

Introduction: This document explains how to complete and sign your IRSJA Training Transcript and access your files via Google Drive.

IRSJA Training Transcript Completion and Signing

The IRSJA Training Transcript utilizes Adobe Acrobat to complete, share, and digitally sign the documents with all necessary parties. You do not need an Adobe Account to complete the IRSJA Transcript in Adobe Acrobat Sign.

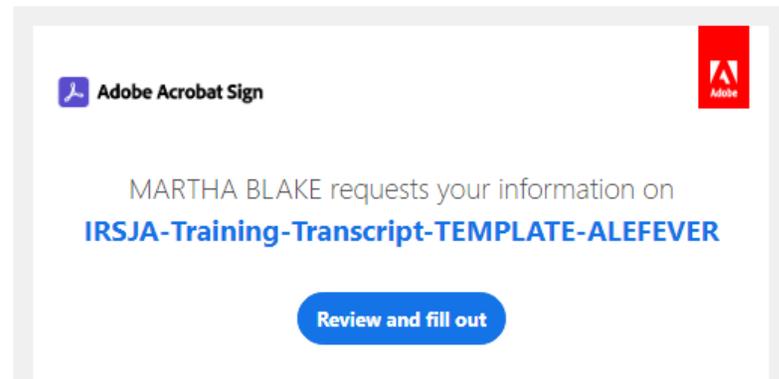
NOTE: DO NOT COPY OR DOWNLOAD THE IRSJA TRAINING TRANSCRIPT FORM TO COMPLETE IT OR IT WILL NOT BE SIGNABLE. The form must be completed online in order for both steps, form completion and signing to be executed online. Complete the form and signing process online. Once the document has been fully completed and then signed, it can be downloaded from the Google Drive Portal shared with you within 1-2 weeks after the completion of document signing.

1) Receive the Adobe Acrobat Form Request

You will receive a message at your e-mail account on record from IRSJA via Adobe Acrobat Sign.

Click the “Review and fill out” button.

If you have not received this email but have been notified it was sent, check your spam email or contact the administrator.



2) Complete the form

When you open the link, your web browser will prompt you to complete the form. You will then see a copy of the IRSJA Training Transcript.

This form must be completed on or before July 15th.

Complete the form, completing all of the digital form fields.

REMINDER: This form must be completed and saved online to complete the signing process. DO NOT DOWNLOAD THE FORM TO COMPLETE IT. It will be automatically referred to the appropriate parties once you have completed and signed the form.

When you click the blue button from the email, you can optionally create an Adobe Acrobat account for future access to your file, or simply complete the form and save it.

Personal Information

Name:	Test Name
Address:	123 Main Street
City:	Cityname
State:	Statename
Zip Code:	12345
Email Address:	email@email.com
Cell Phone:	555-555-5555 

Once you’ve completed the form, click the blue “SUBMIT” button at the bottom:

By form filling, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures.

Submit

The document will be processed and you will receive a confirmation page:



You will also then be allowed to create an Adobe Acrobat account with your email so you can access this agreement later:

Manage your Acrobat Sign agreements

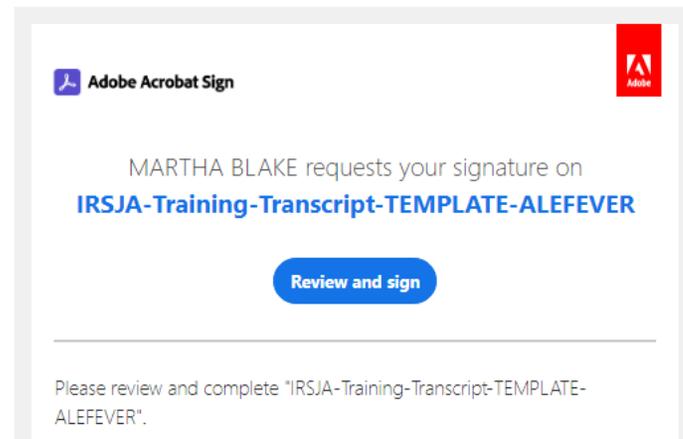


3) Signing the Form

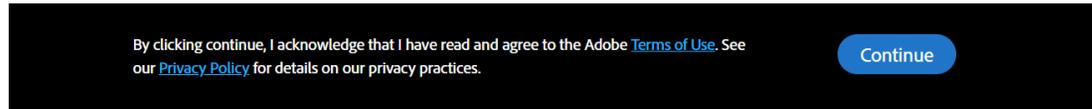
You will instantly receive a follow-up message in your email, this time requesting a signature on the same form.

Click the "Review and Sign" button.

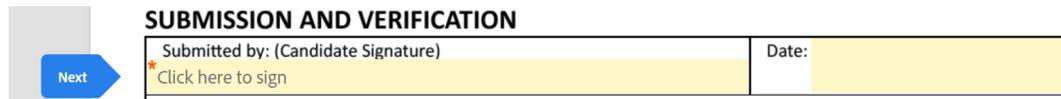
If you have not received this email but have been notified it was sent, check your spam email or contact the administrator.



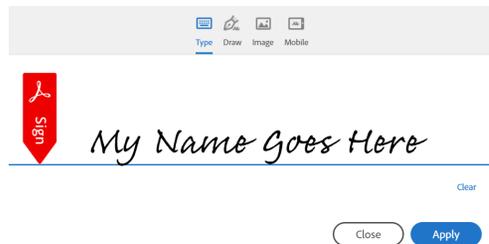
When you click the link, you will click the Continue button.



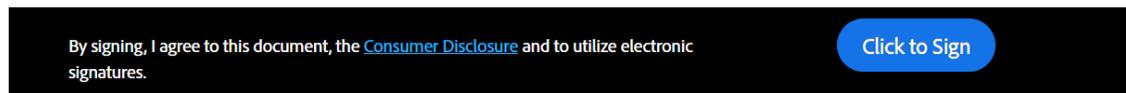
On Page 4, you will see a box under "Submission and Verification" that says "Click here to sign":



When you click, add your name by Typing or Drawing and click "Apply":



At the very bottom, click the blue "Click to Sign" button.



You have now completed the signing process. Once all parties have reviewed and signed your transcript, the document will be filed in the IRSJA Google portal. The IRSJA Training Committee no longer maintains vulnerable paper files.