ARIZONA

P R O C U R E M E N T   P O R T A L

QUICK REFERENCE GUIDE

Adobe Sign

This document is a quick reference guide for Procurement Officers wishing to electronically sign documents in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

Use the Adobe Sign feature to sign documents related to contracts electronically. This feature is very beneficial when sending critical documents for review.

Signing Documents

1. Once logged in to APP, navigate to the **Contracts** header tab.
2. Select **Browse Contracts** on the drop-down.
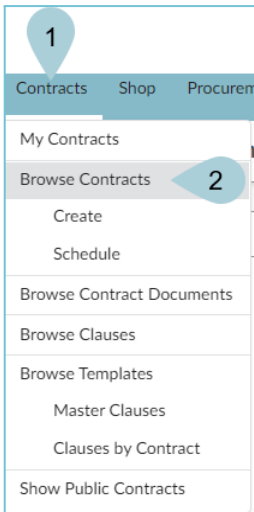
3. Locate the desired contract in **Draft** status.

4. Click the **Pencil** icon to edit.
5. Once in the contract, navigate to the **Add Documents** left margin tab.
6. Click the **Checkbox** next to the desired document(s).
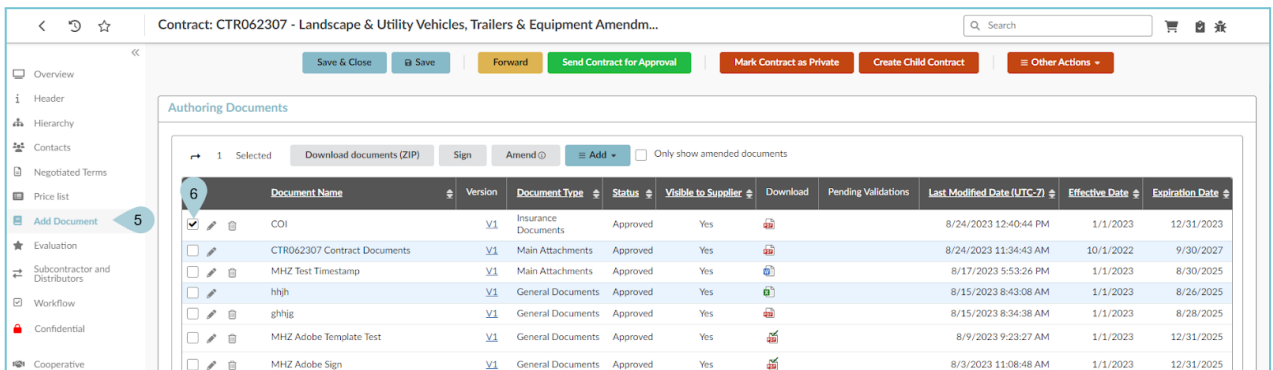
7. If this is your first attempt at eSigning a document, click the **Activate e-Signatures** button. This allows Ivalua to act on your behalf on the e-signature platform.

> If you have completed this step and do not see the Activate e-Signatures button, skip to step 9.

8. The Adobe acknowledgement displays. Click **Allow Access**.

9. Click the **Sign** button.

10. Click **Add Signatory**.

11. Click the **Contacts** drop-down and search for your name.

12. Click **Add Signatory**, again.
13. Click the **Contacts** drop-down and search for your supplier's name.

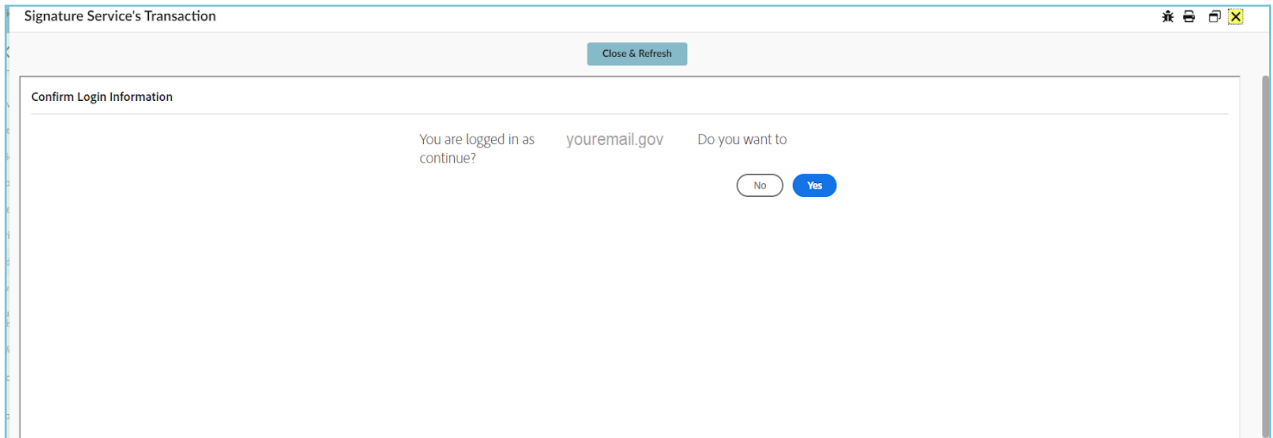*If there is more than one signer, repeat steps 12 and 13 as needed.*

14. Click **Save**.
15. Click **Launch Signature Process**.

16. If this is your first e-Signature, click **Yes** to confirm login information. If not, skip this step.

17. The Signature Service's Transaction pop-up displays.
18. Review the **Recipient's** fields. Verify email addresses.
19. Update the **Message** when applicable.
20. Verify the **Document** is attached.
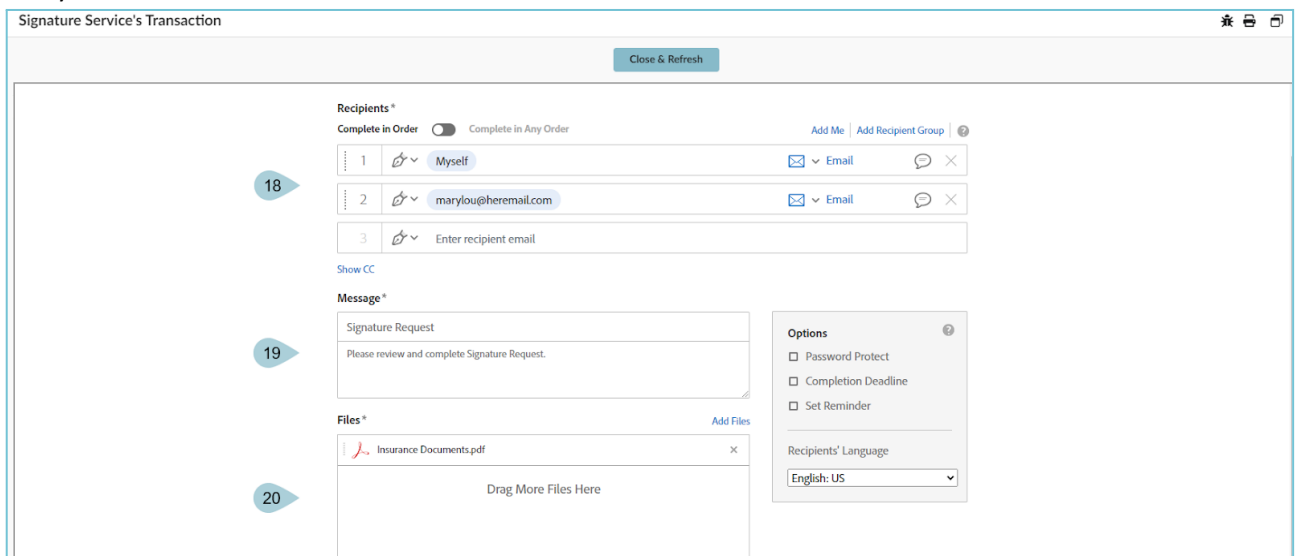
21. Click **Send** at the bottom of the pop-up.
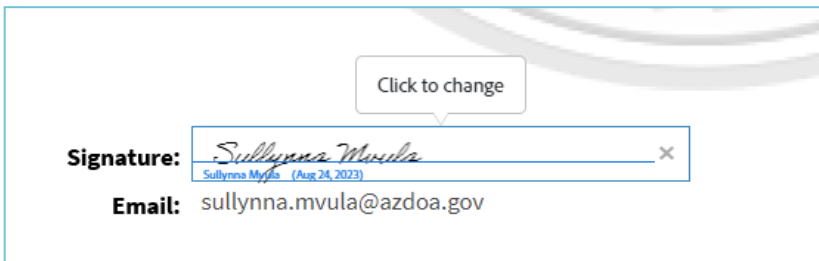22. The document displays. Scroll down and click the **Signature** field.
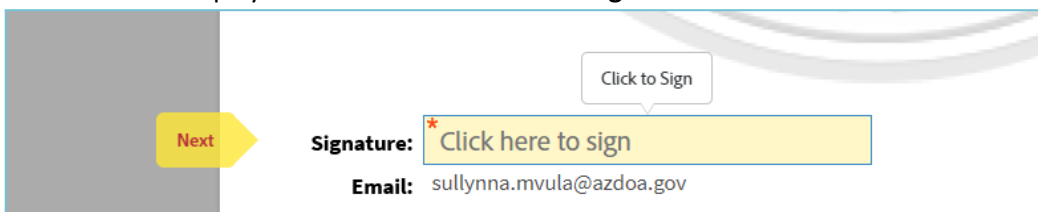
23. Use the Type ⌨ icon and fill in **Your Name**.
24. Click **Apply**.

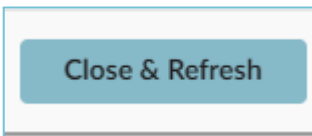25. Your signature displays on the document above your email address.

26. Click **Click to Sign**.

27. Those required to sign the document receives an **email** notification.
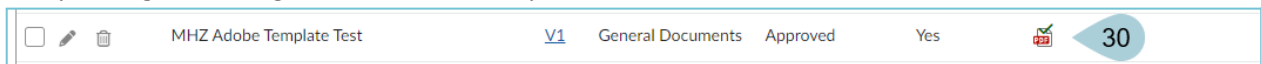28. Click **Close and Refresh**.

29. An email notification of the signature request being sent is delivered to your email inbox.

30. Verify the signee has signed the document by a check mark over the document.

		MHZ Adobe Template Test	V1	General Documents	Approved	Yes		30

Resources

Click the link below for more information on Adobe e-Sign processes in APP:
https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176#overlay-context=file/1355