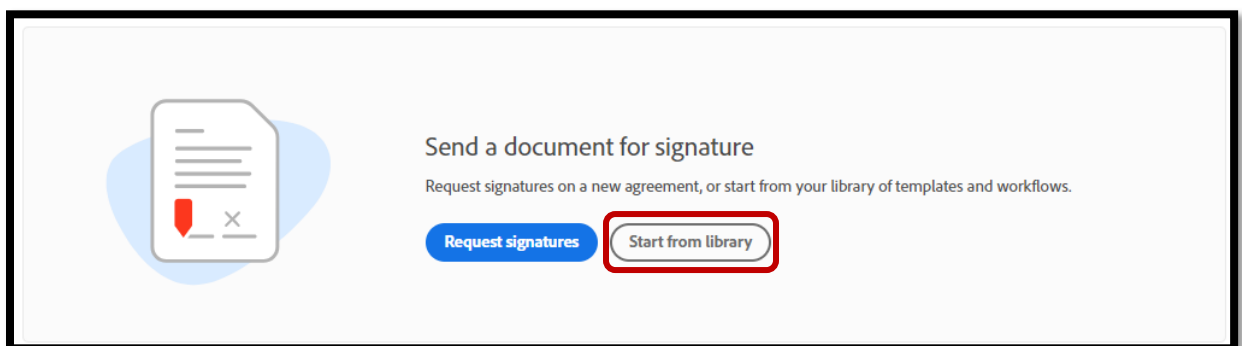## Using Adobe Sign for COVA W9s

Adobe Sign is now available at JMU for electronic signature needs.

Adobe Sign is a cloud-based e-signature service that can be used in a browser, or on a mobile device. The service allows JMU faculty and staff to create, send, track, and manage documents that can be signed by anyone. Signers are not required to log in to Adobe Sign to sign a document.

The Finance Office has uploaded a template of the COVA W9 into Adobe Sign to facilitate a quick and easy way to get a completed, digitally signed W9 needed for vendor setups.

Please follow the steps below to obtain access to Adobe Sign and use the COVA W9 template to send to vendors.

1. Request Access to Adobe Sign.
   - Faculty and staff may obtain access, but do not get it automatically as active employees.
   - A link to the access request form in Cherwell can be found on the Electronic Signature Page
   - Once you get an access confirmation via email, proceed with step 2.

2. Login to Adobe Sign
   - Enter full email address on this Adobe Sign page. This will redirect you to the JMU single-sign-on page.
   - Login with eID and password.

3. Click on 'Start from library'.

4. Click on 'Templates' and then the Commonwealth of Virginia W9 (COVA W9). Click Start.

5. Enter the recipient's email into Recipient field #1.

6. Add any additional files or message needed for the recipient.
   - The COVA W9 template for them to complete and sign is already attached to this in the Files section. Drag in any additional files/documents you would like to send.
   - There is a default message and subject line included. This can be overwritten or added to if desired.
   - Click 'Next' when ready to proceed.

Get documents signed
Send an agreement to others for e-signing, approval, or other processing.

Send from: Default Group (Primary Group) ⬇ ❓

Recipients *
Complete in Order ⬤ Complete in Any Order   Add Me | Add Recipient Group | ❓

| 1 | ✏ ⌄ | test@gmail.com | ✉ ⌄ Email | 💬 ✕ |

| 2 | ✏ ⌄ | Enter recipient email |

Show CC

Message *

Commonwealth of Virginia W9 (COVA W9)

Please review and complete Commonwealth of Virginia W9 (COVA W9).

Options ❓
☐ Password Protect
☑ Completion Deadline

30 **days**

to complete this agreement.
Agreement expires after Mar 19, 2022.
☐ Set Reminder

Recipients' Language

English: US ⌄

Files *   Add Files

| ☰ Commonwealth of Virginia W9 (COVA W9) | ✕ |

Drag More Files Here

☑ Preview & Add Signature Fields

Next

7. The next page is a preview of the W9 being sent.
   - Do not make any field adjustments here.
   - Click 'Send' when ready.

8. The COVA W9 is now out for signature. You will receive email notifications for the request going out, and additional notifications when the document is signed and returned to you.