

EchoSign allows you to use interactive forms to collect data from your signers, position signature fields in your documents, collect two-party information from both sender and signer and more.

Convert your document to PDF and follow the directions below to create your forms in Acrobat Pro.

Note: *EchoSign does not support forms created with Adobe LiveCycle Designer.*

Creating Adobe PDF Forms

Open the Forms Toolbar

Acrobat Pro 9: Forms → Edit Fields

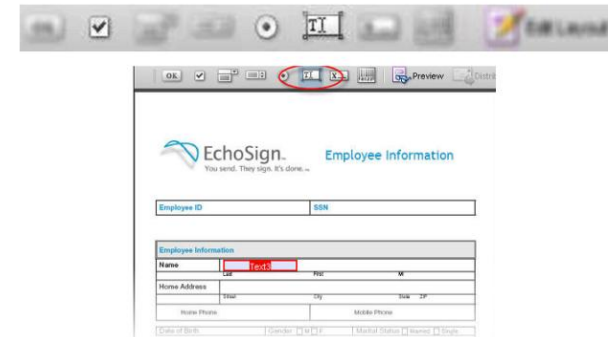
Acrobat Pro 8: Tools → Forms → Show Forms Toolbar

Acrobat Pro 7: Tools → Advanced Editing → Show Forms Toolbar

Create Form Fields

Select an icon from the toolbar and create interactive form fields in your document. EchoSign currently supports text, check box and radio button form fields.

Note: *buttons, combo and list boxes, bar codes and digital signature fields are not currently supported within the EchoSign signature workflow.*



Setting Field Properties

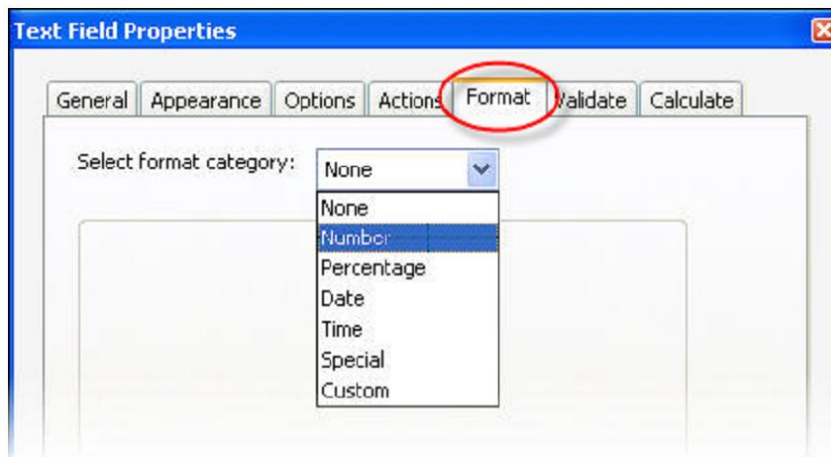
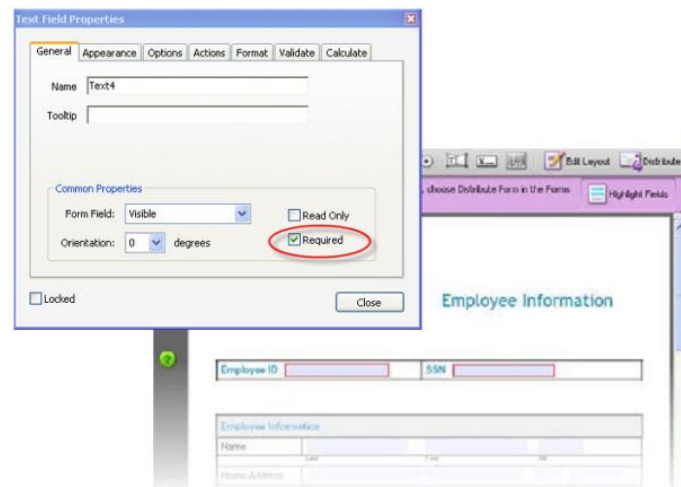
Required Fields

Ensure signers complete essential information before signing by setting the field property to “Required” in the Field Properties dialogue box.

Required fields will be highlighted and outlined in red.

Field Formatting

Text field properties can be customized in a number of different formats including time, date, numeric or even unique formats such as social security and phone numbers.

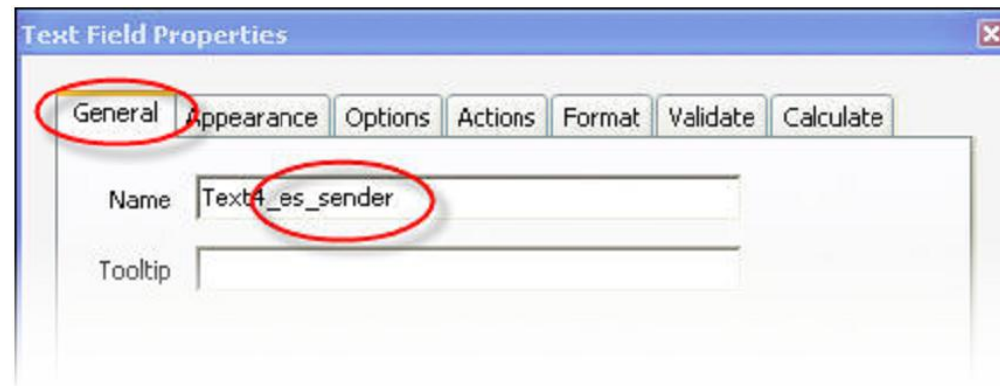


Two Party Forms – Collect Data From Both Sender and Signer

Both Sender and Signer Sign

You can instruct EchoSign to distinguish between fields that need to be filled by the sender or the signer by adding a suffix to their names. For senders, add `_es_sender`. For signers, `_es_signer`.

For example, `text4_es_sender`.



Sender Pre-Fills Data, Only Signer Sign

In some cases, the sender is not required to sign the document but needs to enter data before the document is sent out for signature.

By adding the `_es_prefill` suffix to the names of relevant fields, EchoSign allows the sender to complete (pre-fill) those fields before sending the document for signature.

For example, `price_es_prefill`.

Note: Pre-fill is enabled only for forms uploaded into EchoSign and cannot be used by attaching forms directly in EchoSign's send page.

Signature Field Placement

The location of the EchoSign signature stamp can be customized creating a file and adding a suffix to designate the type of the signature field and whether it should be signed by the sender of the document.

You can collect the signer's full name, company or job title by appending `_name`, `_company` or `_title` to `_es_sender` or `_es_signer` suffixes to create, for example, `fieldname_es_signer_name`.

By signing below both parties agree to be bound by the terms of this document.

Receiving Party	Disclosing Party
Name <code>name_es_signer_name</code>	Name <code>name_es_sender_name</code>
Title <code>title_es_signer</code>	Title <code>title_es_sender</code>
Company <code>company_es_signer</code>	Company <code>company_es_sender</code>

If you include custom signature fields in your form, EchoSign will draw an eSignature stamp around the custom signature form fields.

Receiving Party
e-Signed 2008-12-16 16:31:12 PST

Name
Lauren Smith

Procurement Manager

Company
MyBusiness.com

LSmith@MyBusiness.com (LS)

Disclosing Party
e-Signed 2008-12-16 16:28:52 PST

Name
John Doe

Title
Director of Sales

Company
Acme Inc

John.Doe@acmeInc.com (JD)