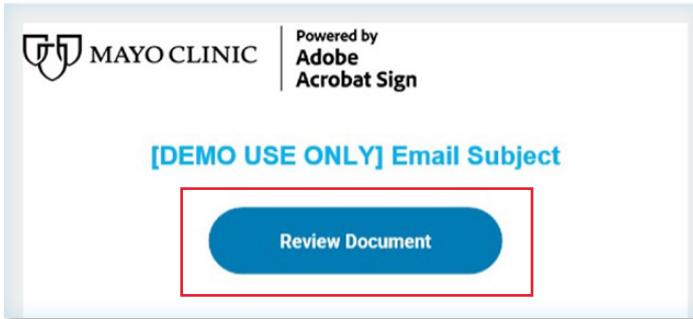


Adobe Remote Electronic Signature Process

Participant Instructions – Quick Reference Guide

The purpose of this **Quick Reference Guide** is to provide instructions to participants signing a consent document which has been emailed to a personal email account.

- 1 Locate and open the email from Adobe (adobesign@adobesign.com) which contains the link to the consent document.
- 2 Click **Review Document** as indicated below.



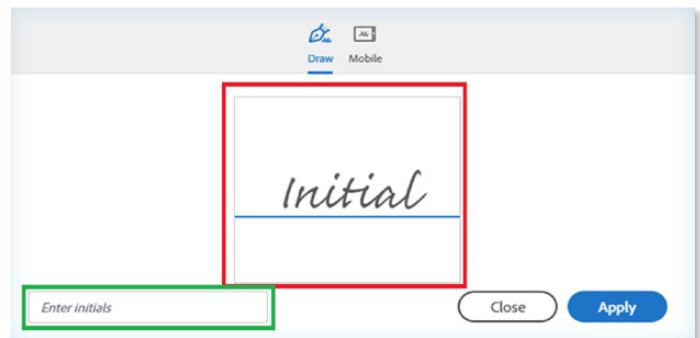
- 3 Click **CONTINUE** button at the bottom of the page to begin the e-signature process.
- 4 Click **OK** when the dialog box appears telling the signer how many required fields there are to complete.
- 5 Begin reviewing the document by using the scroll bar on the right side of the page.

- 6 If there are questions on the consent document, please respond to each question with a "Yes" or "No" answer.

Do you want your family to have access to your blood sample after you die, please check the box below:

Yes No Please initial here: *Initials Date:

- a. Once an answer is selected, you will be prompted to initial each question. The date and time automatically fill in when a question is answered.
- b. Click the **Initials** tab and **type your initials** in the box in the lower left corner (green box in image below). Then, using your computer mouse or finger/stylus if on a touch screen device, **draw your initials** in the box where it says 'initial' (red box in image below). When finished, click the **APPLY** button.



7 At the participant signature block, click where it says **Click here to sign**.

- Draw signature on the line to **“Click here to sign”**.
- Click the **Apply** button. The Printed Name and Date/Time will auto fill.

Your signature documents your permission to take part in this research.

Printed Name	Date (mm/dd/yyyy)	Time (hh:mm am/pm)
*Click here to sign		
Signature		

8 Continue scrolling to the bottom of the document and press the **Click to Sign** button to complete the signing process.

IRB#: 21-004933 00 E-Sign AS Page 14 of 14 IRB Doc. Ctrl # 10013.34

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Mayo Clinic. Sender requests you be redirected to [pitraxint.mayo.edu](#) after signing.

Click to Sign

9 To print or save a copy of the signed consent document, click where it says “download a copy of what you just signed”.

NOTE: You **DO NOT** need to create an Adobe account to access future consent documents. For participants with a Mayo Clinic number, a copy of the signed consent is automatically sent to your medical record and to your patient portal, should you ever want to print a copy at a future date. For non-Mayo participants, you may contact the research study coordinator and request a copy.

 **You're all set**

You finished signing "[DEMO USE ONLY] 14-000616 hi there!!".

Next, [pitraxremotedev@mayo.edu](#) will sign.

We will email the final agreement to all parties. You can also [download a copy](#) of what you just signed.

Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis

[Create account](#)



10 You may click the “X” in the upper right corner of the screen. You have finished the signing process in Adobe.

NOTE: You will receive an email with a link to a copy of the document signed by all parties once everyone has signed the document.

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