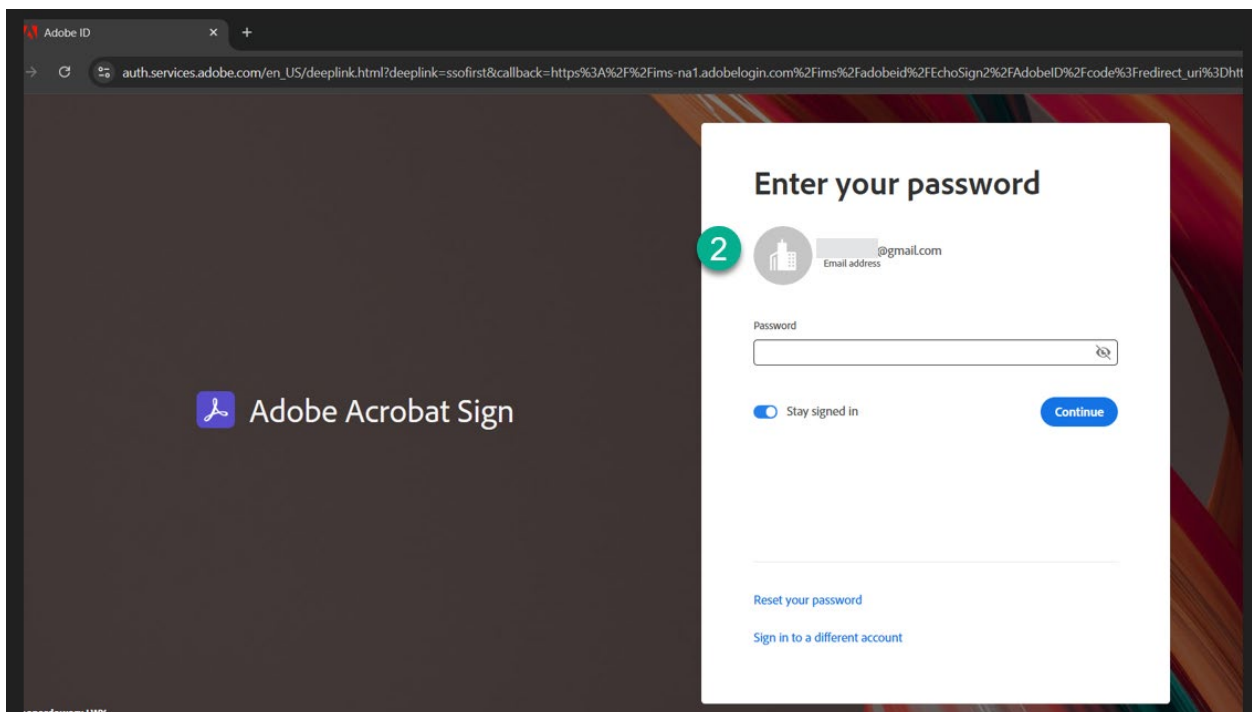
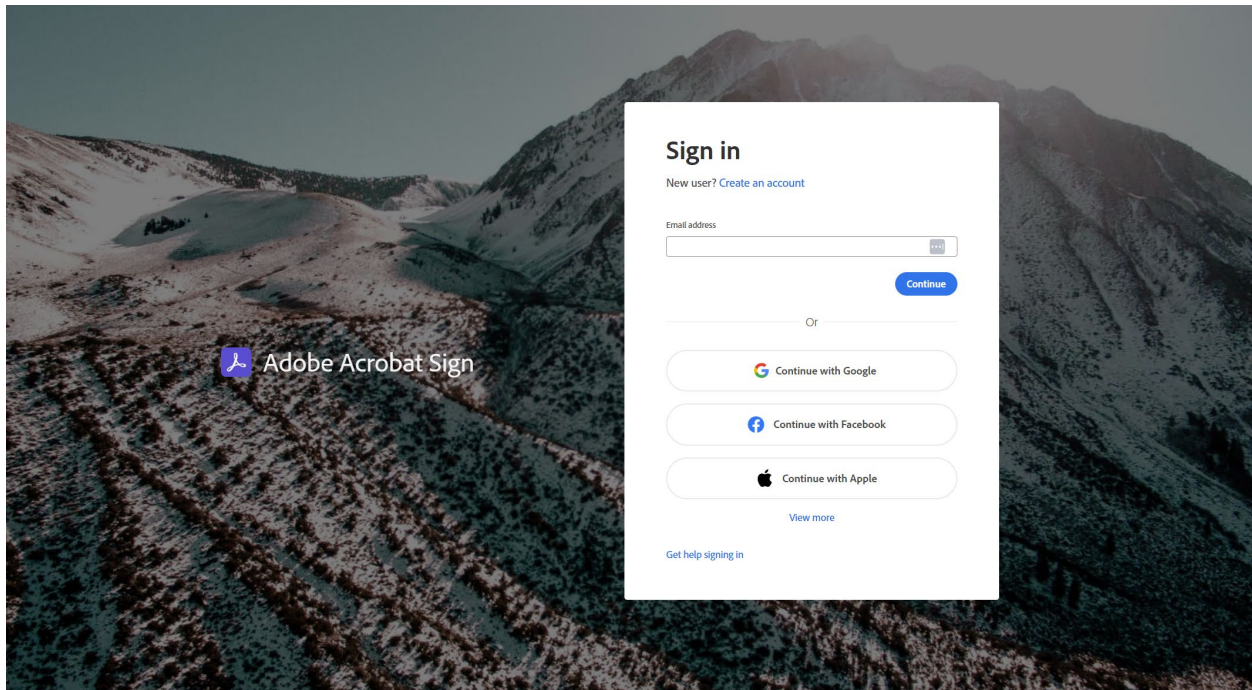


Adobe Sign External Agencies

Existing Users

1. Navigate to the Sign Portal
 - a. <https://stateofhawaii2.echosign.com/public/login>
 - b. Type in your email that was linked to your eSign account
 - c. Click Continue

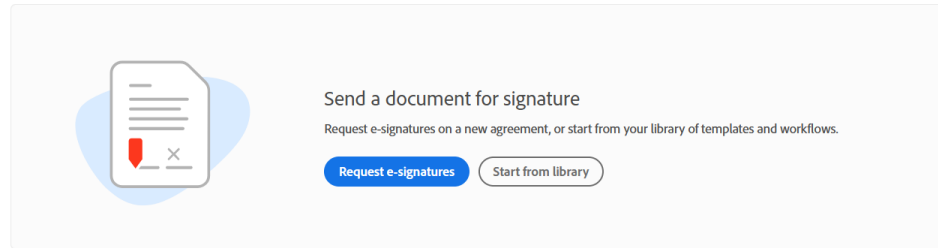


Welcome,  **3**

0 IN PROGRESS

0 WAITING FOR YOU

 EVENTS AND ALERTS










Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

[Request e-signatures](#) [Start from library](#)

Do more with Acrobat Sign

 Fill and sign a document	 Publish a web form	 Send in bulk	 Create a reusable template	 Manage and track all agreements	 Enhance your account	 Create a reusable workflow
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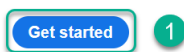
New Users

1. Welcome email
 - a. Click on **Get Started** button



Welcome! Here's how to get started with Acrobat Sign Solutions for enterprise - TRNS

Your admin at **State of Hawaii - External Agencies** has given you access to **Acrobat Sign Solutions for enterprise - TRNS**.



With Adobe Acrobat Sign, you'll be able to:

- E-sign on computers and mobile devices
- Track files out for signature
- Get signatures from others
- Store and manage signed documents


2. Verify your Identity screen
 - a. Click on **Continue**
 - b. Enter Code from email and click continue.



Verify your identity

We need some additional information, but first we need to confirm your identity.





Verify your identity

Enter the code we just sent to
[redacted]@gmail.com

[] [] [] [] [] []

2 b


NOTE: You may be prompted to add a phone number/email to your account. You may either do so or click “Not Now” twice to continue.

3. Fill in account and click **Complete Account** button
 - a. **Important! Date has to be at least 18 years old. If not, it will lock the account for 24 hours.**
 - b. **You may be asked for the Month and Year as a security question, so please be sure to remember what you input.**

NOTE: You may ignore the “Personal Account” wording under your email address. The system will connect you to your existing account if you input your previously established email address.

Complete your account

Please create a password for your account.

 @gmail.com
Personal Account 4

First name Last name

Password

Date of birth i

Month Year

Country/Region United States v

Important! needs to be at least 18 years old. if not it will lock the account for 24 hours.


By clicking Complete account, I agree that:


- I have read and accepted the [Terms of Use](#)
- The [Adobe family of companies](#) may keep emails about products and services.


See our [Privacy Policy](#) for more details or to opt-out at any time.

Complete Account

4. Logged into the Sign Portal

Home Send Manage Workflows Reports

Welcome,  5 0 IN PROGRESS 0 WAITING FOR YOU 🔔 EVENTS AND ALERTS




Send a document for signature


Request e-signatures on a new agreement, or start from your library of templates and workflows.

Request e-signaturesStart from library


Do more with Acrobat Sign




Fill and sign a document




Publish a web form




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Create a reusable template



Manage and track all agreements



Enhance your account



Create a reusable workflow