

## **ADOBE SIGN ELECTRONIC SIGNATURE FREQUENTLY ASKED QUESTIONS**

### **What is an electronic signature?**

An electronic signature, or e-signature, is a legal way to get consent or approval on electronic documents or forms. One of the most relied upon definitions of an electronic signature is “an electronic sound, symbol, or process attached to or logically associated with a record...adopted by a person with the intent to sign the record.” Electronic signatures can be used to replace handwritten signatures in virtually every personal or business process. Examples include contracts, application forms, new hire onboarding forms, nondisclosure agreements, vendor onboarding documents and RFPs, change authorizations, and government benefits enrolment forms.

### **Are electronic signatures in Adobe Sign legally binding?**

Yes. Electronic signatures are legally valid and enforceable in nearly every industrialized country around the world, and even less-developed countries are beginning to enact e-signature laws. In 2000, the United States passed the E-SIGN Act, making e-signatures legal for virtually all uses. In the European Union, the Electronic Identification and Trust Services Regulation (eIDAS) took effect in July 2016. Other countries have enacted similar laws as well. To learn more, visit our e-signature legality page.

### **Are electronic signatures in Adobe Sign secure?**

Yes. Adobe takes the security of your digital signing experiences very seriously. Adobe Sign is certified compliant with the world’s most rigorous security standards, such as ISO 27001, SOC 2 Type 2, and PCI DSS used in the payment card industry. Adobe Sign also employs Adobe Secure Product Lifecycle (SPLC) practices, a demanding set of over 1,000 specific security activities spanning software development practices, processes, and tools, and integrated into multiple stages of the product lifecycle. To learn more, visit the Adobe trust centre.

### **How do I create an electronic signature?**

With Adobe Sign, recipients can electronically sign documents by typing or drawing their name on their computer or mobile device or uploading an image of their signature. They can also use more advanced cloud signatures that rely on certificate-based digital IDs to provide stronger signer authentication.

### **How do I get a document electronically signed?**

Simply upload the document you want to get signed. Enter your recipients’ email addresses, and then drag and drop signature and form fields onto the page. Click Send and Adobe Sign will email signers a link to your document.

### **How do I electronically sign a document?**

With a simple signature in Adobe Sign, it's always free and easy. No downloads or sign-ups are ever needed. Just click the email link to open the document on a mobile phone, tablet, or computer. Tabs and simple instructions walk you through the process. When it's time to sign, just enter your name in the signature box, upload an image of your signature, or sign using a mouse, finger, or stylus. Click Apply > Finish and you're done. See more about how to sign using an electronic signature.

### **Are electronic signatures and digital signatures the same?**

No. Online signatures, electronic signatures, or e-signatures refer broadly to any electronic process that indicates acceptance of an agreement or a record. The term "digital signature" is frequently used to refer to a certificate-based digital signature, which is a specific type of e-signature. Digital signatures use certificate-based digital IDs from trust service providers (TSPs) to verify signer identity and demonstrate proof of signing by binding each signature to the document with cryptography.

Adobe Sign cloud signatures are certificate-based digital signatures in the cloud – perfect for remote, compliant signing

### **What document formats does Adobe Sign support for electronic signatures?**

Adobe Sign lets you upload a wide range of document types when you request signatures from others or build reusable templates. They include the following:

- PDF and Adobe PDF (.pdf)
- Microsoft Word (.doc and .docx)
- Microsoft Excel (.xls and .xlsx)
- Microsoft PowerPoint (.ppt and .pptx)
- WordPerfect (.wp)
- Text (.txt)
- Rich Text (.rtf)
- Graphics (.tif, .jpg, .jpeg, .gif, .bmp, and .png)
- Web (.htm or .html)