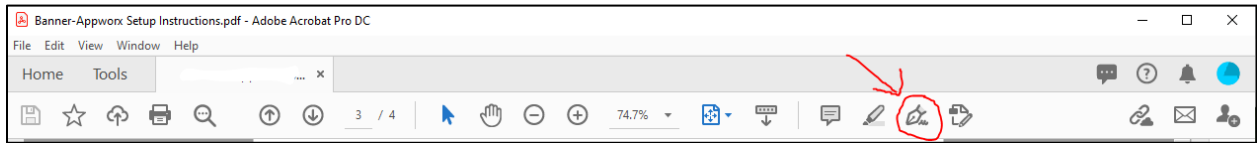


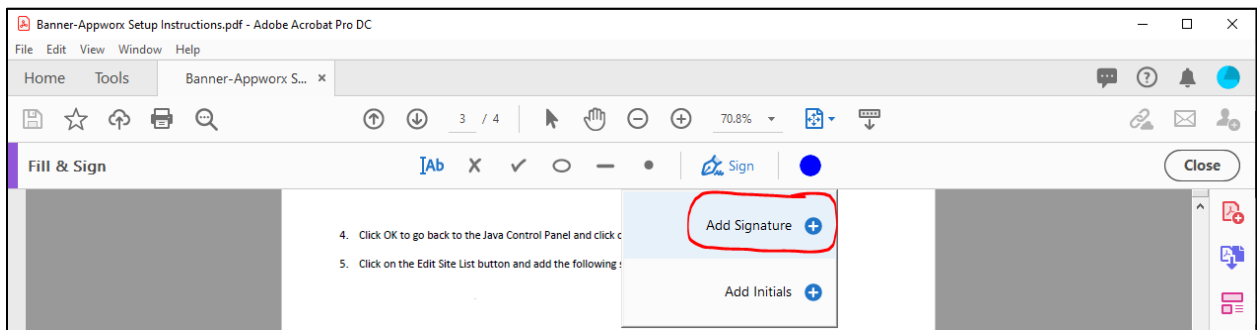
How to create a Digital Signature

In the document, you would like to sign find the icon to sign the document. It will look like the picture below:

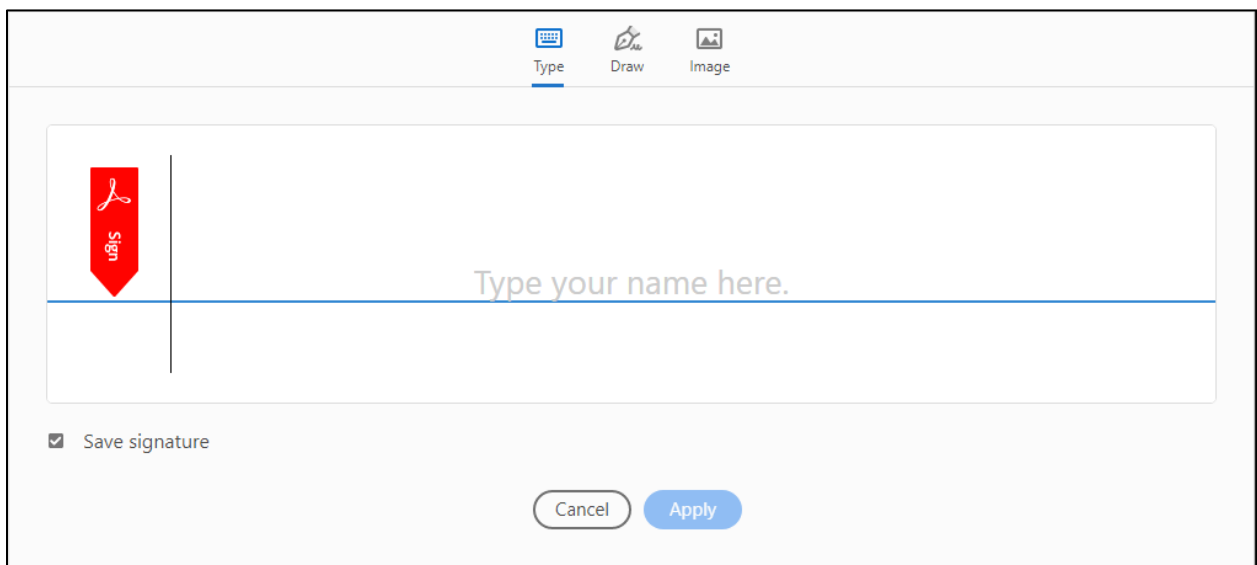


Select the option for “Add Signature”

Note if you already have a signature created it will be shown here.



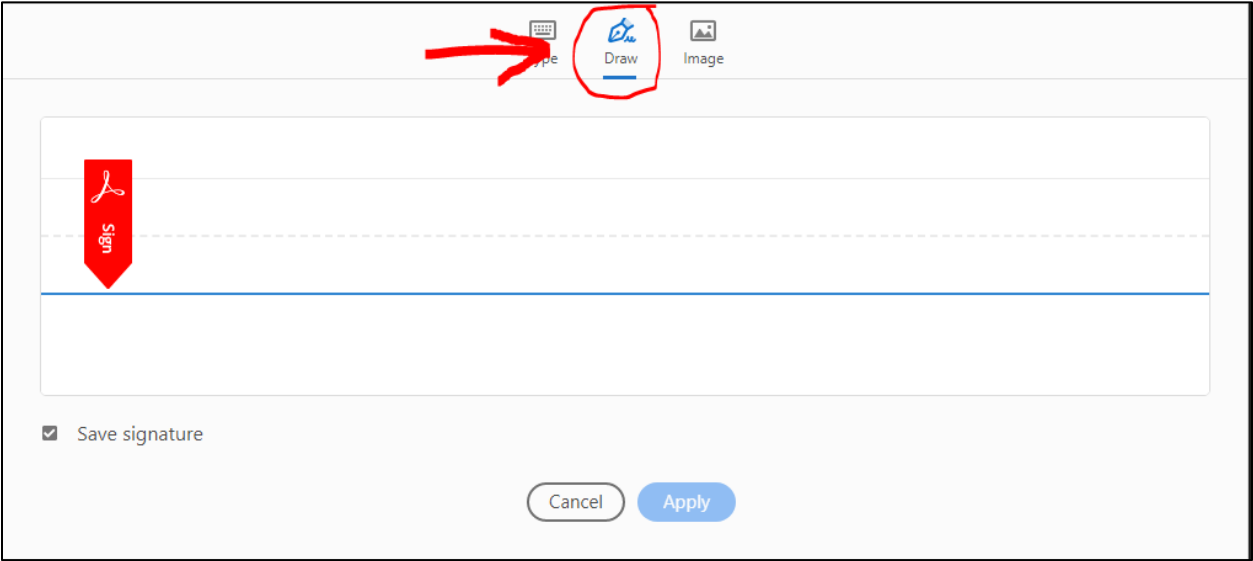
Next, you should see a prompt like the one below, please type in your full name or the one you want to appear as your signature.



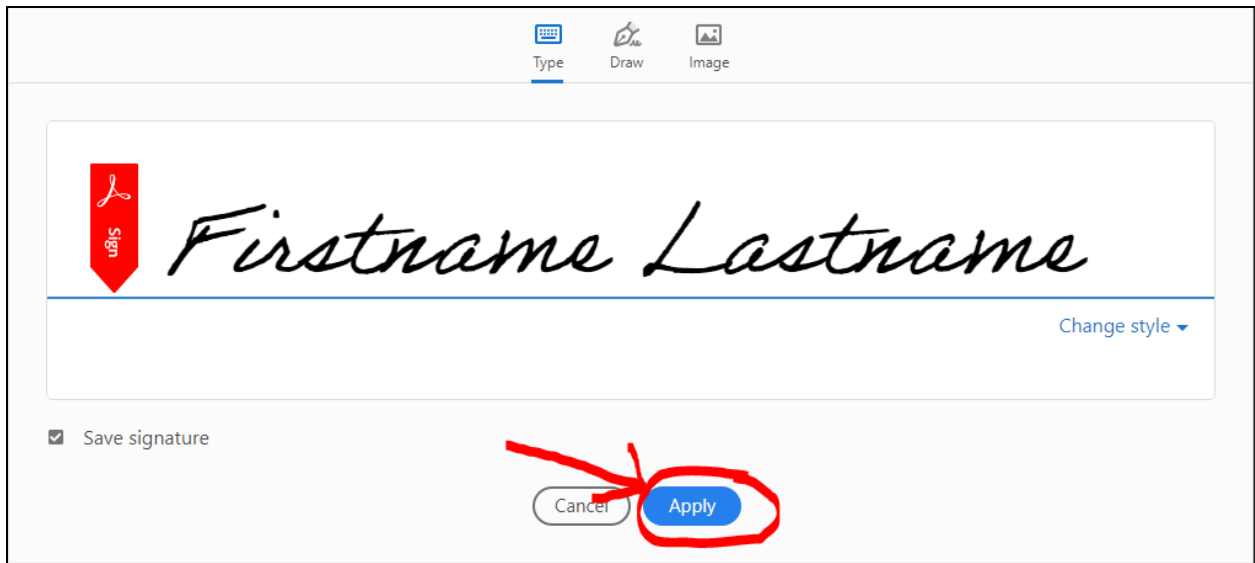
Once you have typed in your name, you can change the style of the signature by selecting the “Change Style” option:



If you have a touch screen device or are comfortable using your mouse, you can even draw your signature:



Once you are happy with the signature click “Apply”:



It will automatically take you back to your pdf and when you move your mouse you should now see your newly created signature, find where you want to add your signature, line it up with the appropriate spot and click. If you do not like the placement you will have the option to either click and drag it to the correct spot or delete it.



And now when you go to the sign option you can find your signature and just click it to place it.

