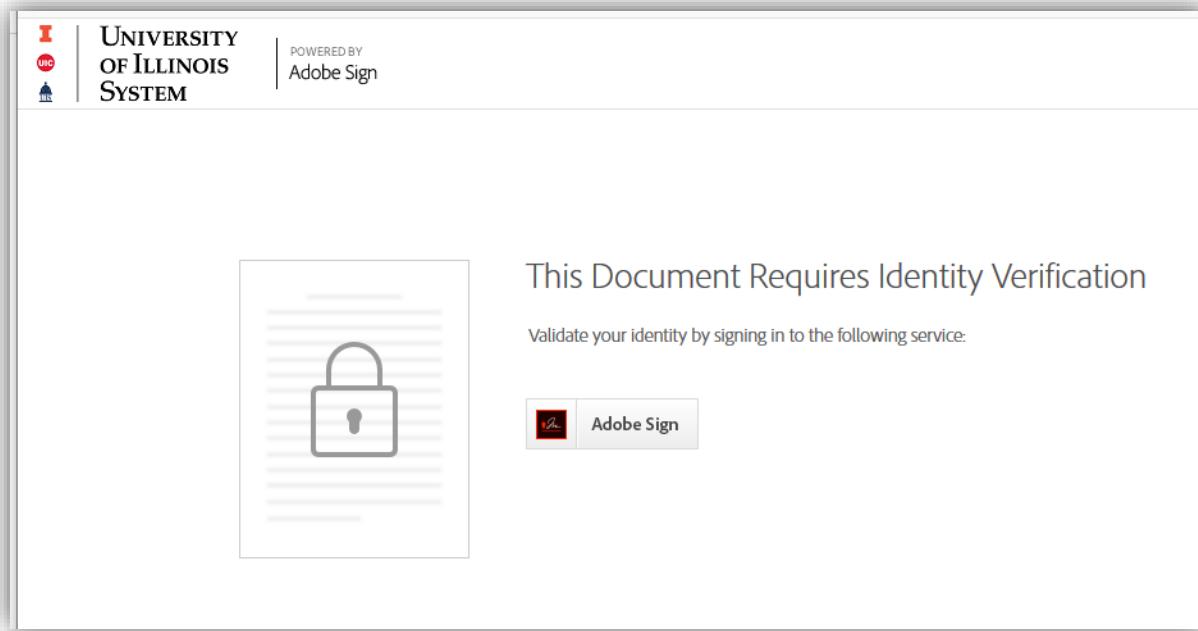
**CLICK the “Review and sign” button in that email.**



You should be taken to the screen below.

Click the Adobe Sign button.

NOTE: Here is where you may have issues. A pop-up window should appear. Depending on your security settings - pop-up blockers in particular - the page may simply hang. Either temporarily shut off your pop-up blocker, change browser settings, or try another browser with less restrictions. See the [Troubleshooting](#) section for details.



If you have no issues, you should see some version of the Adobe Sign login below.

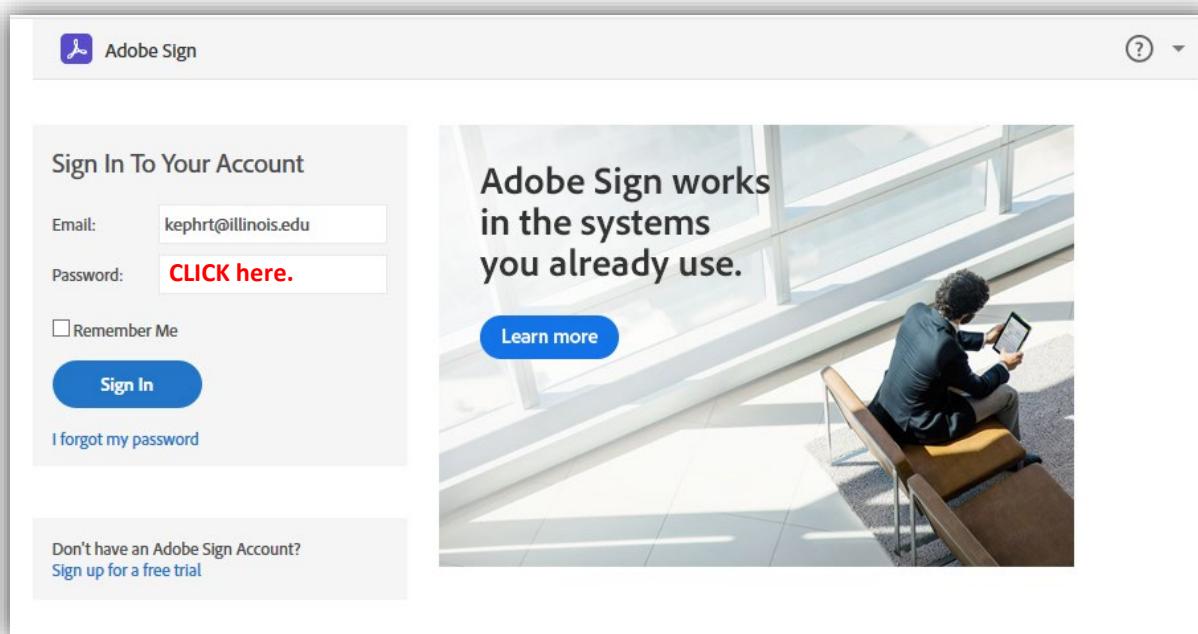
Enter your @Illinois.edu email address.

You will NOT need to enter a password!

CLICK in the password field and wait a second; you should automatically be forwarded to the university's Enterprise Login page (no screenshots).

Once you log in, it will take you directly to the Adobe Sign page.

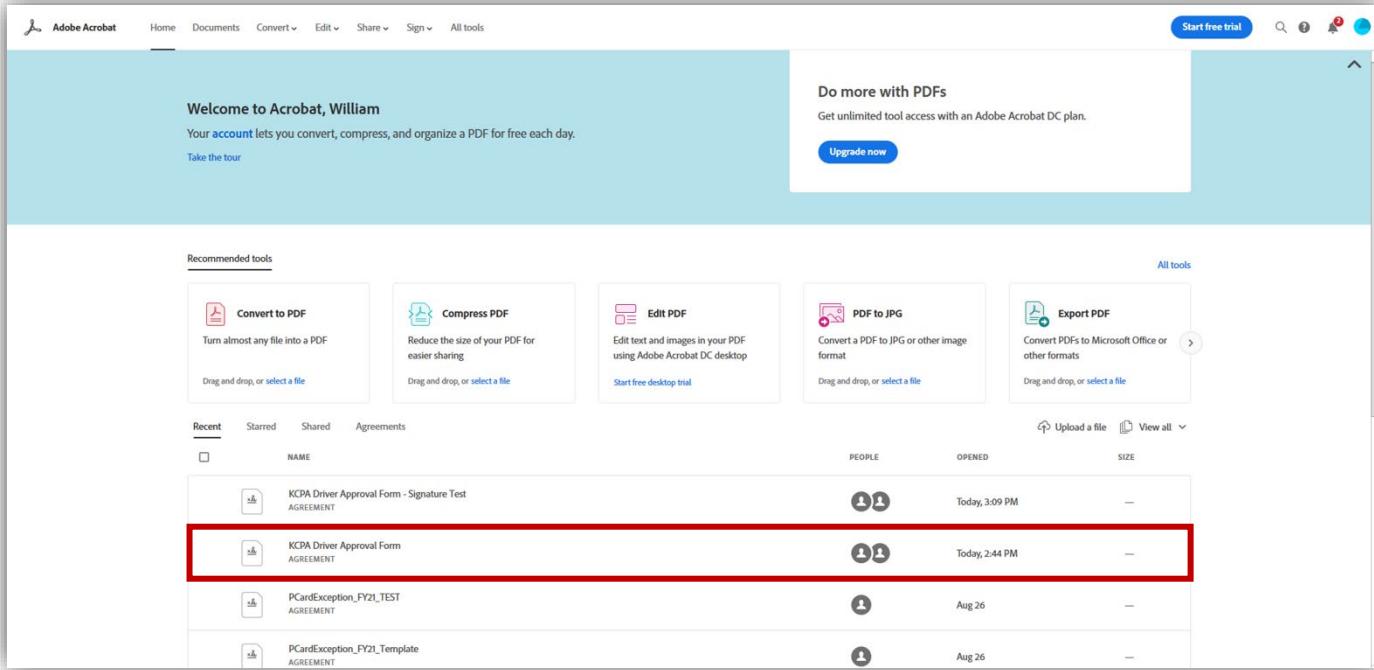
NOTE: Though not likely, if you have never accessed your @illinois.edu Adobe account, this is another point where you might have issues, particularly if you have a separate/older Adobe account. If so, see the [Troubleshooting](#) section.



After the Enterprise Login/verification, you should arrive at the Adobe Sign Home page.

At the bottom of that page is a list of documents to be signed.

Double-click on the Driver Approval Form.



The document will open.

Look for the yellow "Start" marker.

A screenshot of the 'KCPA Driver Approval Form - Signature Test' document. At the top left is the University of Illinois logo and 'POWERED BY Adobe Sign'. The form title is 'KCPA Driver Approval Form - Signature Test'. A yellow arrow points to the word 'Start' in the top left corner of the form area. The form itself has several fields highlighted in yellow: 'Click to Attach Driver's License', 'Driver's Name', 'UIN', 'Date of Birth', 'Driver's License expiration date', 'Drivers License #: \*', 'Driver's License State: \*', and 'Driver's UIUC Email: \*'. Below these fields is a section titled 'By signing, Driver agrees that:' containing a list of statements. At the bottom, there's a signature field with 'Click here to sign' and a date field showing '10/22/2020'. At the very bottom, there's a 'Unit Executive Officer Approval' section.

The marker will point to the first field you need to complete.

The first step is to attach a copy of your Driver's License. Browse for the file; multiple formats accepted.

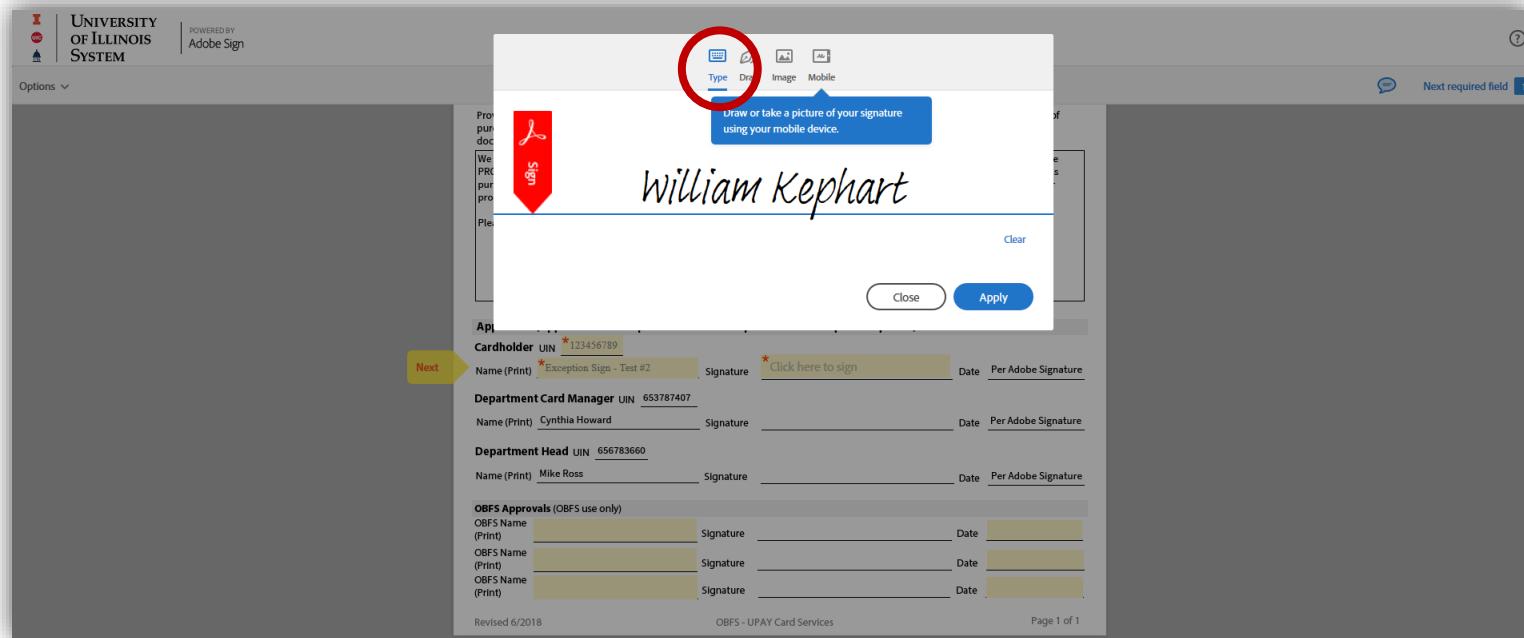
After you enter data in a field, hit the TAB button and the "Start" marker with change to "Next" and jump to the next field to be edited/filled.

The fields you can edit are highlighted in yellow, and those that are REQUIRED have a red asterisk (\*) in the corner.

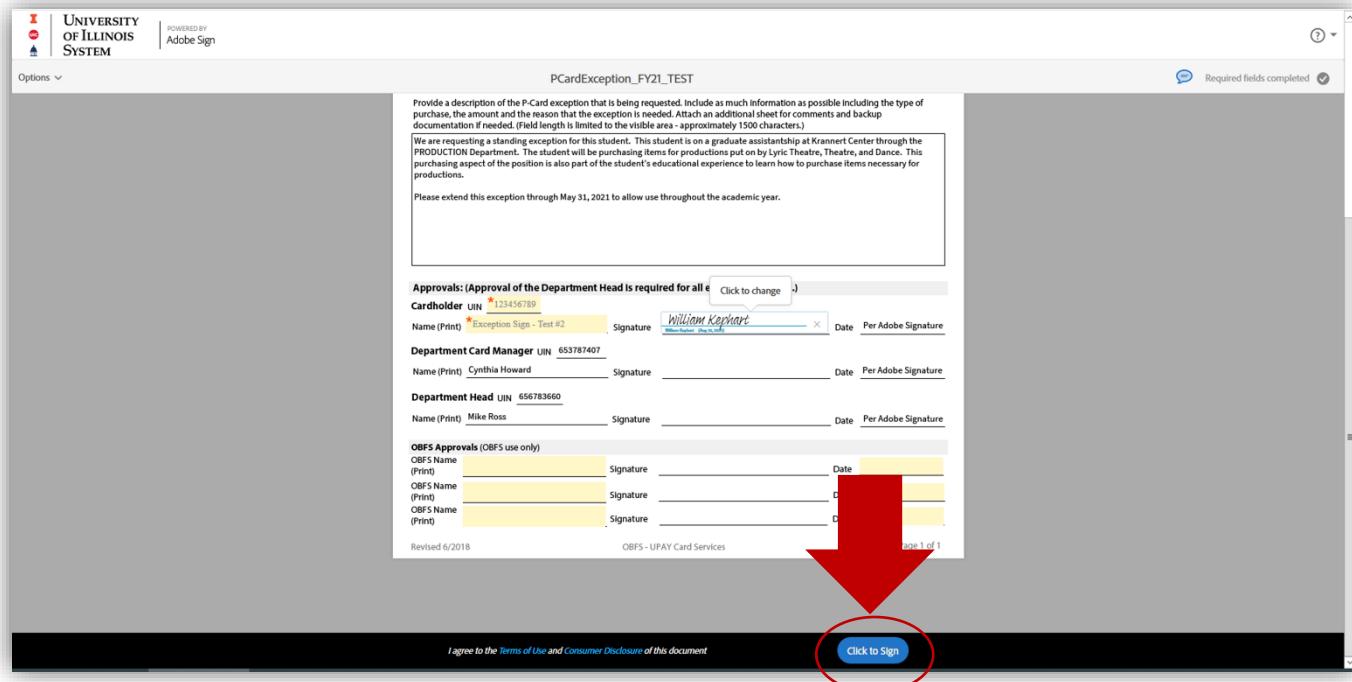
Those fields MUST have data in them, or you will not be able to submit the document.

The final field is always the SIGNATURE field.

When you get to the SIGNATURE field, click on it, and the following window will pop up.  
Choose the “Type” signature option – don’t mess with the others.  
Type your name, and it will display in a faux signature font.  
Click APPLY.



Your “signature” will appear in the Signature field as below.  
And at the bottom, click on the “Click To Sign” button.  
That button officially submits your signed document.



You should see a confirmation screen, at which point you can logout of Adobe Sign.  
You should also receive an email noting the submission.  
You're DONE. You are now approved to drive unless you hear otherwise.

If you experience issues, they will likely be one of these:

1. Your browser is blocking the pop-up windows required to sign into Adobe.
2. You have an “old” Adobe account with a personal, unauthenticated password already assigned to your @illinois.edu address.

Solutions to both of these are addressed toward the bottom of this 1-page troubleshooting guide:

<https://answers.uillinois.edu/systemoffices/99990>

A personal note: Adobe Sign is designed to work on most up-to-date browsers, including Firefox, but I was unable to get it work on my personal Firefox browser, likely due to several strict security settings (which, despite several attempts, I was unable to untangle). I shifted to a rarely used copy of Chrome and had no issues. In all cases, regardless of other security settings, pop-up blockers will prevent you from logging in.

I need to know when someone has unresolved issues, as I need to resolve them for you and future users. If the troubleshooting guide doesn’t help, email Bill Kephart ([kephrt@illinois.edu](mailto:kephrt@illinois.edu)), or better, call, so we don’t have multiple Q&A emails. I’m typically available from 9a-4:30p, M-F: 217-300-3943