

ADDING AN ELECTRONIC SIGNATURE WITH ADOBE ACROBAT READER



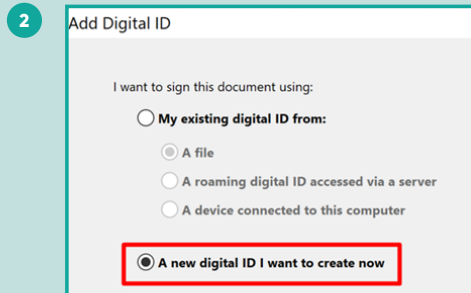
Please find the steps outlined below as they relate to adding a signature, electronically

DESKTOP VERSION



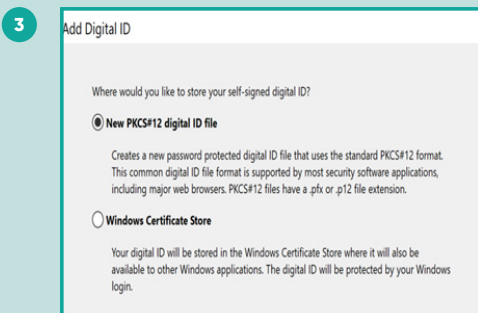
Ensure you have opened the form that you wish to electronically sign Complete and/or review the form, as appropriate

- ▶ Now, click on the signature icon on the top left hand side of the signature box

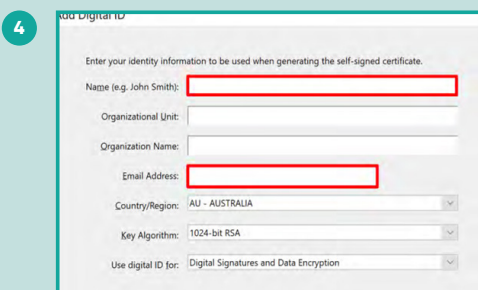


When trying to sign a PDF document you will be asked to add a signature.

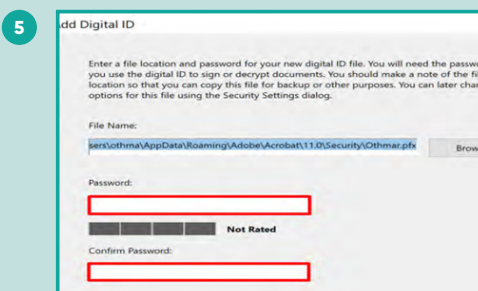
- ▶ Choose: 'A new digital ID I want to create now'



- ▶ Select 'New PKCS#12 digital ID file'

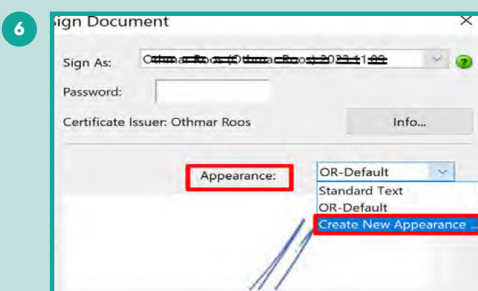


- ▶ Complete the details: Important are your name and email address. Also check the country/region as it will affect the date/time stamp on your signature.



- ▶ Add a strong password and confirm it.
- ▶ You WILL NEED to enter the password each time you want to use the digital signature.

This is also important as maybe multiple people are using the same computer to sign documents or forms.



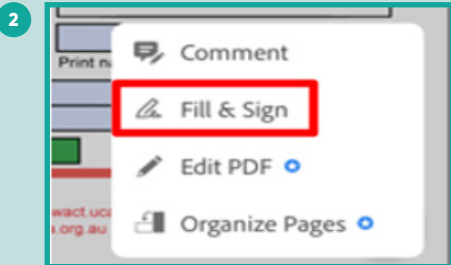
When signing a document:

- ▶ Choose the person 'Sign As' and enter the password. (This is important if a number of different people have setup digital signatures on a shared computer.)
- ▶ Click 'Sign' and you are done.

APP VERSION (FREE)



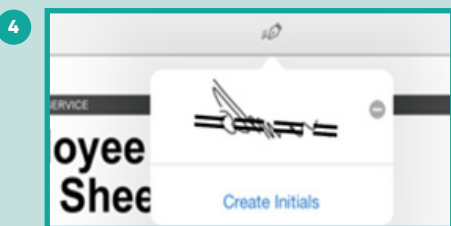
When a PDF document is opened, a blue icon with a pen will show



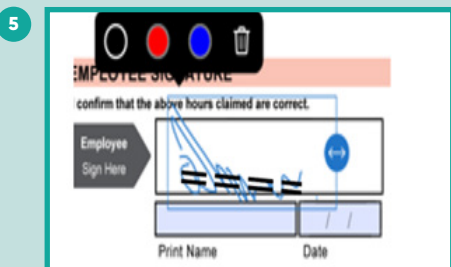
- ▶ Click on it.
- ▶ From the available options, select 'Fill & Sign'



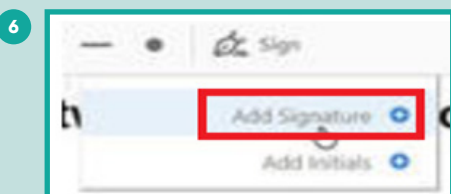
A toolbar will show a pen-tip.
▶ Click on it.



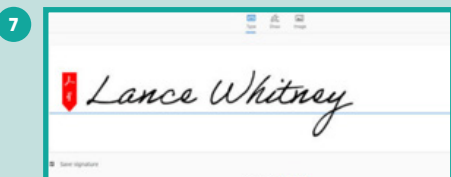
Signatures setup on the device will show.
▶ Tap on the signature...



Tap on the document where you like the signature to be placed.
You can move the signature in the exact place and/or change the colour of the signature.



If no signature is setup, you will be able to 'Add Signature'
▶ Click on it



A panel will appear to place your signature in.
▶ Select a font and save.