



EchoSign Tutorial: Create an Interactive Form for Online Signatures

With EchoSign, you can get your forms completed, signed, distributed, or posted to a website in minutes. Using Adobe Acrobat Pro, you can create any type of online form – W4, employee handbook, non-disclosure agreement, partner agreement -- and either mail it through EchoSign, or post it to a website or secure portal for e-signature.

Here's a quick overview of how this is done:

1. **Create a "template" doc using Word, Excel, etc**
2. **Convert this to a PDF document with Adobe Acrobat Pro, and draw in fillable fields to make it a form**
3. **Use EchoSign to send this form in seconds, or post it on your website or secure portal so users can e-sign online in minutes.**

Human Resources Form Example

Employee Name _____

Employee Number _____

Office Location:

New York

Muncie

Denver

Tokyo

Cairo

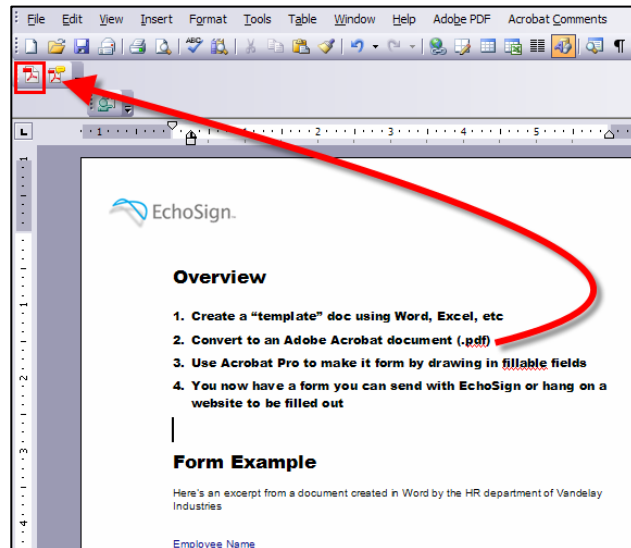
Stockholm

You affirm by your e-signature below that you have read, that you have read, understand, and that you agree to comply with the policies set forth in following documents:

Employee Handbook

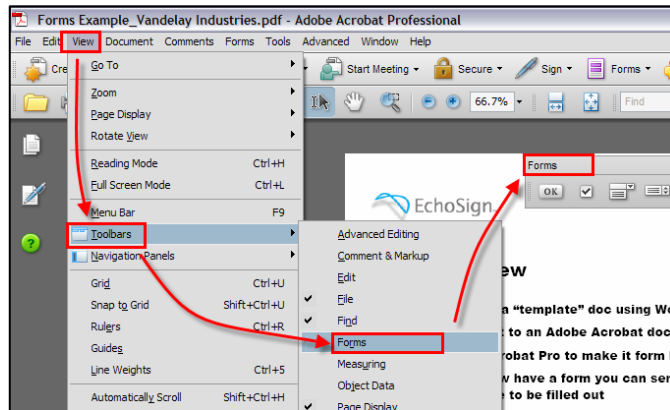
Compliance Guidelines

After creating this document use Adobe Acrobat to convert it to PDF.

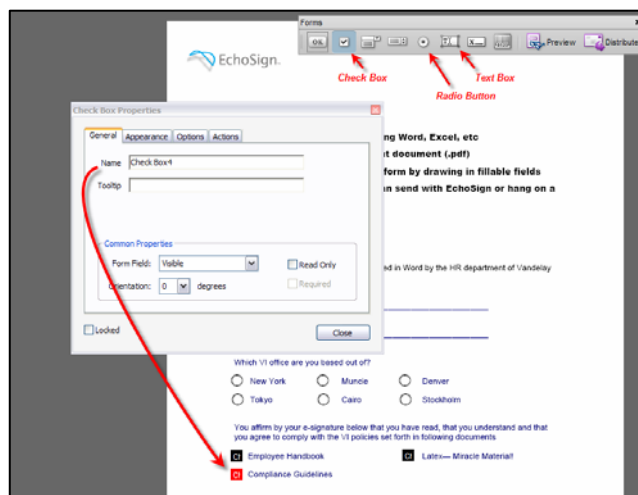


Create fillable form fields using the forms toolbar.

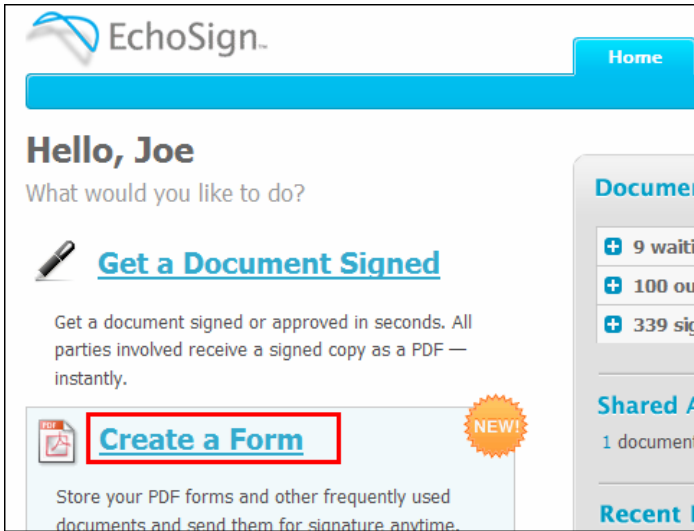
Note: this is the sequence of steps in Acrobat Pro Version 8.



Acrobat Pro gives you several different field options to gather the information you need.

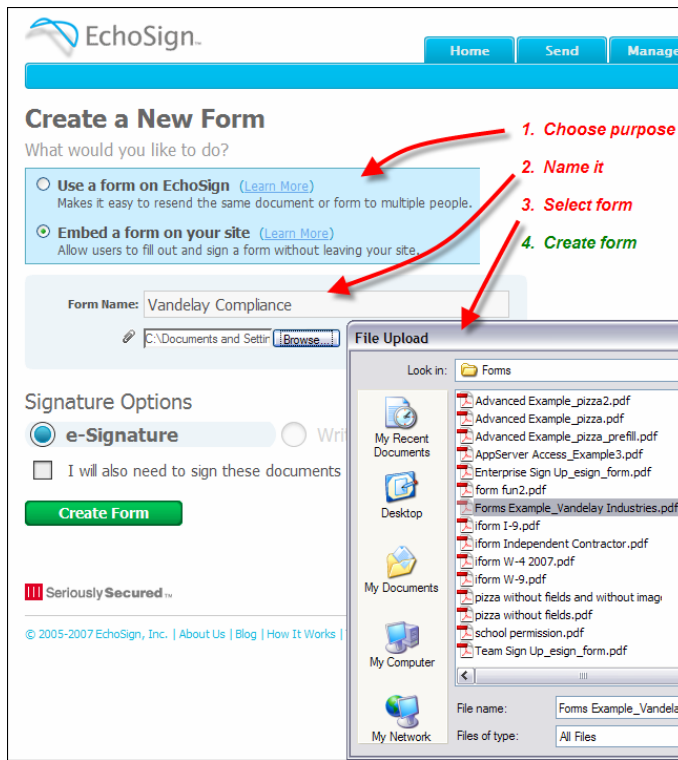


Once the form is complete, log into your EchoSign account and choose Create a Form.



EchoSign lets you post a form on your website or intranet, without any programming!

Simply copy and paste the automatically generated script (below) into your existing HTML code.



To add this form to your website, copy the script below and paste it into your HTML.

```
<script type='text/javascript' language='JavaScript'  
src='https://www.echosign.com/public/widget?w=800&f=73Y27XLH2T'></script>
```