

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

Using Adobe Sign (below)

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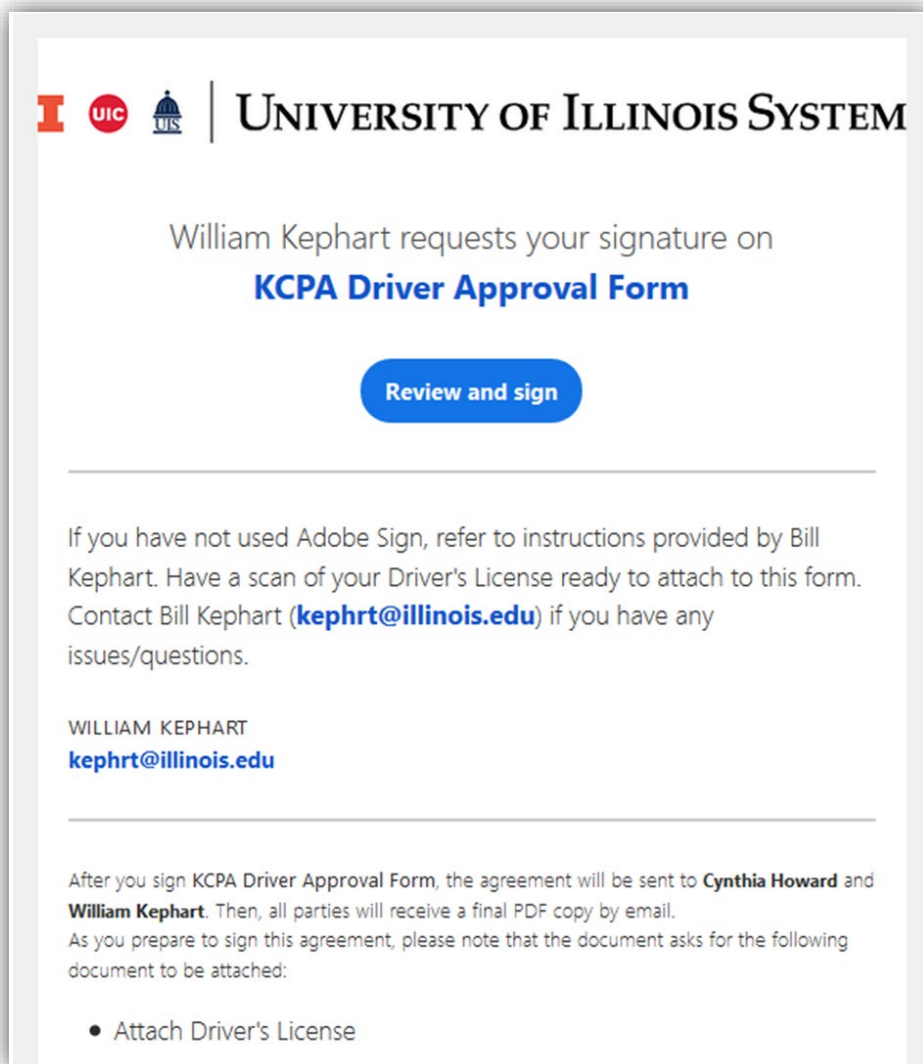
USING ADOBE SIGN

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”

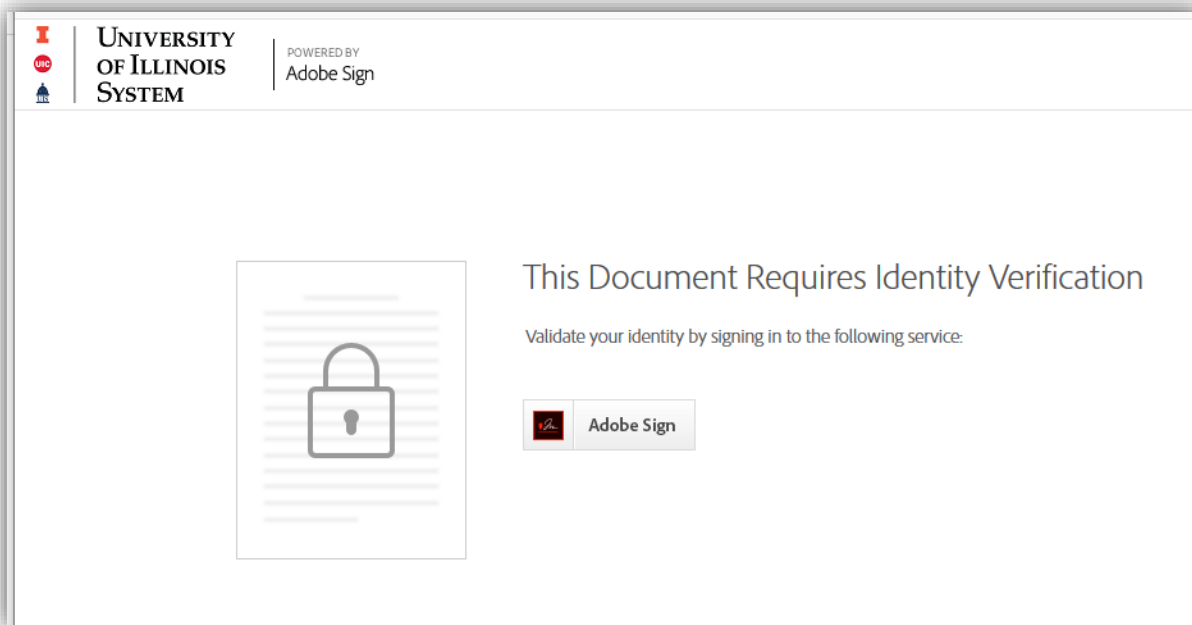
CLICK the “Review and sign” button in that email.



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.

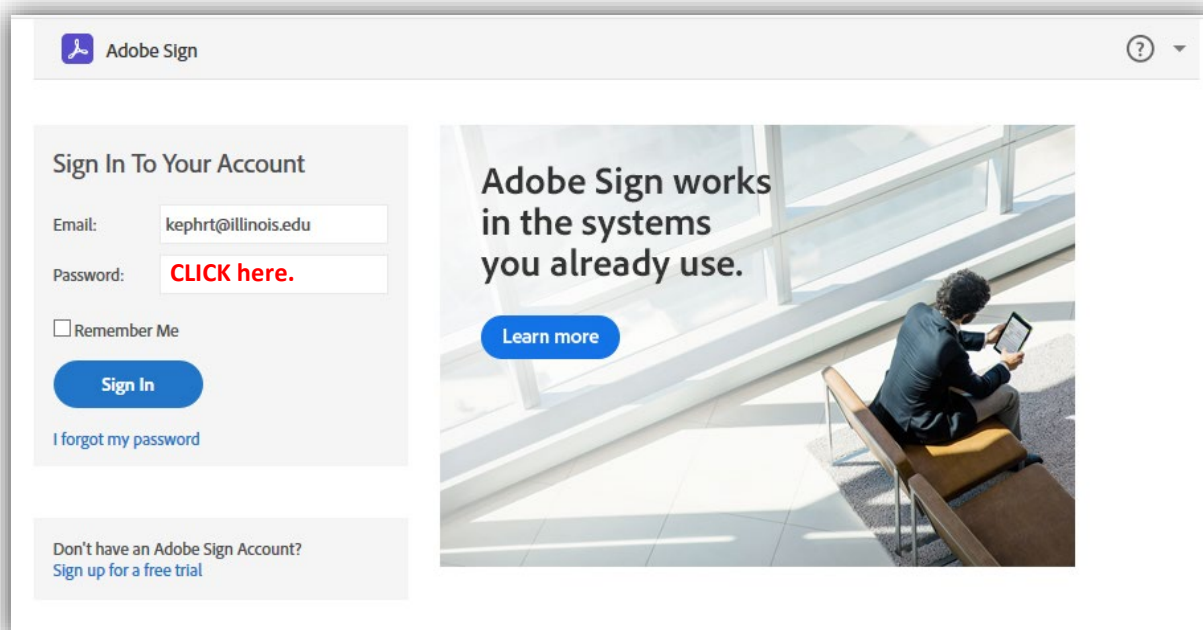
Enter your @illinois.edu email address.

You will NOT need to enter a password!

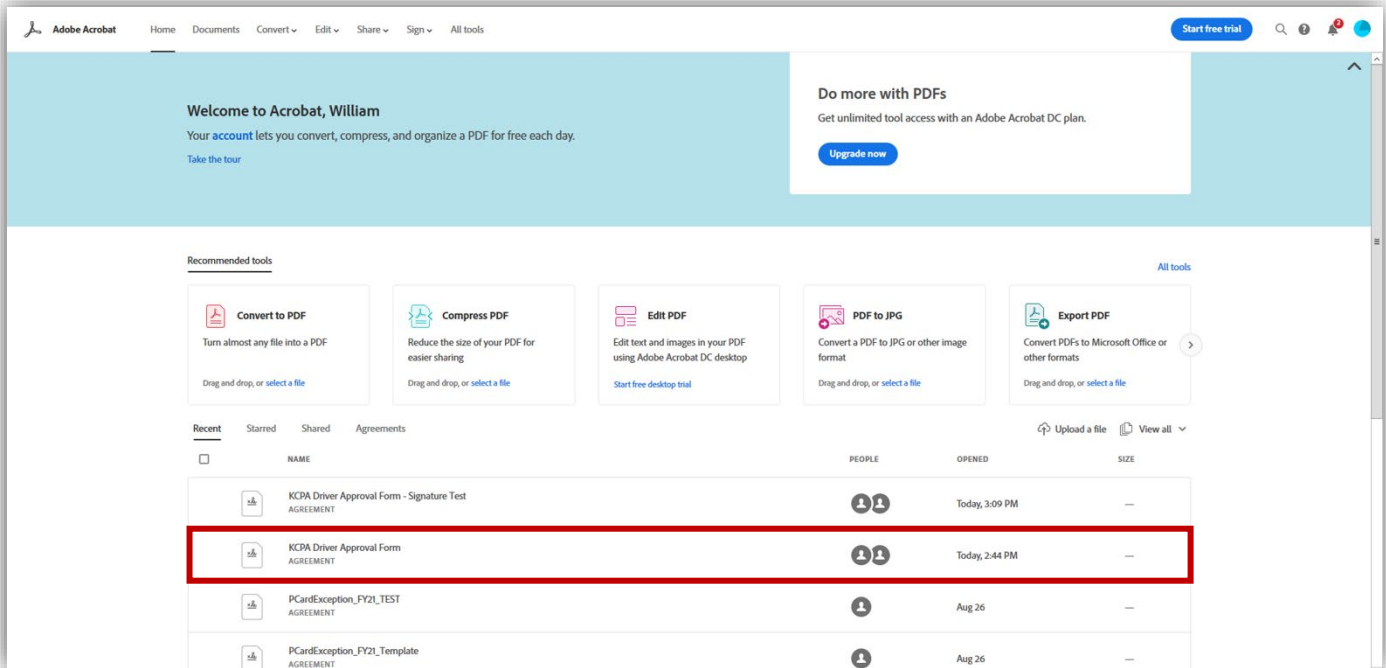
CLICK in the password field and wait a second; you should automatically be forwarded to the university's Enterprise Login page (no screenshots).

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.

The screenshot displays the 'KCPA Driver Approval Form - Signature Test' document. The form is titled 'UNIVERSITY OF ILLINOIS Departmental Driver Approval' and is required for all who drive a University Vehicle. It contains several sections: 'Driver Information' with fields for Name, UIN, Date of Birth, and Driver's License expiration date; 'Business Purpose for Request' (Kranert Center business); 'Period of time Travel is approved' (through license expiration date less 1 day); and a 'By signing, Driver agrees that:' section with multiple lines of text. A yellow 'Start' marker points to the 'Click to Attach Attach Driver's License' field. Other fields include 'Driver's License #', 'Driver's License State', and 'Driver's UIUC Email'. The form also includes a 'Unit Executive Officer Approval' section at the bottom.

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 will 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.

The screenshot shows the Adobe Sign interface for the University of Illinois System. A modal window is open for selecting a signature. The 'Type' option is circled in red. A blue callout box says 'Draw or take a picture of your signature using your mobile device.' The signature 'William Kephart' is displayed in a faux script font. Below the signature field are 'Close' and 'Apply' buttons. The background form shows fields for Cardholder, Department Card Manager, and Department Head, each with a signature line and a 'Click here to sign' button. There are also OBFS Approvals sections.

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.

The screenshot shows the final step of the Adobe Sign process. The 'Click to Sign' button is circled in red. The signature 'William Kephart' is now visible in the signature field. The background form shows the 'PCardException_FY21_TEST' document. The 'Click to Sign' button is located at the bottom right of the form.

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), 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