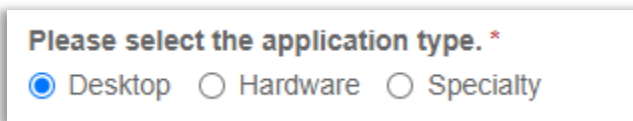


# How to request access to Adobe Sign

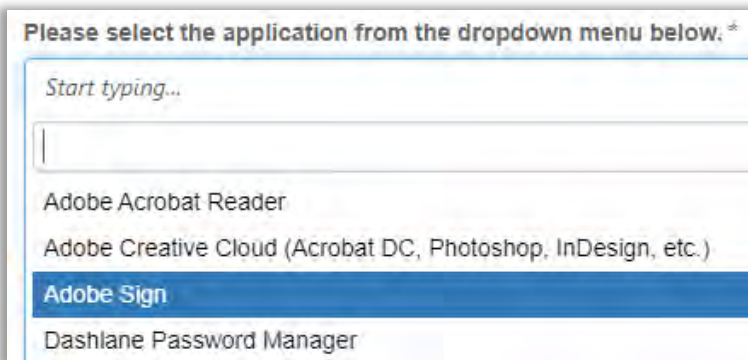
1. Navigate to the [Non-Banner Application Support request form](#) in [RAMTech](#) in the [RAMSupport](#) service portal. You can also use the button below.



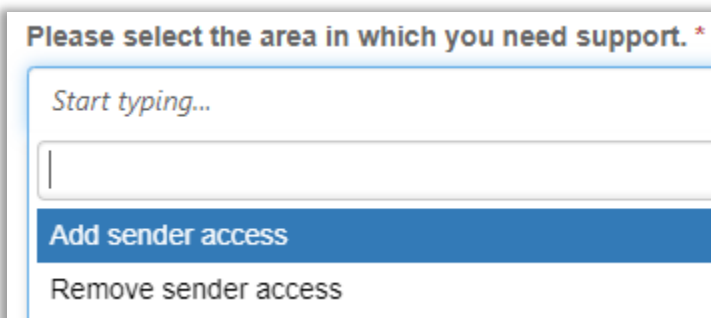
2. Fill out the General Information portion with your name and department information.
3. When you get to the prompt, "Please select the application type," ensure that "Desktop" is selected.

A white rectangular form with a thin border. At the top, it says "Please select the application type. \*". Below this, there are three radio button options: "Desktop" (which is selected with a blue dot), "Hardware", and "Specialty".

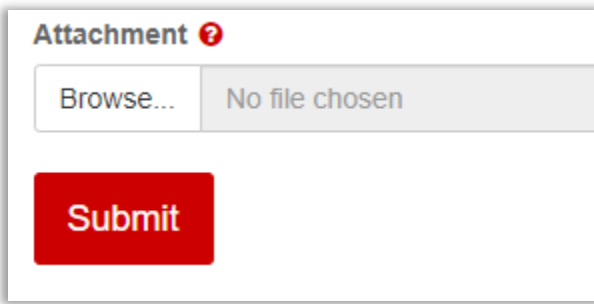
4. When asked to "Please select the application from the dropdown menu below," choose Adobe Sign.

A white rectangular form with a thin border. At the top, it says "Please select the application from the dropdown menu below. \*". Below this is a search input field with the placeholder text "Start typing...". Below the input field is a list of application names: "Adobe Acrobat Reader", "Adobe Creative Cloud (Acrobat DC, Photoshop, InDesign, etc.)", "Adobe Sign" (which is highlighted with a blue background), and "Dashlane Password Manager".

5. Next, you will be asked to "Please select the area in which you need support." Select "Add sender access."

A white rectangular form with a thin border. At the top, it says "Please select the area in which you need support. \*". Below this is a search input field with the placeholder text "Start typing...". Below the input field is a list of support areas: "Add sender access" (which is highlighted with a blue background) and "Remove sender access".

6. Add any additional comments if you have any then click the Submit button.



The image shows a web form titled "Attachment" with a red question mark icon. Below the title is a "Browse..." button and a grey box containing the text "No file chosen". At the bottom of the form is a prominent red "Submit" button.

7. Once submitted, IT Staff will process the request ticket and ensure your account has been officially added the approved sender permission list. This process may take up to 24 hours. You will be notified by our ticketing system once the process is completed.
8. Once you have been notified, you may log in to [Adobe Sign](#) and begin. If you are new to Adobe Sign you can review their helpful [tutorials](#). Here are two that are often helpful.
  - a. [Send Documents for Signature with Adobe Sign](#)
  - b. [Manage and Track Agreements Sent for Signature](#)