

## Adobe Sign for Research Consents

You have been asked to consider participating in a research study. All research is voluntary. It is your choice whether you take part in this research or not. If you decide to participate, your signature and date will be obtained on a consent form.

Research consent forms can be signed in person or by using an electronic system called [Adobe Sign](#). Adobe Sign meets the security standards required for electronic signatures used on eResearch. Adobe Sign has also been approved for use on this research study by Dana-Farber Information Services.

The following is a summary of how potential research participants can use Adobe Sign to sign a consent form.

### **What to expect:**

First you will be sent an unsigned copy of the study consent form through secure email or through Patient Gateway. If the copy is sent to your email, it will be sent to the email address provided to your study doctor. The unsigned copy will be reviewed during a discussion with your study doctor and/or other study staff. This discussion will likely take place over a telehealth visit or phone call.

Following this discussion, someone from the study staff will prepare the consent form and send it to you to sign through a website called Adobe Sign. We'll go over how to sign the form in the next section.

You will receive an email to the email address provided to your study doctor from the Adobe Sign website with the consent form ready for signature. If you wish to participate in the study, follow the instructions below to review and sign the consent form. Your study doctor or another study staff will also sign the consent form after you've completed your sections.

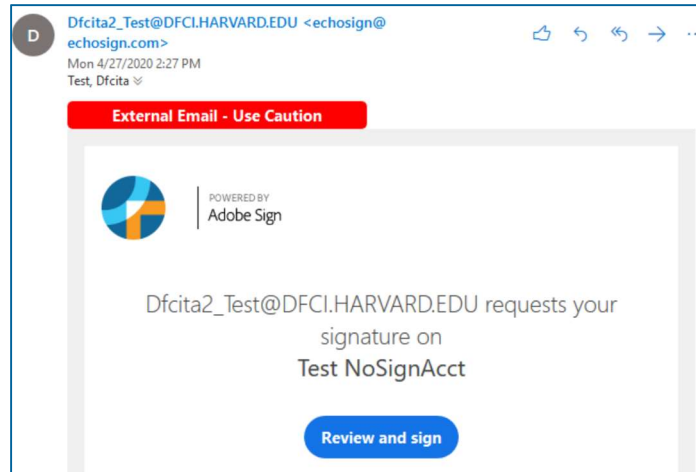
Once all signatures are complete you will receive another email from the Adobe Sign website with a copy of the fully signed form.

### **If you have any questions about the Adobe Sign process or about the research study:**

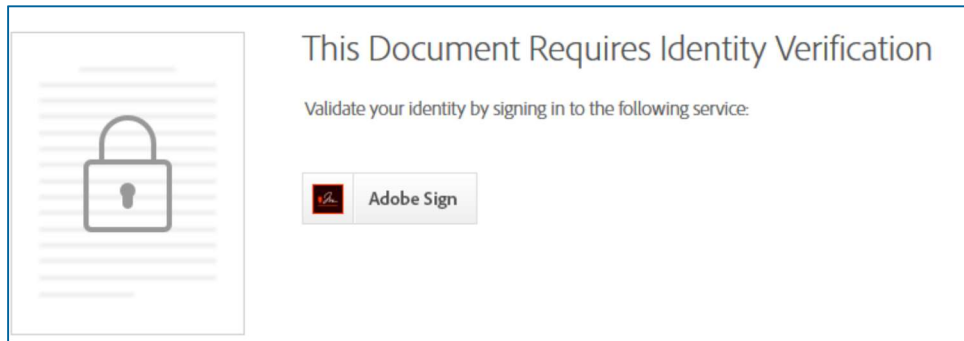
Please contact your study doctor or study staff as listed in the study consent form.

**How to sign a consent form in Adobe Sign:**

1. After reviewing the study consent with your study doctor, you will receive an email requesting your signature (see the picture below). If you wish to participate in the study, click **Review and Sign**. If you have questions for the study team before signing, reach out to your study doctor.

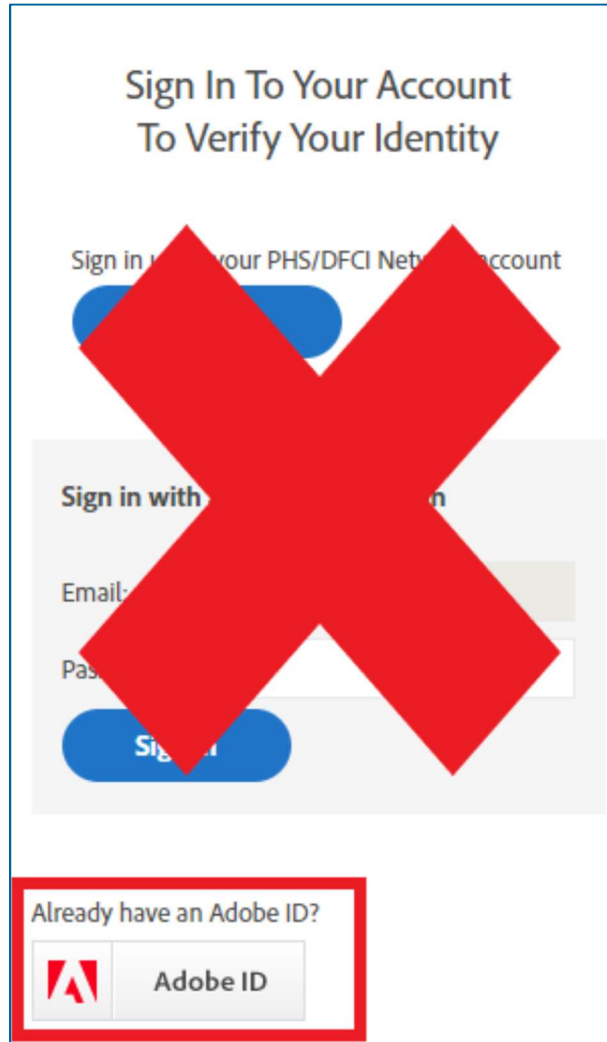


2. After clicking review and sign, the Adobe Sign website will ask you to confirm or verify your identity. Click the **Adobe Sign** button on this screen (see the picture below).





3. On the next page you'll see a sign-in box, but you should not fill in that section. Instead, click **Adobe ID** as shown in the picture below.





4. If you already have an Adobe ID account, you can sign-in with that account. Or you can login using other accounts you'd like to use such as your Google or Gmail account, Facebook account, or Apple account (See the picture below). If you sign-in with your Adobe ID, Google, Facebook, or Apple, skip to **Step 6**.

If you don't have an Adobe ID account or prefer not to sign-in with Google, Facebook, or Apple, you can create an Adobe ID account. Click **Create an Account** at the top of the page next to **New user?** See the picture below.



5. If you clicked to Create an account, a new page will appear. On this page you will fill in the fields to create an Adobe ID account (See the picture below). **Note that the email address you enter on this page must be the same one that the study consent was sent to.**

## Create an account

Already have an account? [Sign in](#)

Email address


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First name


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Last name


---

Password 

---

Date of birth 

Month Day Year


January  

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Country/Region

United States 

By clicking Create account, I agree that:

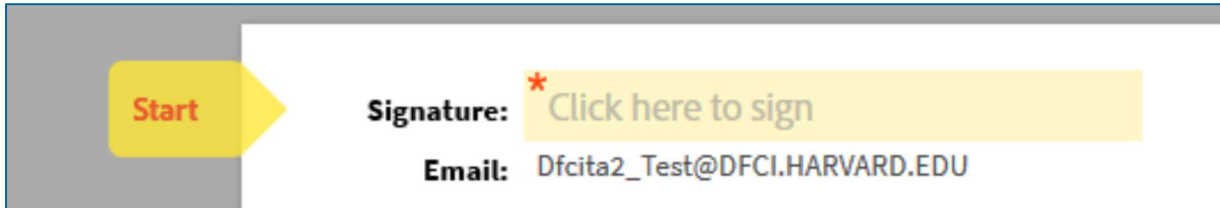
- I have read and accepted the [Terms of Use](#).
- The [Adobe family of companies](#) may keep me informed with [personalized](#) emails about products and services.

See our [Privacy Policy](#) for more details or to opt-out at any time.

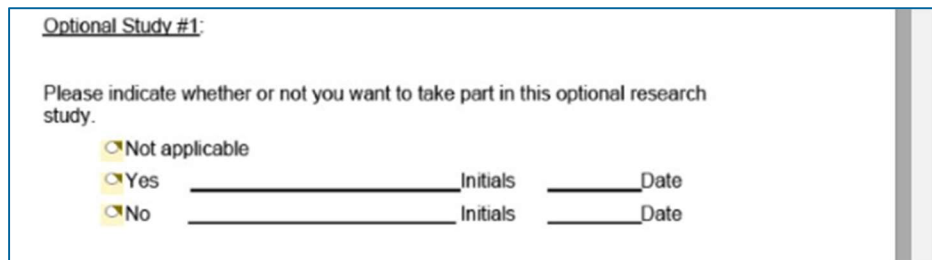
[Create account](#)



- 6. After signing in with your account (Step 4) or creating an account and signing in (Step 5), the study consent form will open. Click the yellow Start button to locate each part that needs to be signed or completed by you. If you have questions about any sections in the consent form, reach out to your study doctor.



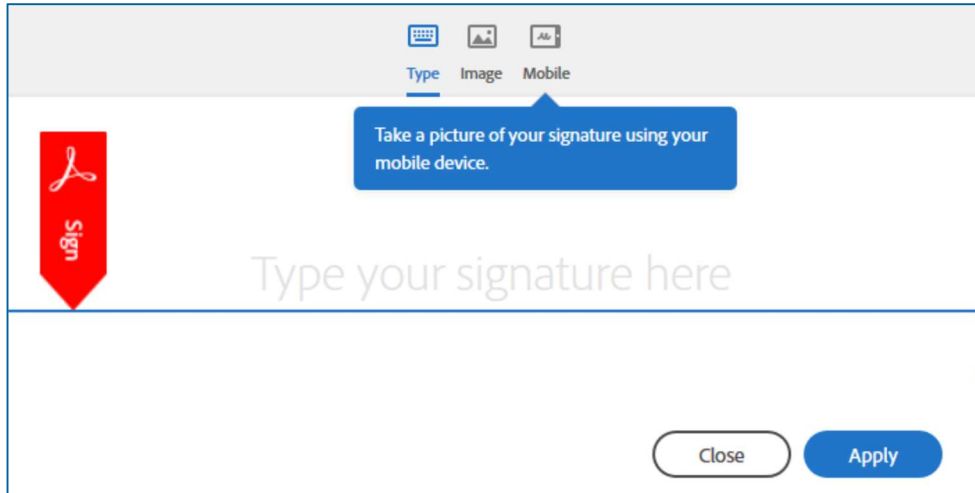
- 7. You may be asked if you want to participate in any optional research in the study consent form. You do not have to agree to participate in optional studies to participate in the main study. You can say if you do or don't want to participate in the optional research study by checking "yes" or "no," initialing, and writing in the date. On the Adobe Sign form, you can check your response of "yes" or "no" and add your initials. The date will automatically appear.



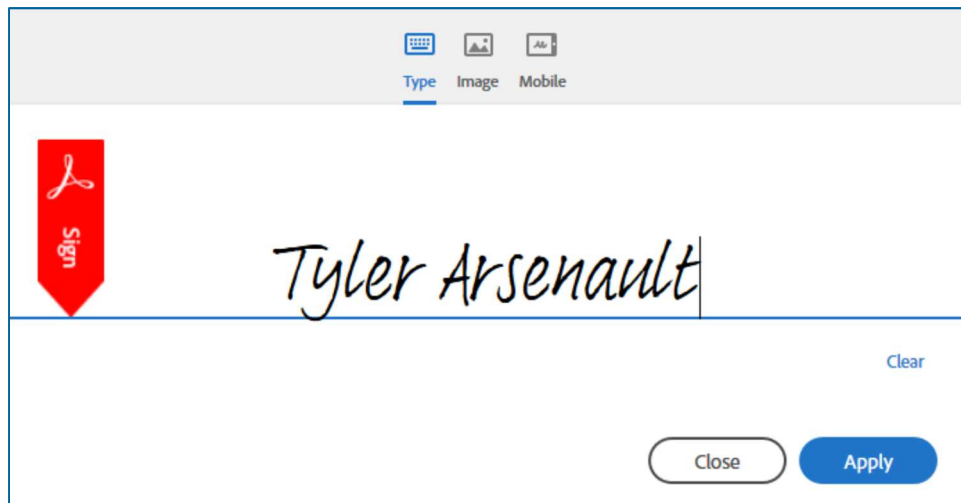
*See to the study consent form for details about the optional studies. Discuss the optional study with others and your study doctor.*



- When you reach the signature portion of the form, you can type your name or you can use features in Adobe Sign to change how your signature appears. Other options for your signature include using a picture of your signature or using a mobile device (like your cell phone or table) to take a picture of your signature.

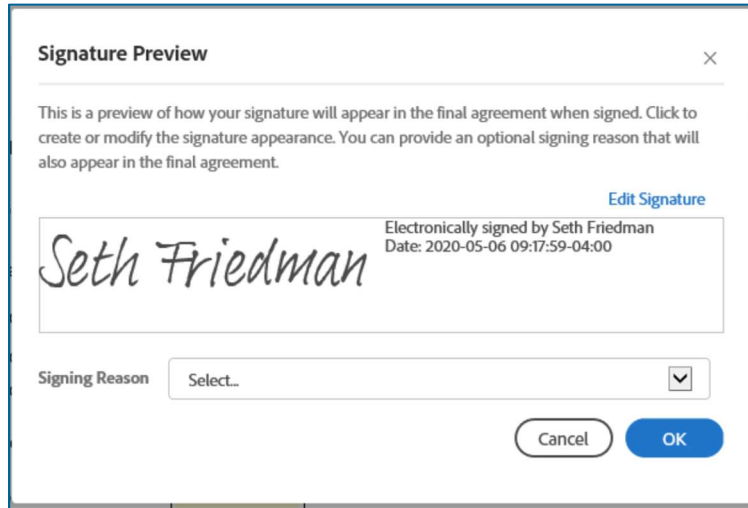


- If you type your name onto the signature box, the Adobe Sign page will turn your typed name into a signature like the example in the picture below.

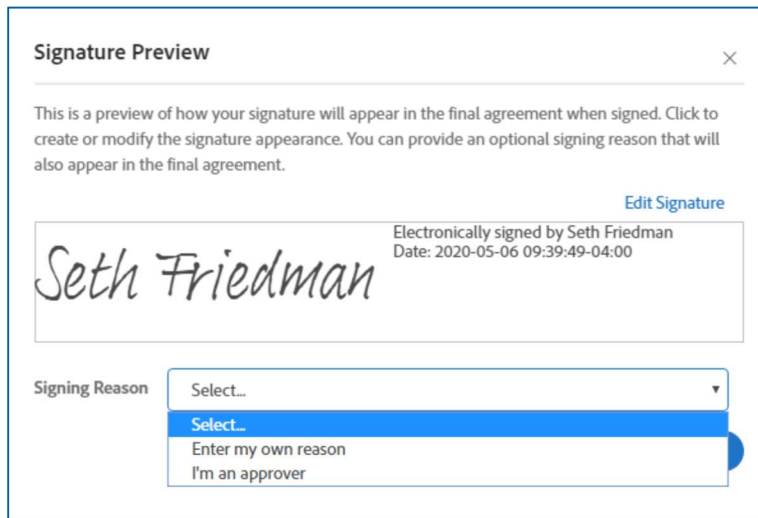




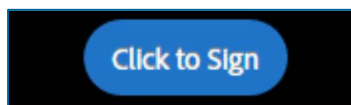
10. At each signature location on the Adobe Sign form, you will see a box asking you to pick your reason for signing the form, similar to the picture below.



11. On the **Signature Preview** box, you can pick a **Signing Reason** from the list of options. You can pick one of the options or choose **Enter my own reason** for a free text field. Once you've picked a reason or entered a reason, click **OK**.



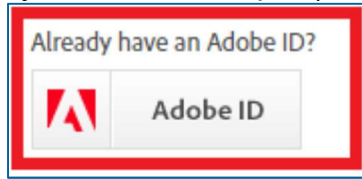
12. Once you've completed all of the sections for you, select **Click to Sign** to complete your part of the consent document.



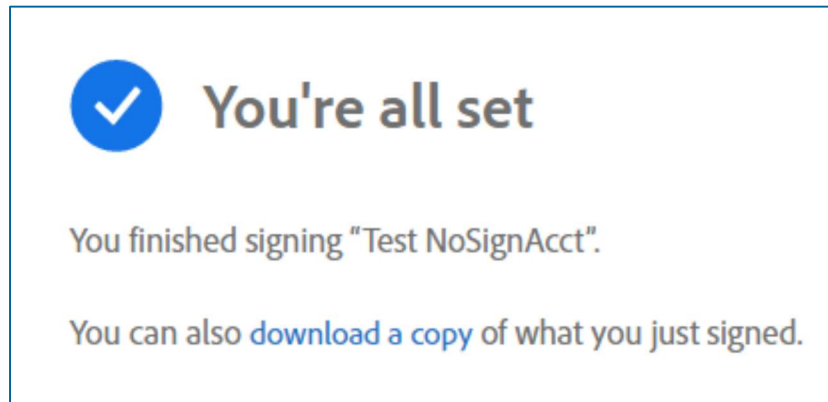




13. After you've selected **Click to Sign**, Adobe Sign will ask you to Sign In again. Choose the same option you chose in Step 4 (Adobe ID).



14. After signing in a second time, Adobe Sign will pull together all of your signatures and send it to your study doctor or other study staff to complete their signature. You'll see another box letting you know that you finished signing the form.



15. Once your study doctor or other study staff finished their signature on the form, you will receive an emailed copy of the fully signed consent form.