



WORK ANYWHERE WITH ADOBE DOCUMENT CLOUD

Set up a web form in Adobe Sign

Creating an online web form allows your recipients — whether they're your employees or your citizens — to quickly access, complete, and sign critical documents without printing or mailing anything. And you get immediate access to the data and signatures. Here's how to create one yourself.

Requirements:

1. An Adobe Sign account

Please note: *If you do not have an account already, please contact your Adobe team or IT administrator.*

2. A PDF form to post

This example will show the process using the HomeCare PTO Request Form, which you can find attached to this document for your own use.

This guide covers:

PART 1

Create a form with fillable fields, ready to post online or share via URL. [Start >](#)

PART 2

Publish your web form, and learn how to edit it if you have to. [Start >](#)

PART 3

View form submissions and download them as a CSV spreadsheet. [Start >](#)

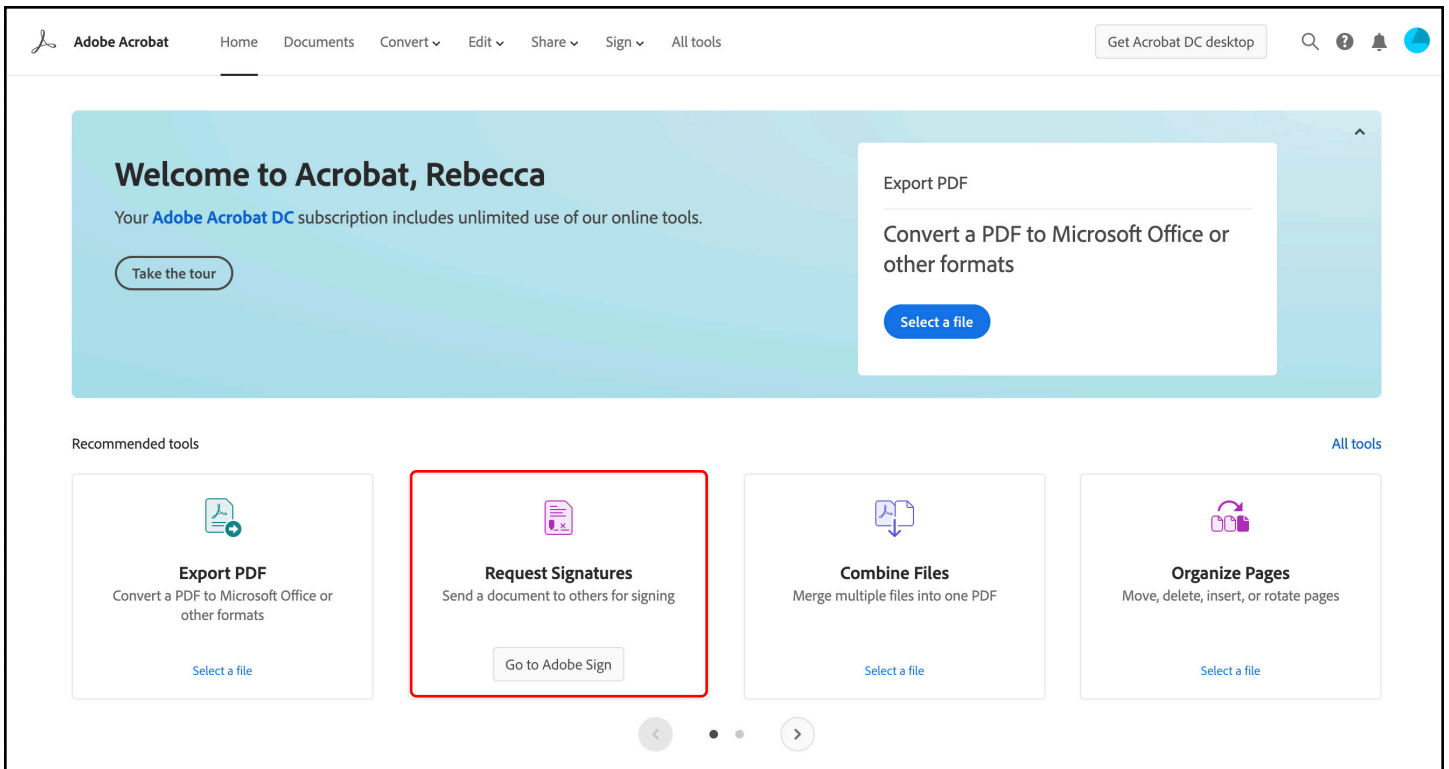
Note: *If your Adobe Sign account doesn't show you the option to create a web form, check with your account administrator to verify that the feature has been enabled in Global Settings.*

PART 1

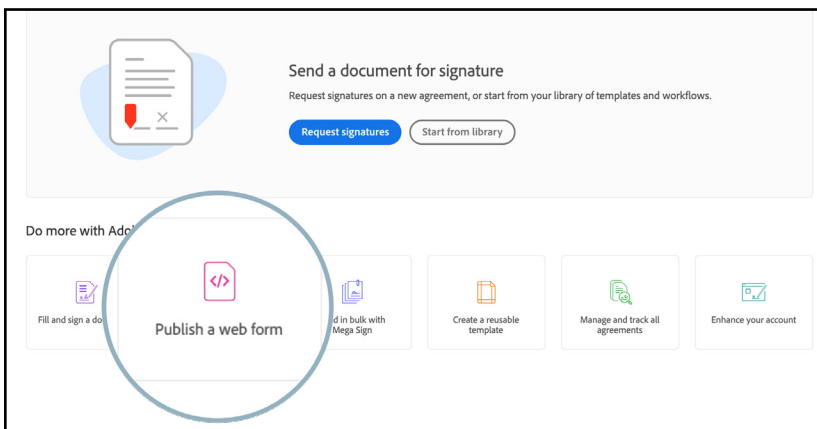
Create a web form

We'll start by preparing the form you want to post. First, log in to Adobe Sign:

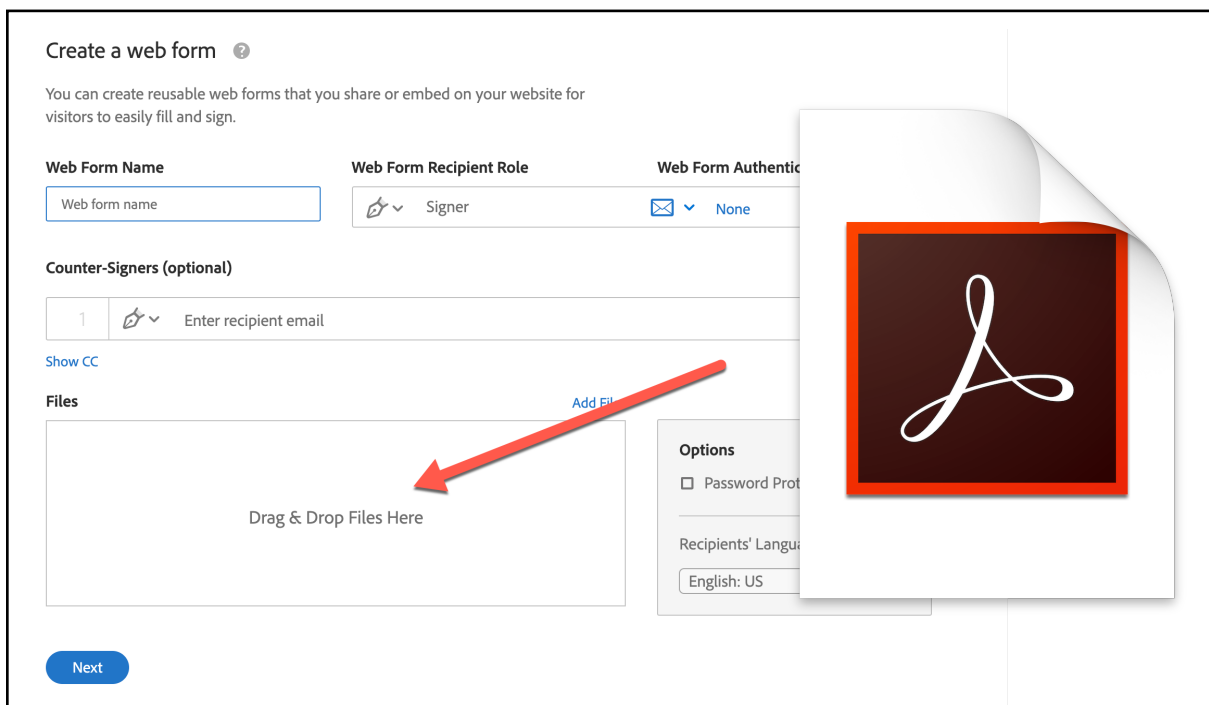
1. In your web browser, navigate to <https://documentcloud.adobe.com>.
2. Sign in using your username and password credentials.
3. From the tool tiles on the Home page, select **Request Signatures**. This will take you to the Adobe Sign web interface.



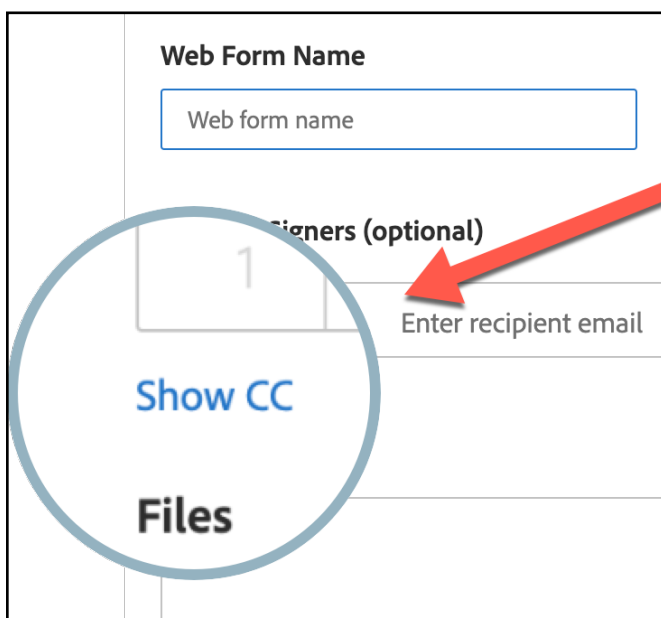
4. From the Home screen, click on **Publish a web form**.



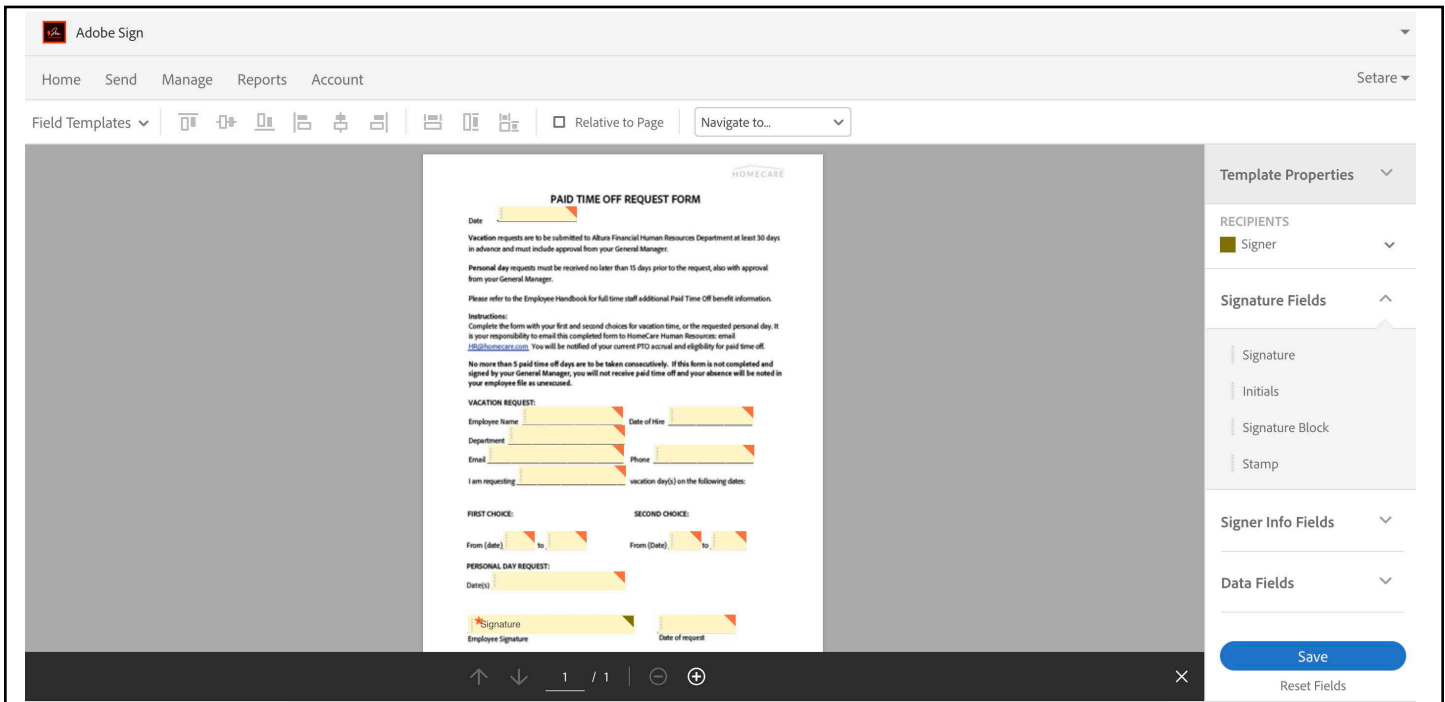
5. Set the **Web Form Name** to the desired name for the form.
Ex. HomeCare PTO Request Form.
6. Drag and drop the form you want to use for your web form (in this example, HomeCare PTO Request Form.pdf) from your File Explorer (Windows) or Finder (Mac) into the Files section.



7. Click on **Show CC** beneath the **Counter-Signers** and select an email address you would like to send the signed documents to.



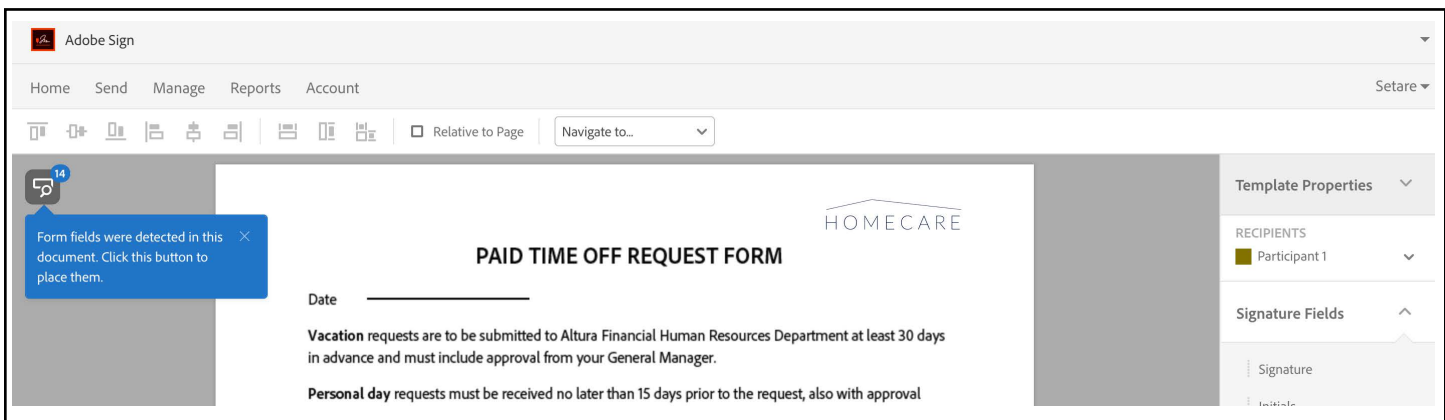
8. Click on **Preview & Add Form Fields box** and click **Next** to prepare the form file.



If you are using the example file, *HomeCare PTO Request Form.pdf*, you will notice that the document already has form fields added and does not require any additional modification. To learn about adding fillable fields to your documents, see the [how-to guide here](#).

9. The drag and drop authoring environment allows you to add fillable form fields to your file. Simply drag fields from the right rail onto your document in the desired spaces.

Or, let Adobe Sign suggest form fields for you: Adobe Sensei's AI technology can detect form field candidates based on analyzing the content, attributes, and relative placement of attributes on the form. In the authoring environment, look in the upper left to find the blue alert that says "Form fields were detected in this document. On each page, click this button to place them."



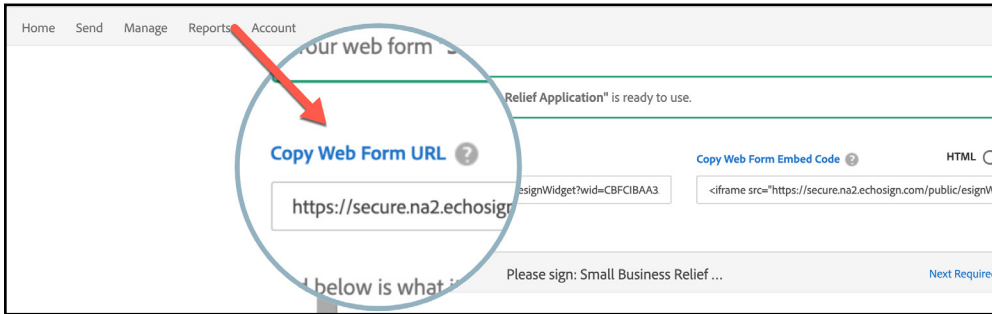
10. When the form setup is complete, click **Save** in the lower right.

PART 2

Publish your form

Now that you have created your web form, you can view or share your web form so that it can be filled out and submitted.

1. Click on **Copy Web Form URL**.

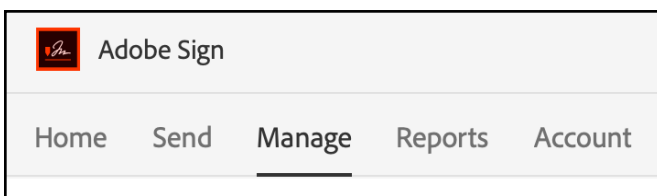


2. Share the URL via email or post it on your website.

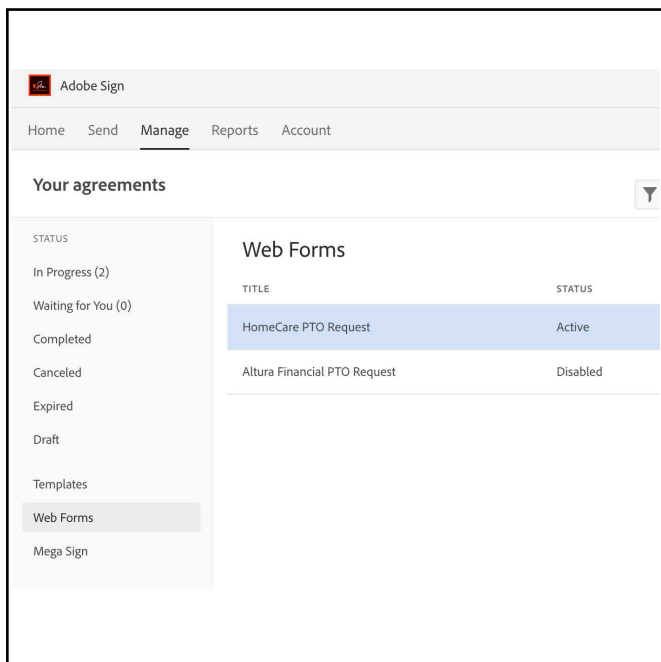
A copy of the completed and signed document will be emailed to the email address that was specified as a CC email address in Step 2. The signer will also receive a copy of the document upon submission.

If you need to edit this form after it has been published, you may do so by following these steps:

3. Log into your Adobe Sign account.
4. In the navigation bar, click on the **Manage** tab.

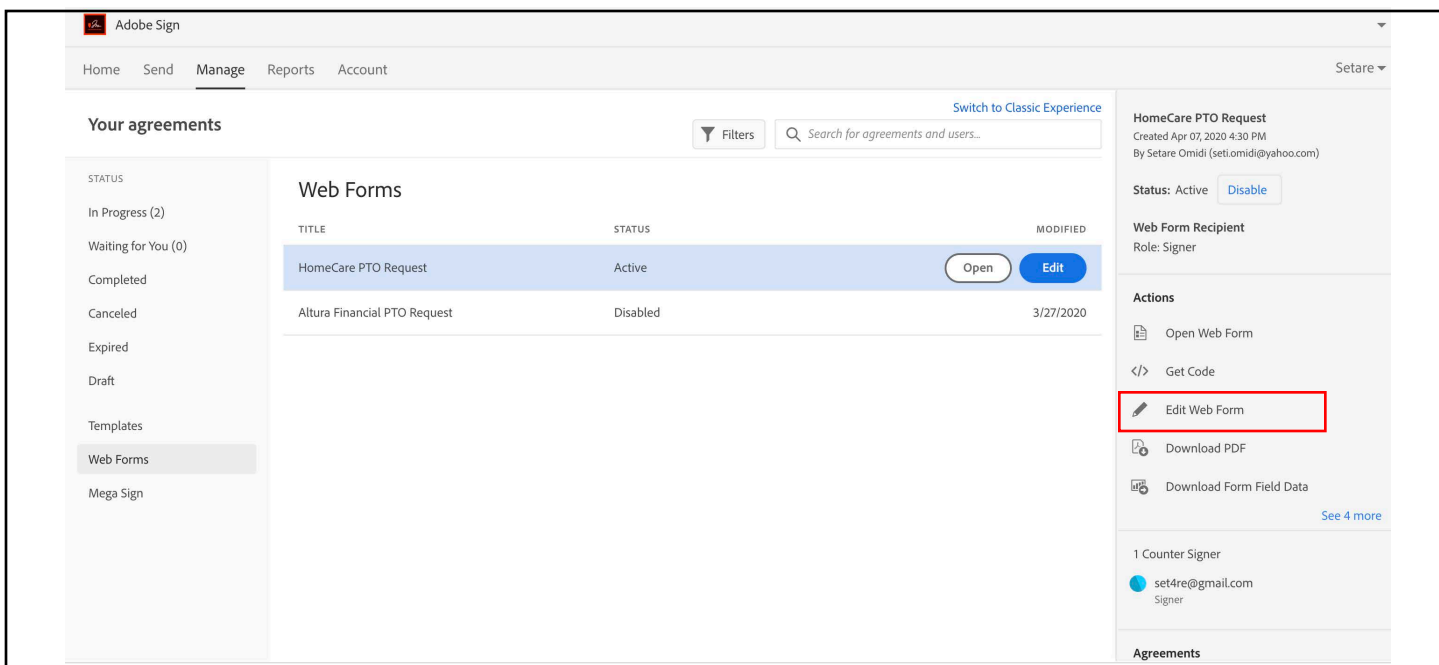


5. In the left sidebar, select **Web Forms**.



6. Select your web form from the list.

7. Under the **Actions** menu in the right sidebar, click on **Edit Web Form**. From here, you can make changes to the published form in the same authoring environment that you used when you first created the form.








PART 3

View form submissions

1. Log into your Adobe Sign account.
2. In the navigation bar, click on the **Manage** tab.
3. In the left sidebar, select **Web Forms**.
4. Select your web form from the list.
5. In the Agreements list in the right sidebar, click on **Completed**.

Actions

-  Open Web Form
-  Get Code
-  Edit Web Form
-  Download PDF
-  Download Form Field Data

[See 4 more](#)

Agreements

- 2 All
- 2 Completed**

From here, you can view all the submissions you have received, and download each one as a PDF.

Web Forms / Small Business Relief Application

2 All 0 In Progress 2 Completed

RECIPIENTS	STATUS	MODIFIED
Conrad Simms	Signed	Open Download PDF
Heather Douglas	Signed	3/26/2020

To download all submissions as a CSV spreadsheet:

1. Log into your Adobe Sign account.
2. In the navigation bar, click on the **Manage** tab.
3. In the left sidebar, select **Web Forms**.
4. Select your web form from the list
5. From the Actions menu in the right sidebar, click on **Download Form Field Data**. A CSV file containing the data submitted by each form filler will be saved to your computer.

