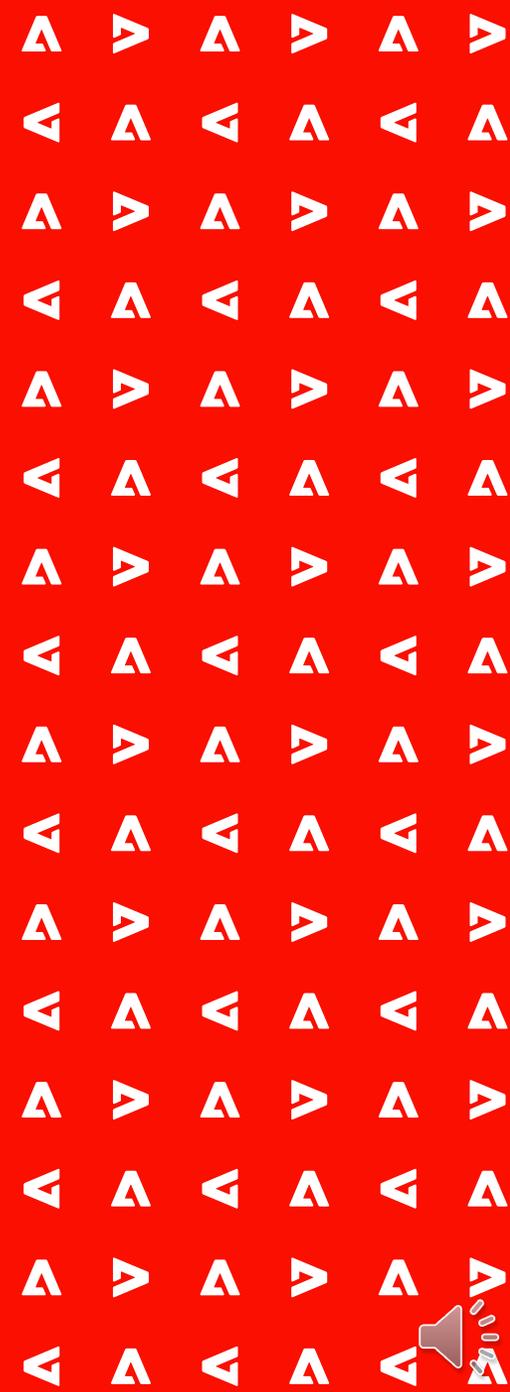


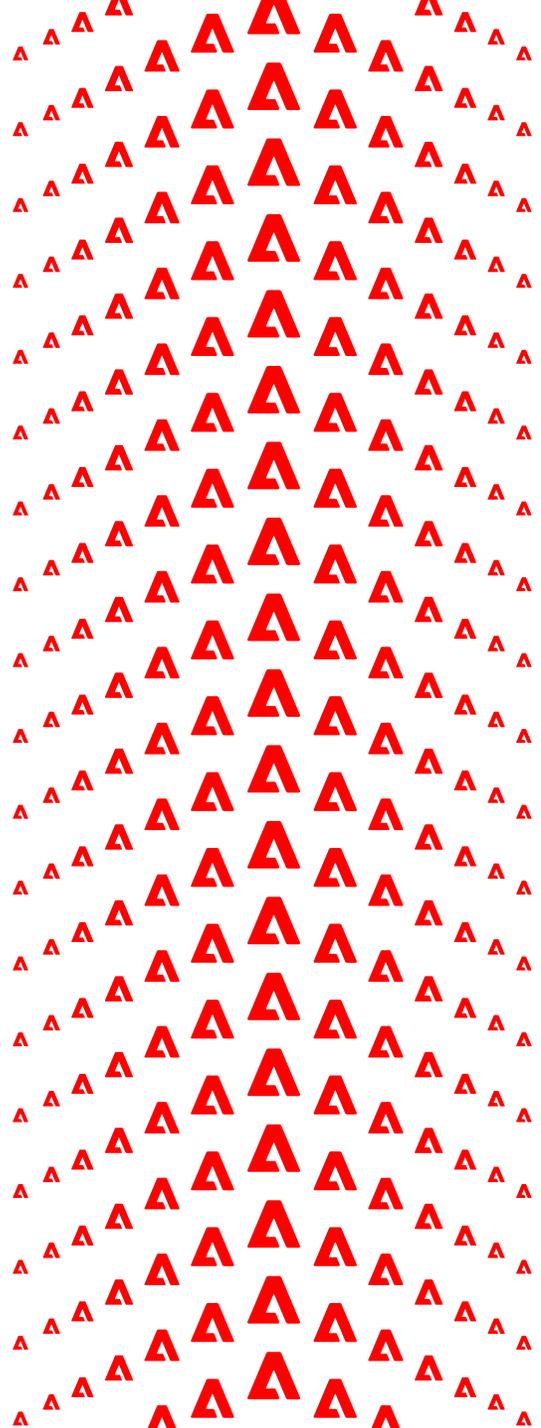


# Moving to Adobe Sign Enterprise

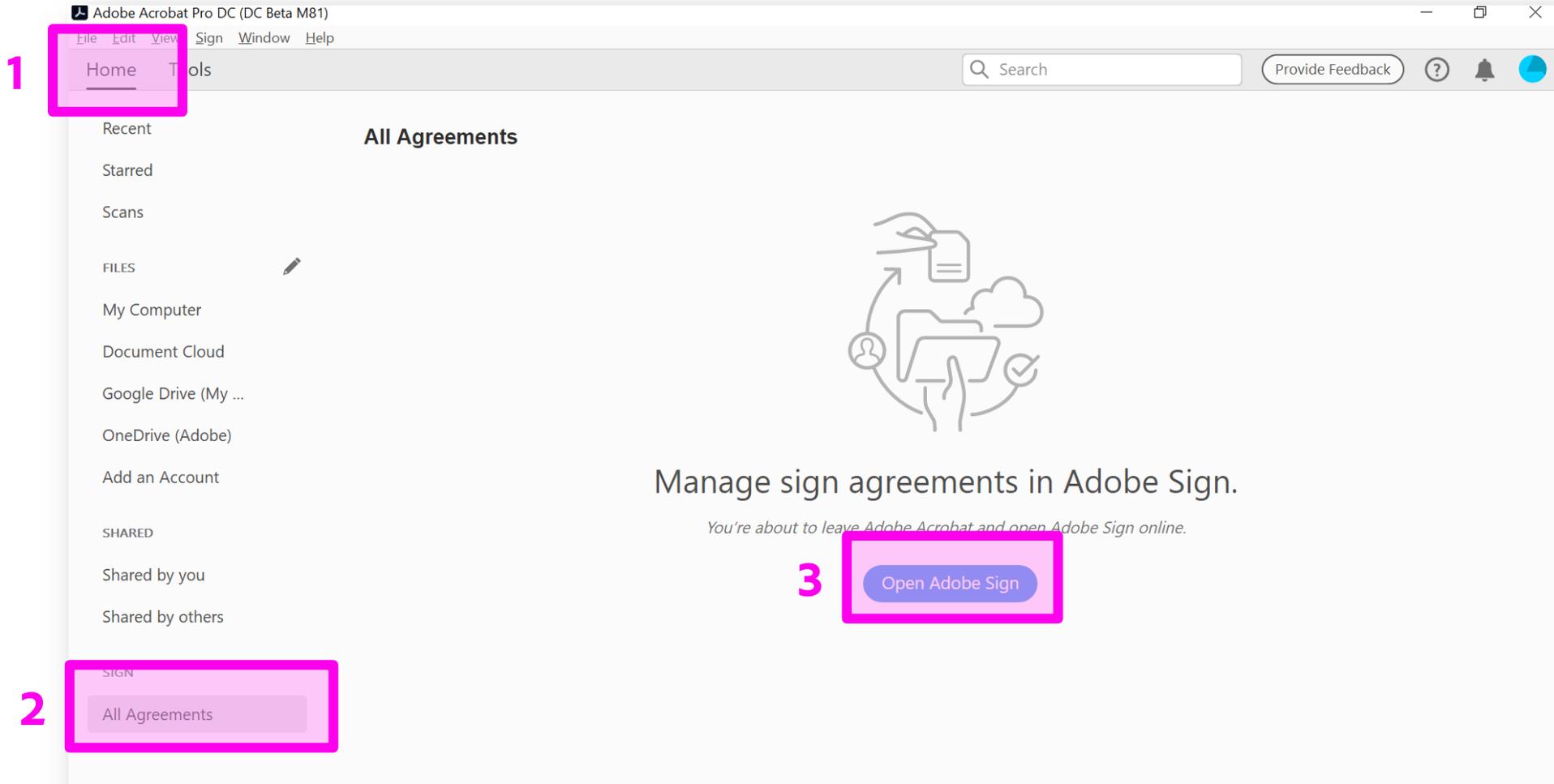




# Step 1: Download all signed documents



# Start in Acrobat



# Move to Adobe Sign

The screenshot shows the Adobe Sign user interface. At the top left, there is a navigation bar with the Adobe Sign logo and the text 'Adobe Sign'. Below this is a secondary navigation bar with links for 'Home', 'Send', 'Manage', and 'Account'. The 'Manage' link is highlighted with a pink box and a red number '1'. In the top right corner, there is a user profile for 'Lori' with a dropdown arrow.

Below the navigation bar, the main content area is titled 'Your agreements'. On the right side of this section, there are 'Filters' and a search box with the placeholder text 'Search for agreements and users...'. On the left side, there is a sidebar menu with the following options: 'In Progress (1)', 'Waiting for You (0)', 'Completed', 'Canceled', 'Expired', 'Draft', and 'Templates'. The 'Completed' option is highlighted with a pink box and a red number '2'.

The main content area displays a table of agreements under the heading 'In Progress'. The table has four columns: 'RECIPIENTS', 'TITLE', 'STATUS', and 'MODIFIED'. There is one row of data:

RECIPIENTS	TITLE	STATUS	MODIFIED
Lori DeFurio Adobe Inc.	Adobe Model Release Form	Out for Signature	9/22/2020

# Review your completed documents

The screenshot shows the Adobe Sign interface. At the top, there's a navigation bar with 'Home', 'Send', 'Manage', and 'Account'. Below this is a sidebar for 'Your agreements' with status filters: 'In Progress (0)', 'Waiting for You (0)', 'Completed', 'Canceled', 'Expired', 'Draft', and 'Templates'. The 'Completed' filter is selected. The main area displays a table of completed documents. The table has columns for 'RECIPIENTS', 'SENDER', 'TITLE', and 'MODIFIED'. Two rows are visible, both highlighted with a pink border.

RECIPIENTS	SENDER	TITLE	MODIFIED
Lori DeFurio Adobe Inc.	Me	Adobe Model Release Form	9/22/2020
Akira Tanaka ADOBE	Me	EventRegistration	9/22/2020

# Download each agreement

Adobe Sign

Home Send Manage Account Lori ▾

### Your agreements

Filters Search for agreements and users...

STATUS

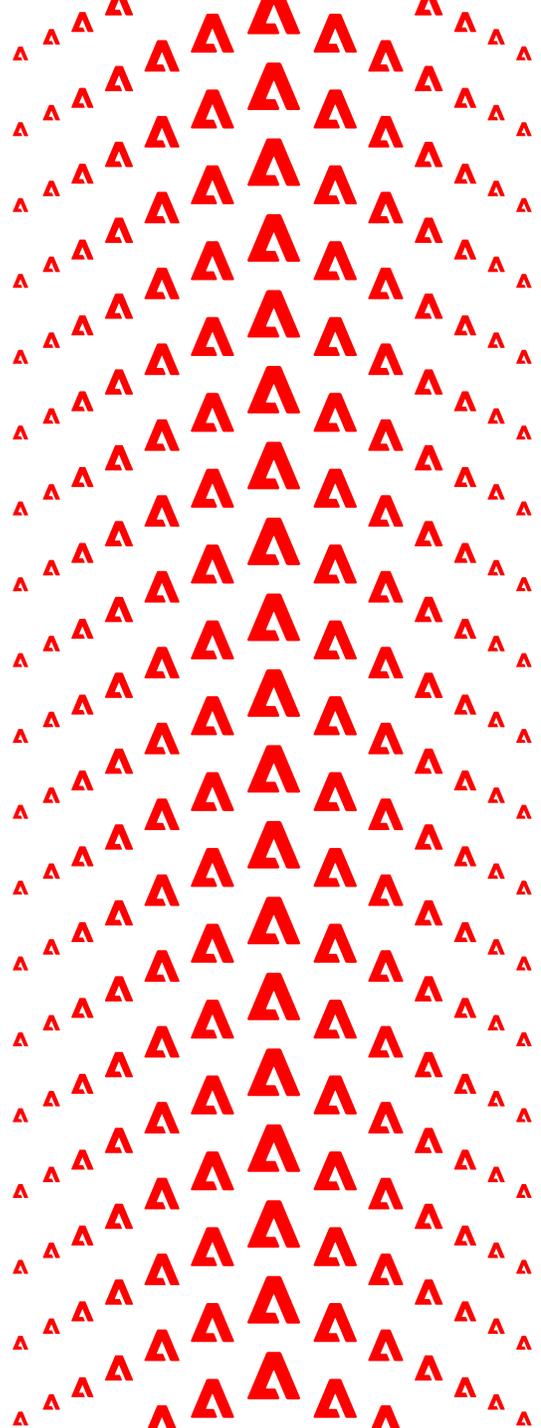
- In Progress (0)
- Waiting for You (0)
- Completed**
- Canceled
- Expired
- Draft
- Templates

### Completed

RECIPIENTS	SENDER	TITLE	
Lori DeFurio Adobe Inc.	Me	Adobe Model Release Form	<a href="#">Open</a> <a href="#">Download PDF</a>
Akira Tanaka ADOBE	Me	EventRegistration	9/22/2020



# Step 2: Archive your account



# Automated email to users



The administrator of Adobe Production Demo: Sign Support has provided you access to an Adobe Sign account. As you already have an existing Sign account associated with this email address, please choose one of the following two options below if you wish to access this new Sign account with this email address. Once you access this new Sign account, administrators of Adobe Production Demo: Sign Support will be able to access any electronic documents that you sign or send via this new account.

**1. Archive existing Sign account:**

If you no longer require access to your existing Sign account, you may archive it. If there is any content you would like to first download from your existing account, please log in to your existing account and do that before clicking "Archive".

Archive

**2. Change email address associated with existing Sign account:**

If you still require access to your existing Sign account, you can change the email address associated with this account. You will then be able to access this new Sign account Adobe Production Demo: Sign Support with your existing email address [csimmsdemo@gmail.com](mailto:csimmsdemo@gmail.com). However you will not be able to initiate new transactions with your existing Sign account.

Change Email

Download the Adobe Sign mobile app for your [iPhone/iPad](#) or [Android](#) device to begin using Adobe Sign while on the go and collect in-person e-signatures from others.

If you have any questions, please contact your IT Administrator.

Thank you,

The Adobe Sign Team

