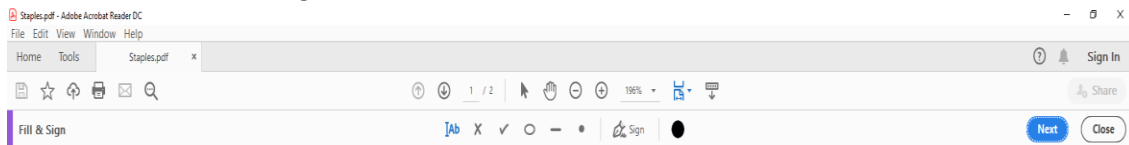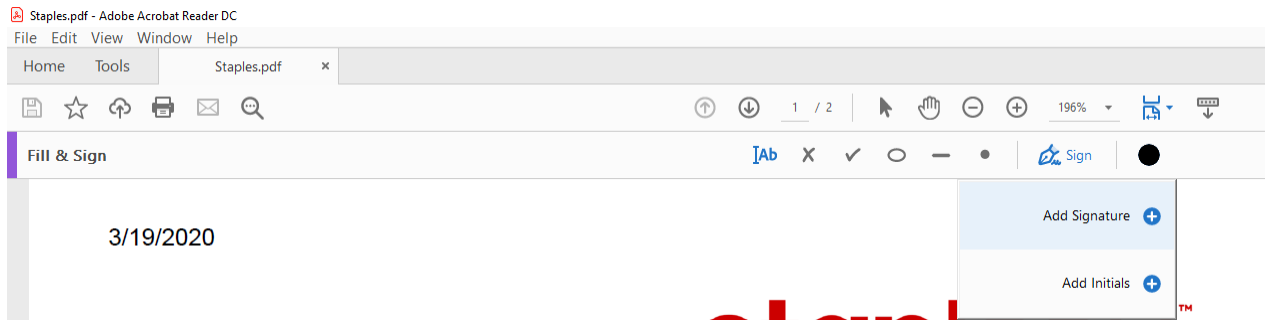# How To Electronically Fill and Sign PDF Forms

Creating your signature and initials
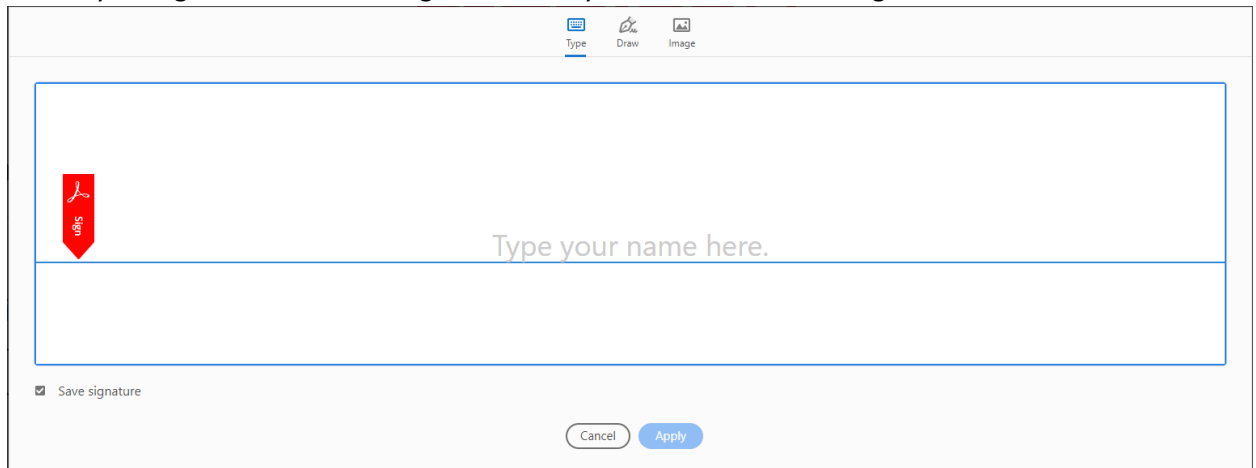
1. Open your PDF Document
2. Select Tools > Fill and Sign
   a. If you get prompted with the "What do you want to do?" then select the "Fill and Sign" option
3. You will see the following menu

4. Click on the "Sign" option
5. You will see the following menu items

6. To add your signature click "Add Signature" and you will see the following

   a. Using one of the three options you can
      i. Type your name
      ii. Sign your name using a mouse or stylus
      iii. Add an image of your name
         1. If you do not have an image, you can screen shot an old signature or take a picture of your signature

7. Make sure you have "Save Signature" checked and then click on "Apply". This will ensure your signature or initials will be available for any PDF file you open.
8. After you click "Apply", the box will disappear and your name will now be ready to add and will move with the mouse, if you are not ready to place your name in the document, press your escape key.
9. If you wish to add your initials, repeat the process but select "Add Initials"

Electronically Signing a Document

1. Follow steps 1 to 5 in "Creating your signature and initials"
2. After your click the "Sign" option you should now see your signature and initials you created in the previous section
3. If you want to sign and/or initial in a part of your document, click on the appropriate action and drag it to the section of the document you wish to place it
4. Resize your signature or initials as required.

Updating your Signature and Initials

1. Follow steps 1 to 5 in "Creating your signature and initials"
2. After you click the "Sign" option you will see your name and initials
3. After either, you should now see a "-"
4. Click on the "-" to remove your name and/or initials

Note

Once you have saved a PDF with signatures or initials, it may be locked from any further changes. You may want to save your PDF file prior to signing it so you can have a fresh copy if needed.