

Research Systems – Adobe Remote Electronic Signature Process – Participant Instructions – Quick Reference Guide

The purpose of this Quick Reference Guide is to provide instructions to participants signing a consent document which has been emailed to a personal email account.

1. Locate and open the email from Adobe (adobesign@adobesign.com) which contains the link to the consent document.
2. Click **Review and Sign** as indicated below. The participants see a **Review Document** button instead of **Review and Sign**. (This screenshot was taken from the sandbox environment and will be updated once the final email templates are uploaded into the PTRax playground environment.)

The screenshot shows an email interface. At the top left is the Mayo Clinic logo. To its right, it says 'Powered by Adobe Acrobat Sign'. The main body of the email states: 'PTRax Local requests your signature on [DEMO USE ONLY] Research Study Consent for Review - Again'. Below this is a large blue button labeled 'Review and sign'. A horizontal line separates this from the footer, which contains contact information: 'Please review the attached consent form. If you have any questions about this document, please contact the study team by emailing Thisstudy@mayo.edu or calling 507-867-5309. Have a great day!'. At the very bottom, it says 'PTRAX LOCAL rstptraxlocal@mayo.edu'.

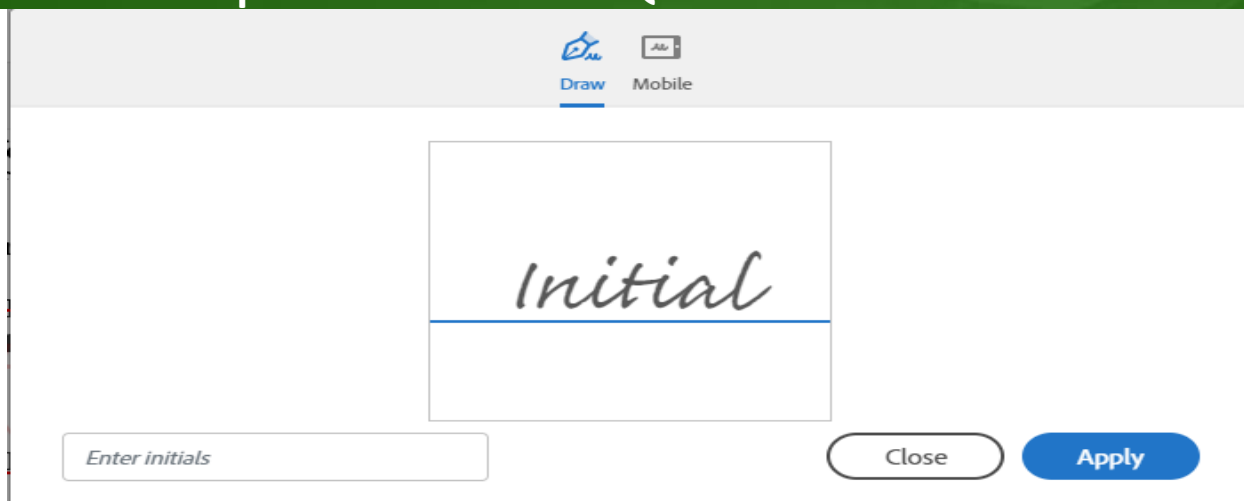
3. Click **CONTINUE** button at the bottom of the page to begin the e-signature process.
4. Click **OK** when the dialog box appears telling the signer how many required fields there are to complete.
5. Begin reviewing the document by using the scroll bar on the right side of the page.
6. If there are questions on the consent document, please respond to each question with a "Yes" or "No" answer.

Do you want your family to have access to your blood sample after you die, please check the box below:

☒ Yes ☐ No Please initial here: Date: 07/27/2023, 05:15 P...

- a. Once an answer is selected, you will be prompted to initial each question. The date and time automatically fill in when a question is answered.
- b. Click the **Initials** tab and type your initials in the box in the lower left corner, then using your computer mouse or if on a touch screen device, draw your initials in the box where it says to draw your initials. When finished, click the **APPLY** button.

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- c. At the participant signature block, click where it says **Click here to sign**

Your signature documents your permission to take part in this research.

Printed Name	Date (mm/dd/yyyy)	Time (hh:mm am/pm)
* Click here to sign		
Signature		

- d. Draw signature on the line to “**Click here to sign**”.
- e. Click the **Apply** button. The Printed Name and Date/Time will auto fill.
- f. Continue scrolling to the bottom of the document and press the **Click to Sign** button to complete the signing process.

IRB#: 21-004933 00 E-Sign AS

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IRB Doc. Ctrl # 10013.34

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Mayo Clinic.
Sender requests you be redirected to ptraxint.mayo.edu after signing.

Click to Sign

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- d. If there is a signature line for the Person Obtaining Consent (POC) to sign the document, after the POC signs you will receive an email with the option to print a copy of the signed consent document.
- e. If there is not a signature line for the POC to sign, then you can go ahead and print a copy of the signed document now.
- f. To print or save a copy of the signed consent document, click where it says “download a copy of what you just signed”.



You're all set

You finished signing “[DEMO USE ONLY] 14-000616 hi there!!”.

Next, ptraxremotedev@mayo.edu will sign.

We will email the final agreement to all parties. You can also [download a copy of what you just signed](#).

Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis



[Create account](#)

NOTE: You **DO NOT** need to create an Adobe account to access future consent documents. For participants with a Mayo Clinic number, a copy of the signed consent is automatically sent to your medical record and to your patient portal, should you ever want to print a copy at a future date. For non-Mayo participants, you may contact the research study coordinator and request a copy.

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- g. You may click the “X” in the upper right corner of the screen. You have finished the signing process in Adobe.

Note: You will receive an email with a link to a copy of the document signed by all parties once everyone has signed the document.