
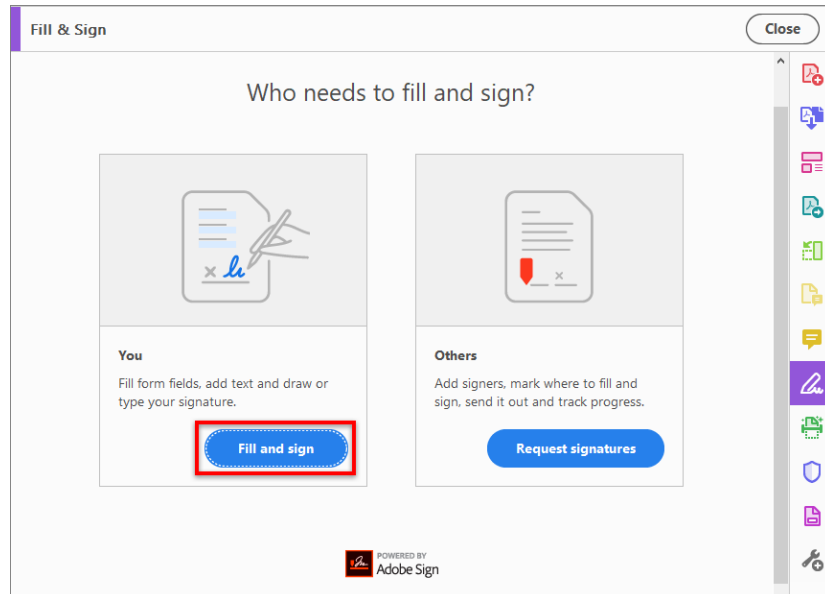

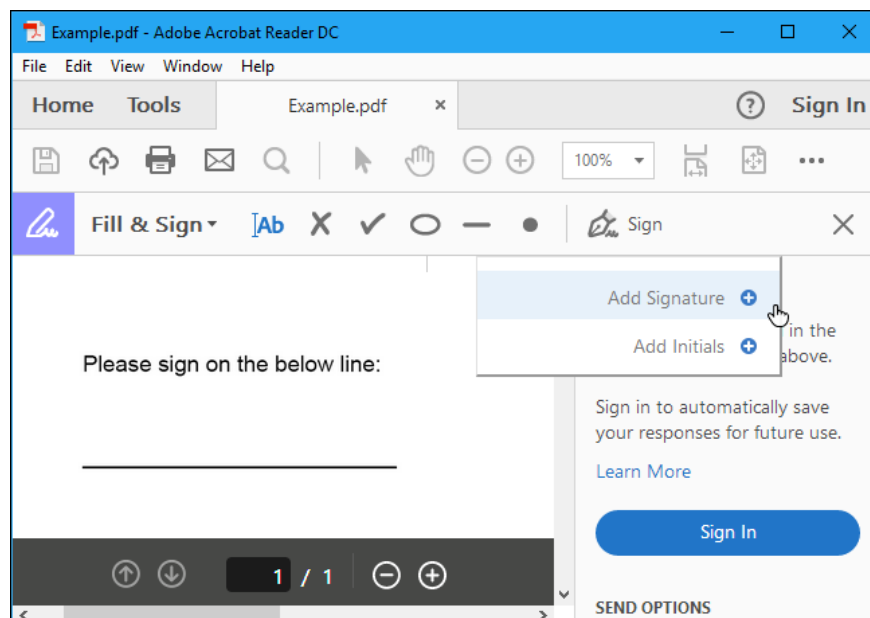


How to Electronically Sign a PDF Document Using Adobe Reader

1. First, open the PDF document you would like to sign in the Adobe Acrobat Reader DC application.
2. Click the Sign icon  in the toolbar. Alternatively, you can choose **Tools > Fill & Sign** or choose **Fill & Sign** from the right pane.
3. If the Fill & Sign tool is displayed. Click **Fill and Sign**

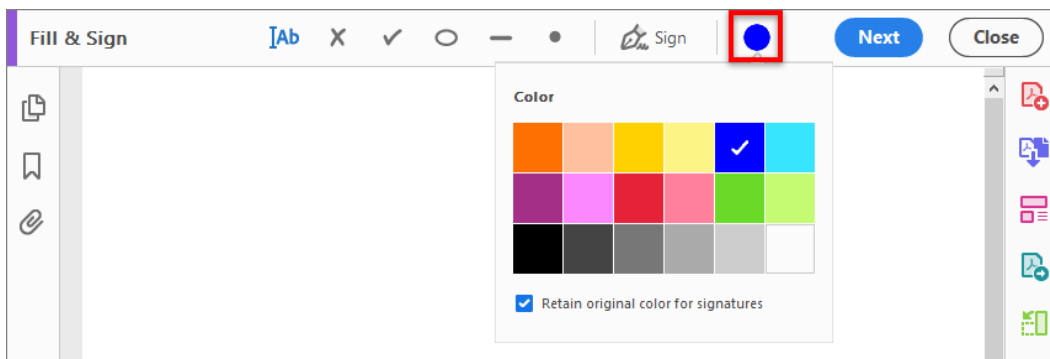


4. Click the Sign icon  in the toolbar and select "Add Signature"

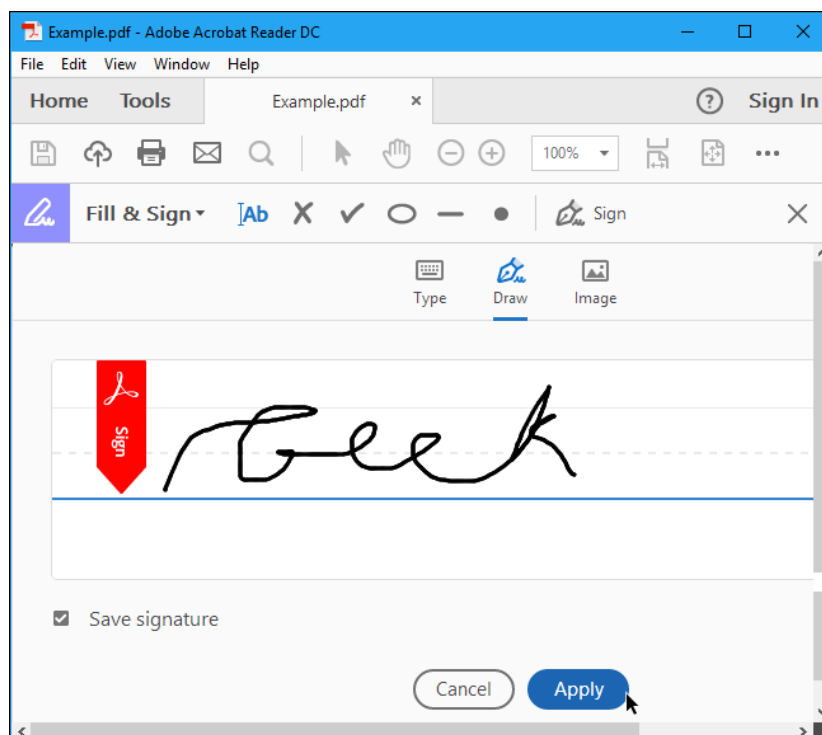


5. From here you can create a signature in one of three ways:

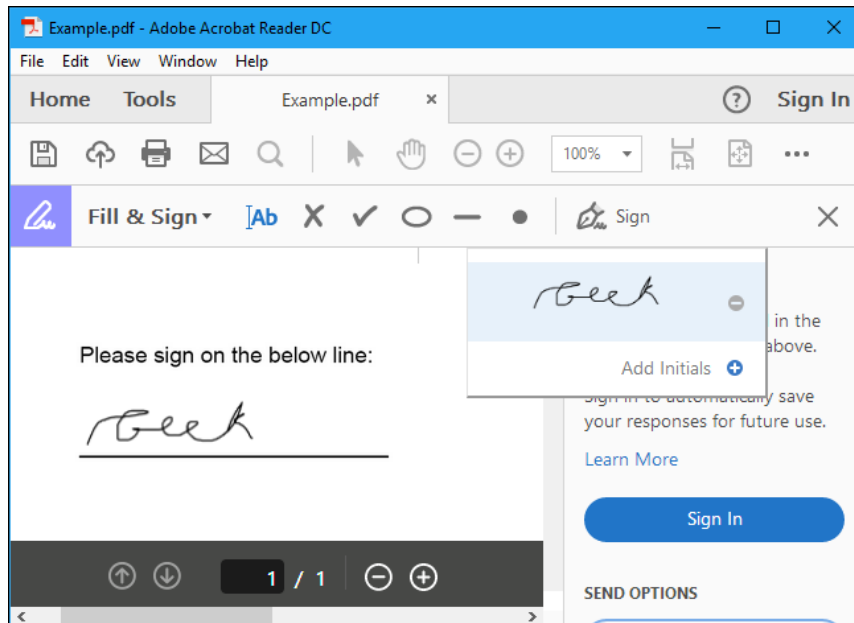
- a. By default, Adobe Reader selects “Type” so you can type your name and have it converted to a signature.
 - b. To personalize your signature, select “Draw” and then draw your signature using your mouse or a touch screen.
 - c. You can also select “Image” if you’d like to sign a piece of paper, scan it with a scanner, and then add your written signature to Adobe Reader. (This requires scanning, but you only have to do this once, after which you can use that signature on any documents you electronically sign in the future.)
6. By default, the signature color is black. To retain the default color of the signature, make sure the **Retain Original Color For Signature** option is unchecked. You can choose your desired color to fill the PDF form. Click the color button in the Fill & Sign menu and choose your desired color.



7. After creating a signature, click “Apply” to apply it to the document. Leave “Save Signature” checked and you can quickly add this signature in the future.



8. Position your signature where you want it with your mouse and click to apply it. If you chose to save your signature, you'll find it easily accessible in the "Sign" menu in the future.



9. To save your signed PDF document, click File > Save and select a location for the file.