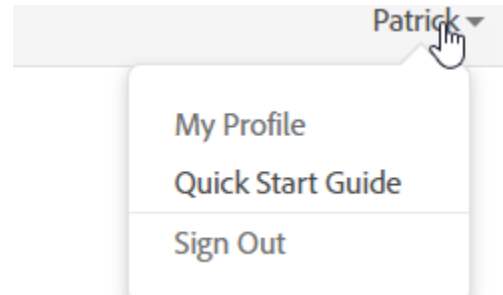


How to define your delegate in AdobeSign

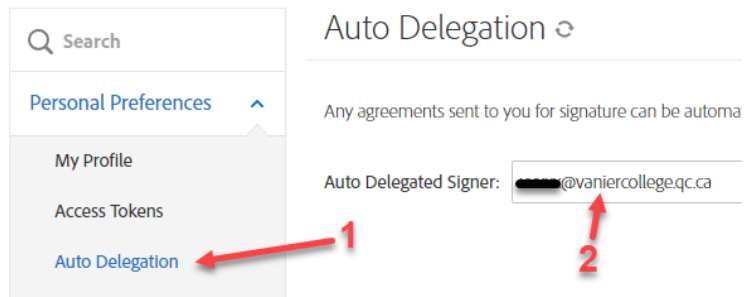
Log in to the AdobeSign portal [Adobe Sign Login — Sign in to your e-signature account](#) or <https://secure.echosign.com/public/login>

Enter your college credentials, same as to log to the college xxxxxx@vaniercollege.qc.ca and password; you are now in your AdobeSign console.

In the upper right corner, under your name select My Profile.



On the right side, 1- choose Auto Delegation and 2- enter the email of your delegate, select SAVE at the bottom right.



Keep a note to remove your delegate upon your return by emptying the field Auto Delegated Signer and doing SAVE.