

Adobe E-Signature Guide for Recipients

You will receive an email to the address you have provided to Developmental Disabilities Administration from 'Case Manager' that may look like:

Case Manager requests your signature on
[DEMO USE ONLY] DSHS Service Summary for [11/04/2021]


Review and sign

Please click the link above to open the DSHS Service Summary using the PIN provided by the Case Manager. Please review and sign this document.

After you sign **[DEMO USE ONLY] DSHS Service Summary for [11/04/2021]**, all parties will receive a final PDF copy by email.

Click 'Review and sign'.

Enter the PIN code that the DDA Case Manager has provided to you in the 'Enter Password' field, and then click 'OK'. A message will pop up that says, 'your password is being verified' before the document opens.



This Document is Password Protected

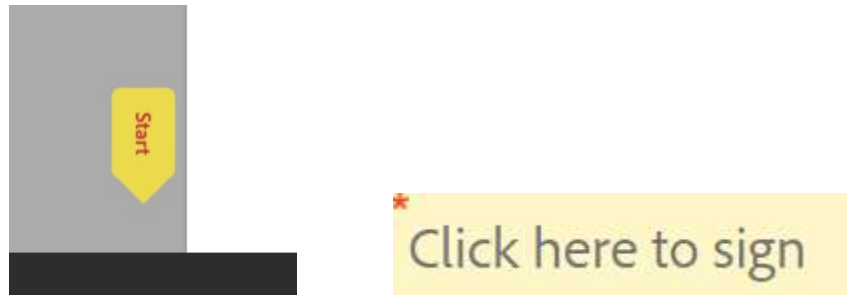
You need a password to access this document. If you don't have a password, you will need to contact [Case Manager](#) to obtain it.

At the bottom of the open document, you will see the Terms of Use and Privacy Policy for your review. Then click 'Continue'.

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

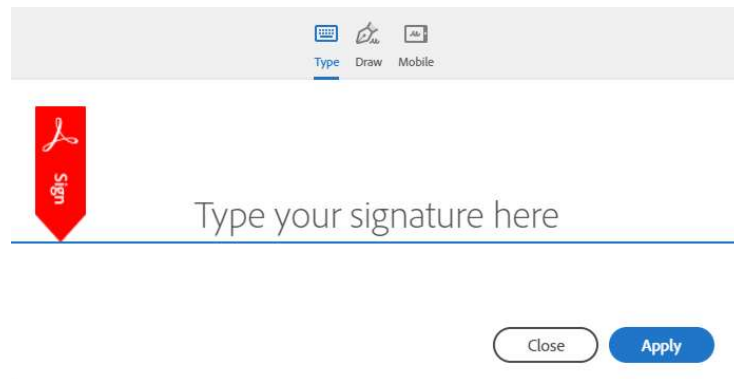
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On the left-hand side of the open document, click 'Start' to initiate the E-Signature process, and then click into the yellow 'Click here to sign' box.

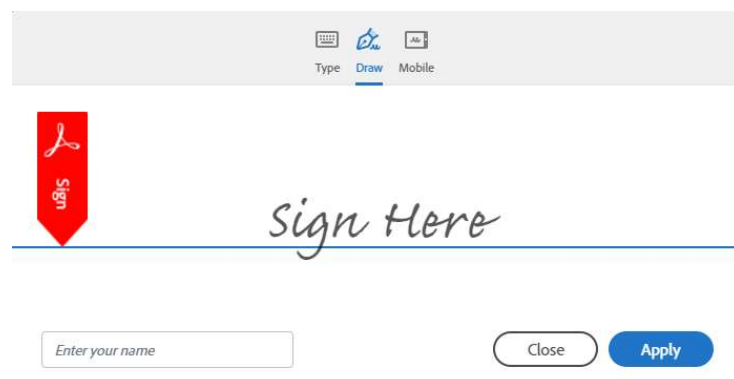


A window will pop up giving you three options for your E-Signature.

Option 1: Type your name with your keyboard and click Apply to E-Sign.

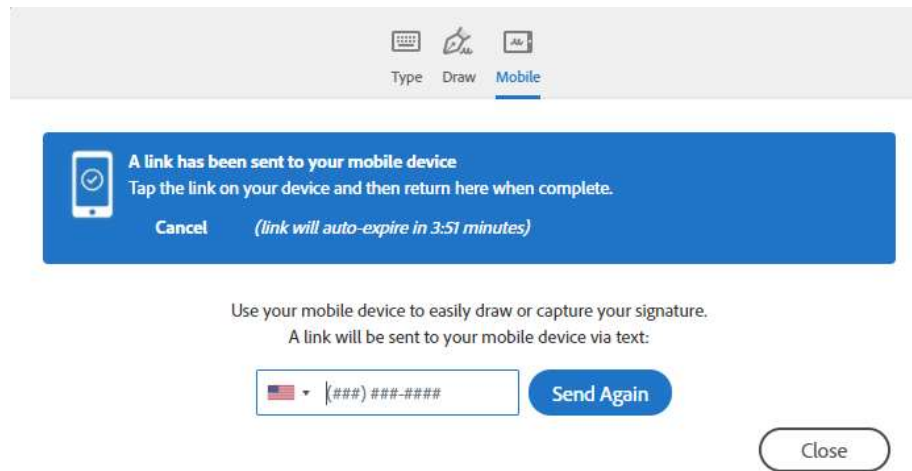


Option 2: Draw your name with your mouse or finger and click Apply to E-Sign. The draw option will also require you to enter your name typed.



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Option 3: Sign with your finger on a mobile device. The mobile option requires a link be sent to your mobile device via text message. Click the link, draw your name with your finger and click Done to E-Sign.



The signature will then populate on the document. If you desire to change the signature, you may click on the signature to resign, if needed.



Once satisfied with your signature, click the 'Click to Sign' button at the bottom of the screen.



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You have completed the Adobe E-Signature process and can download a copy of the signed document from the confirmation screen. You and the DDA Case Manager will also receive an email with the signed document attached.



You're all set

You finished signing "[DEMO USE ONLY] DSHS Service Summary for [11/04/2021]".

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

Thank you for using Adobe E-Signature to approve your DDA Person Centered Service Plan!