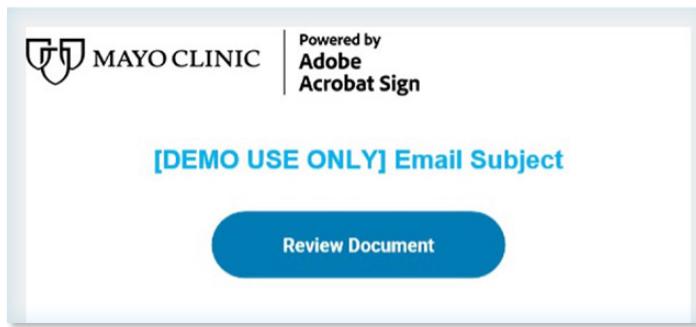


# Research Systems – Adobe Remote Electronic Signature Process

## 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.



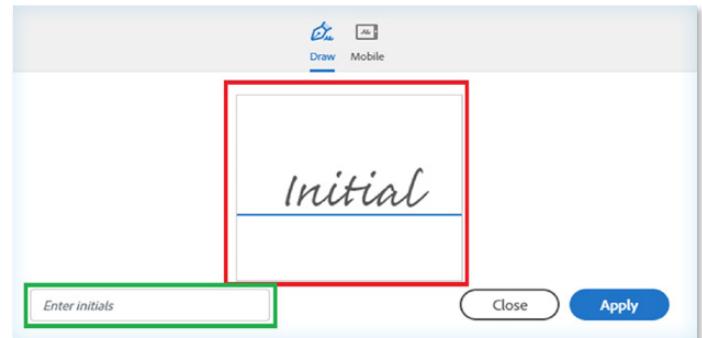
- 3 Click **CONTINUE** button at the bottom of the page to begin the e-signature process.
- 4 Click **OK** when the dialog box appears telling the signer how many required fields there are to complete.
- 5 Begin reviewing the document by using the scroll bar on the right side of the page.

- 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      \*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, then using your computer mouse or if on a touch screen device, draw your initials in the box where it says to draw your initials. In the image below, the green box shows where to type in your initials, and the red box is where you would draw your initials. When finished, click the **APPLY** button.



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

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		

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

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 [ptraxint.mayo.edu](mailto:ptraxint.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.

 **You're all set**

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

Next, [ptraxremotedev@mayo.edu](mailto:ptraxremotedev@mayo.edu) will sign.

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

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**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](#)

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.

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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