



BIRTHWISE MIDWIFERY SCHOOL

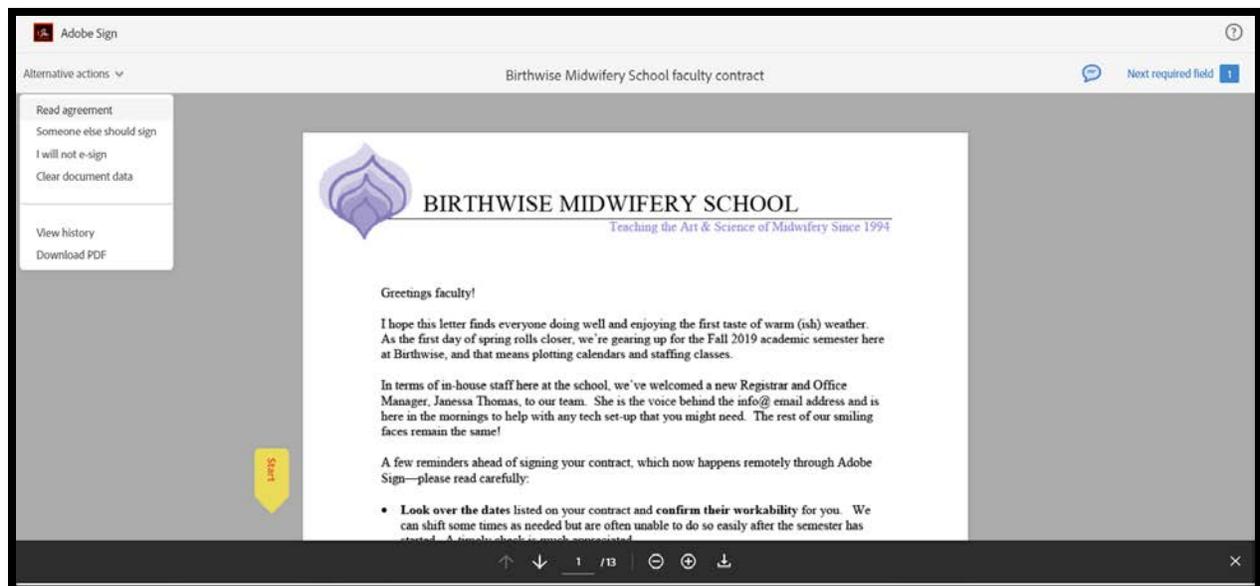
Teaching the Art & Science of Midwifery Since 1994

Using AdobeSign at Birthwise

To reduce our paper consumption, Birthwise will now be sending documents for signature via AdobeSign. These documents can include, but are not limited to, faculty contracts, financial aid award notices and tuition cost and information sheets. Electronic signatures through the AdobeSign system represent legal signatures.

Below are step by step instructions on how to use AdobeSign.

1. You will receive an email generated through the AdobeSign system. The sender will be labeled as a Birthwise employee in your inbox, but the actual email address of the sender is echosign@echosign.com. The subject line will be Please Sign followed by the name of the document.
2. Upon opening the email, you will see the AdobeSign logo followed by a preview of the document, along with a message from the Birthwise employee sending the document.
3. Read the message thoroughly, then click the blue hyperlinked text that states [Click here to review and sign](#) followed by the name of the document.
4. Clicking the hyperlink will re-direct you to an AdobeSign webpage. This webpage will allow you to review your document, complete and/or sign all necessary fields within the document, message the sender directly or select another alternative action. Please see below for a screen shot:

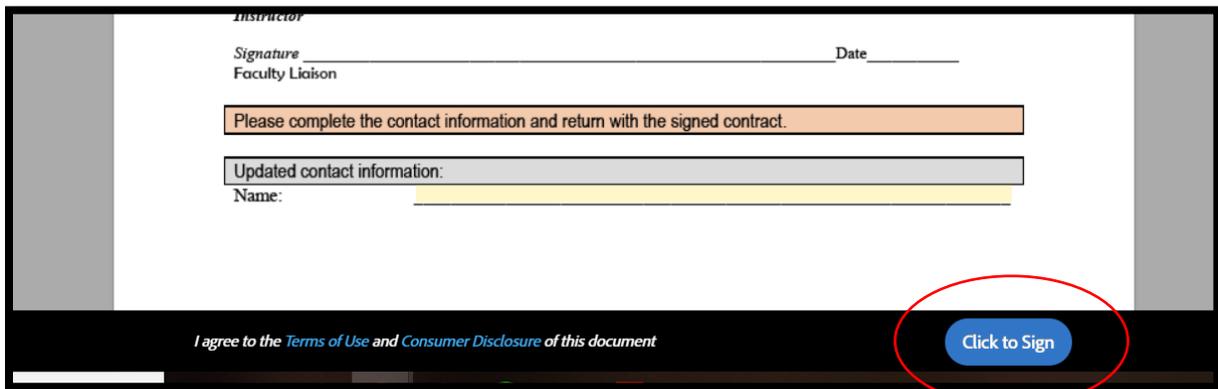


5. To complete your document, click the yellow START arrow – shown above.

- The system will navigate you through each section that needs to be addressed. Please note, some data fields may be required.
- Once completed, the system will ask you to input a signature in the signature field then click apply, this will serve as your electronic signature – see screen shot below:



- To finalize your document, you must click the *Click to Sign* button that will appear in blue at the bottom of the document once you accept your signature.



- Once complete, you will receive a message indicating that you have successfully completed the document. You will also be able to download a PDF copy of the signed agreement for your records. We suggest you do so. Additionally, an automatic email will be generated confirming the document is signed and filed.

If you have any questions or concerns about Adobe Sign, please contact Melissa Mayo via email at melissa@birthwisemidwifery.edu.