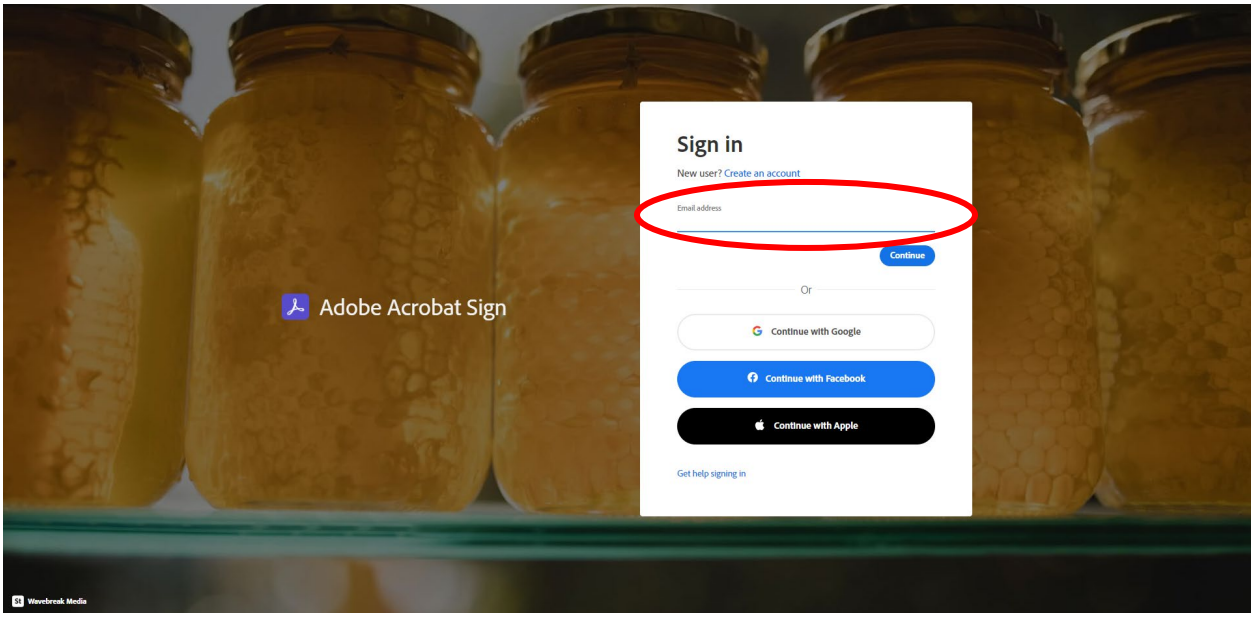
Use the following URL to sign into Adobe Sign - [Adobe Sign Portal]

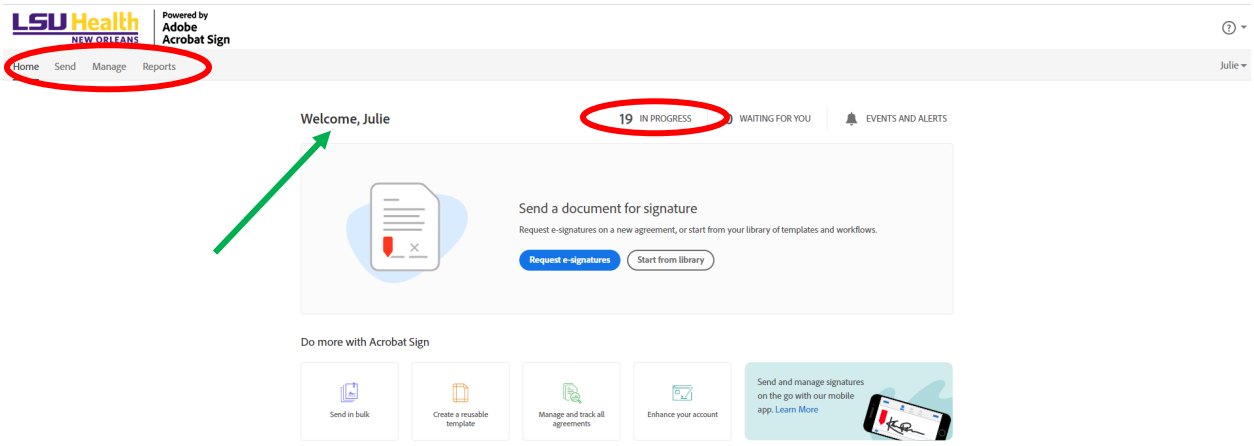
Enter your LSU email address and click “continue.”



You should then see a screen that looks like the picture below. It should have your name – Welcome, _(name)_____.

This is your **HOME** screen. From here you can click SEND to prepare a PLA, MANAGE to track your PLAs and/or locate completed PLAs.

You will notice that in the middle of the page, you are able to see how many documents you have in progress.



Click **SEND** and begin to prepare a PLA/document to send for signatures.

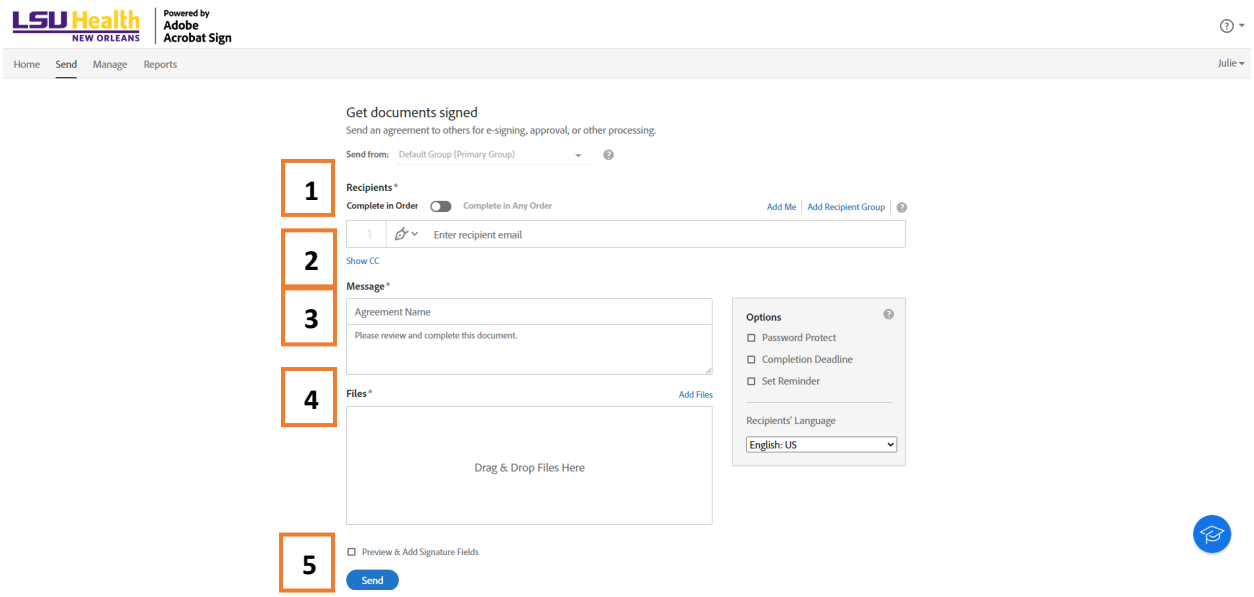
1. Under **Recipients**, type in the individual email addresses of those for whom you need signatures in the order they will sign. Next to each email address, there is a drop-down. The default is the signer icon - . Keep this icon for those who need to sign the document. If you need an approver, choose this icon - . All email addresses entered here will automatically receive a final copy of the document.

2. Click on **SHOW CC** and it will expand a new box. You can enter email addresses for anyone you want to receive a final copy of the document. You do not need to reenter emails from step 1. My email is jcain2@lsuhsc.edu.

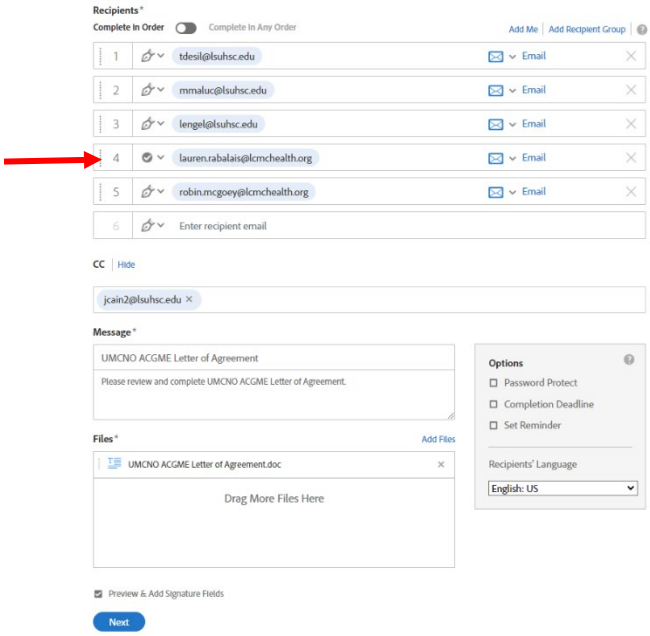
3. In the **MESSAGE** box, give your document a name and type a short note to let the recipients know this is legit. Something to the tune of…. "Please review and sign the PLA at your earliest convenience. Feel free to contact me should you have any questions. Thank you, Julie Cain, GME Coordinator"

4. In the **FILES** box, you have the option to Drag & Drop the file or clicking the "Add Files" link to search your computer. If you are preparing a PLA, you will also need to add Goals & Objectives. The documents can be separate, but make sure you add the PLA before the G&O. Adobe will automatically attach the G&O to the end of the PLA to create one document.

5. Once you have completed steps 1-4, ✔ the box that says "Preview & Add Signature Fields." This will cause the SEND button to change to NEXT. Click **NEXT**.

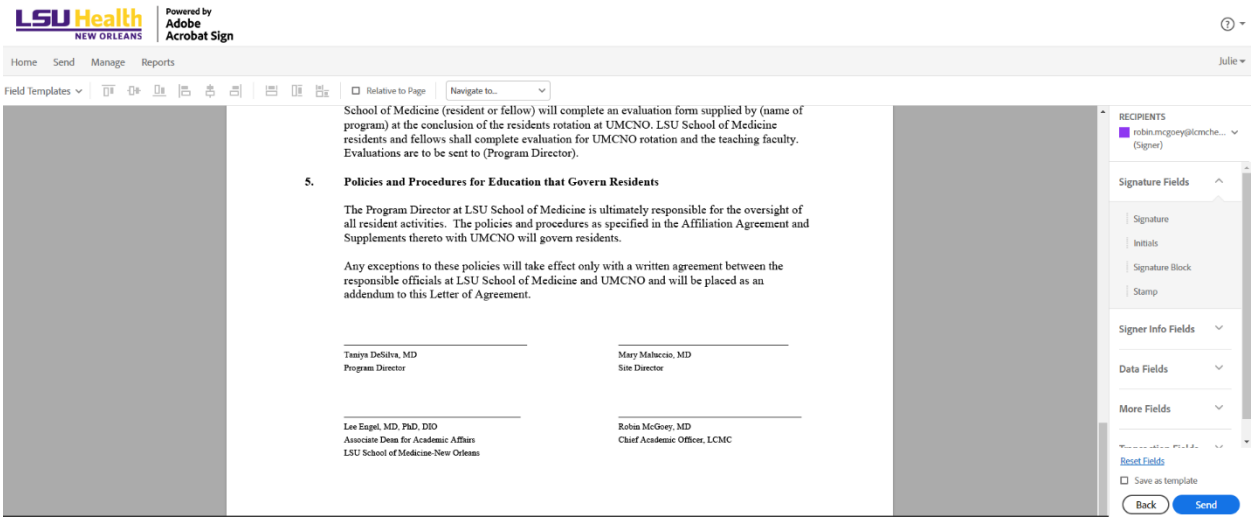


Once all steps are complete, your page should look something like this. Notice that Lauren Rabalais has the Approver icon before her name in the Recipient section. This is because she will not sign, but only approve the document.



Once you click the **NEXT** button, Adobe will create the PDF for signature and take you to a new page. Scroll down to make sure all pages are there. You should have the 2 pages for your PLA plus your pages for your Goals & Objectives.

Finally go to page 2 where the signature lines are found.



You will need to click on the names under **Recipients** in the top right corner of the page. You should see a drop-down box something like this. (Box 1) Your name will be listed first because you are the one creating the document. Then you will have all recipients listed in the order you gave.

Click on the first one so that the checkmark is in the box and click the down arrow to hide the drop-down.

You will then go to the **Signature Fields** box (Box 2) and click and hold "Signature" and drag it to the corresponding signature line. (Box 3) I usually try to set the block on the signature line. You should notice the corresponding color triangle in the upper right corner.

Then go to the Recipients and click the next person needed for signature and drag and drop the signature block. Repeat until all signature blocks are in place. Remember an Approver will not need a signature block. Your final product will look like this.

5. Policies and Procedures for Education that Govern Residents

The Program Director at LSU School of Medicine is ultimately responsible for the oversight of all resident activities. The policies and procedures as specified in the Affiliation Agreement and Supplements thereto with UMCNO will govern residents.

Any exceptions to these policies will take effect only with a written agreement between the responsible officials at LSU School of Medicine and UMCNO and will be placed as an addendum to this Letter of Agreement.

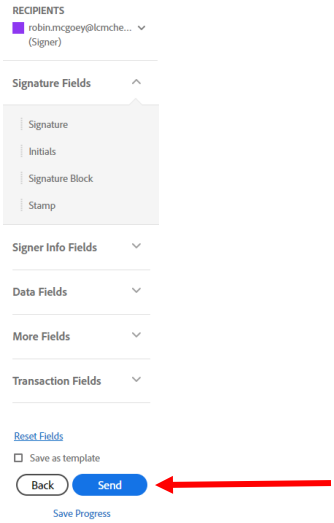
Signature
Taniya DeSilva, MD
Program Director

Signature
Mary Maluccio, MD
Site Director

Signature
Lee Engel, MD, PhD, DIO
Associate Dean for Academic Affairs
LSU School of Medicine-New Orleans

Signature
Robin McGoey, MD
Chief Academic Officer, LCMC

Finally, look over your Signature sections and make sure they each have a different color in the top right corner that corresponds to the color of the square next to their name. If all blocks are in the correct place, hit **SEND**.



You will receive an email letting you know that you sent a document for signature.

Remember:

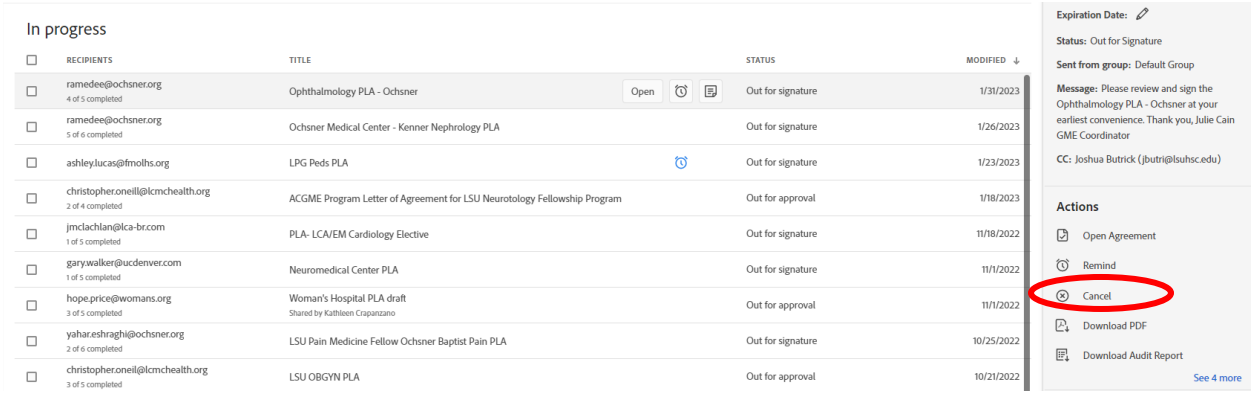
ALL email addresses will be notified and will receive a final copy once all signatures have been obtained.

I suggest you keep a digital copy for your program and a paper copy in a PLA Binder as well.

Questions can be directed to Julie Cain – jcain2@lsuhsc.edu

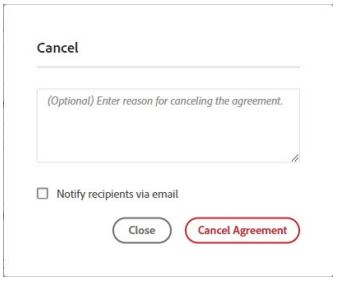
Cancelling a PLA

If for any reason you need to cancel a PLA, it is very simple, and no one will know that you had to do it. Maybe you entered the email address incorrectly or something very simple. No problem!



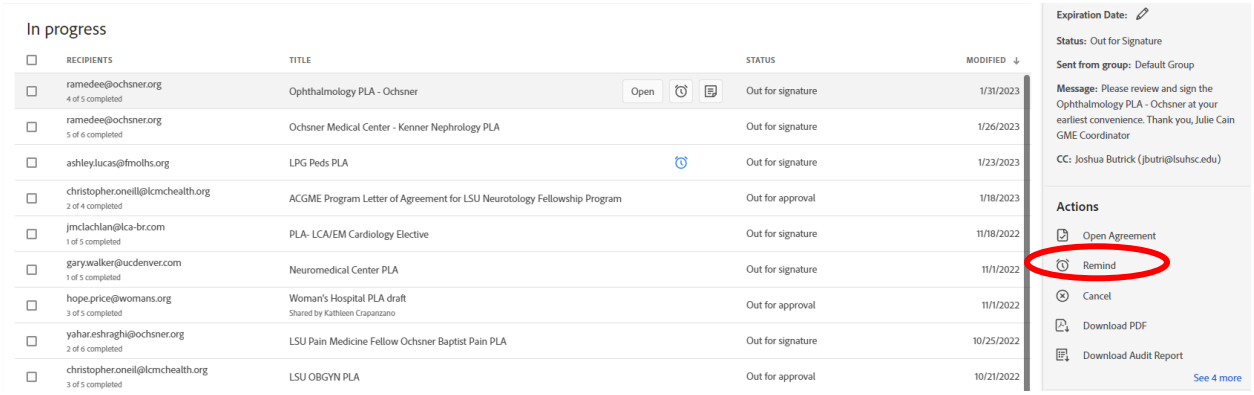
Simply click on the PLA/document that you want to cancel and look at the right-side menu. You should see the option **CANCEL**. Click **CANCEL** and a box will pop up.

You do not need to fill anything out, only click **CANCEL AGREEMENT**.



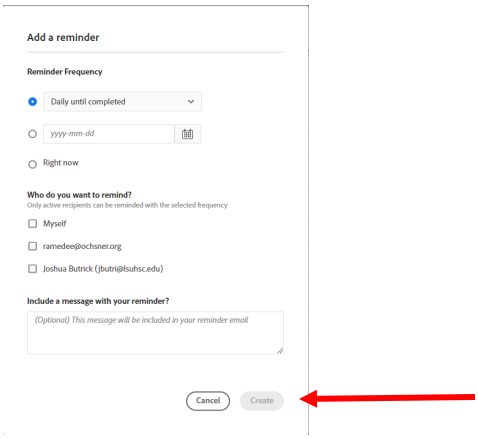
Remind to Sign

If you find that a period of time has gone by without someone signing the document, you can send them a reminder. Again, click on the document you wish to work on and on the right-side menu click on REMIND.



In the pop-up box, you will see the following options. I suggest Daily until completed, then choose the person (only 1 at a time can be chosen) and type a brief message for them with your name/title attached.

Once the information is filled in, the **CREATE** button will become blue. Click **CREATE** and it will send an email reminder to the person.



Be warned that the email the person will receive will come from an EXTERNAL source – Adobe, and they may not sign. If this continues, I suggest sending a regular email reminding and letting them know about the Adobe Sign email you will send them with a link to sign.

Direct questions to jcain2@lsuhsc.edu