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.)

MAYO CLINIC Adobe Acrobat Sign						
PTrax Local requests your signature on [DEMO USE ONLY] Research Study Consent for Review - Again						
Review and sign						
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!						
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:

O Yes	🔿 No	Please initial here:	[*] Initials Date	07/27/2023, 05:15 P .:
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- 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.

	Draw Mobile	
	Initial	
Enter initials		Close Apply

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 Nat	me		Date (mm/dd/yyyy)	Time (hh:mm am/pm)			
*Click here to	sign						
Signature							
	d. e. f.	Draw signature on the line to " Click here to sign ". Click the Apply button. The Printed Name and Date/Time will auto fill. 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	Page 14 of 14	IRB Doc. Ctrl # 10013.34			
		By signing, I agree to this agreement, the electronically with Mayo Clinic. Sender requests you be redirected to ptr	Consumer Disclosure and to do business axint.mayo.edu after signing.	Click to Sign			

- 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 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?

Create 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



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.

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.