
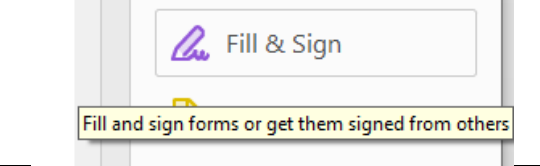
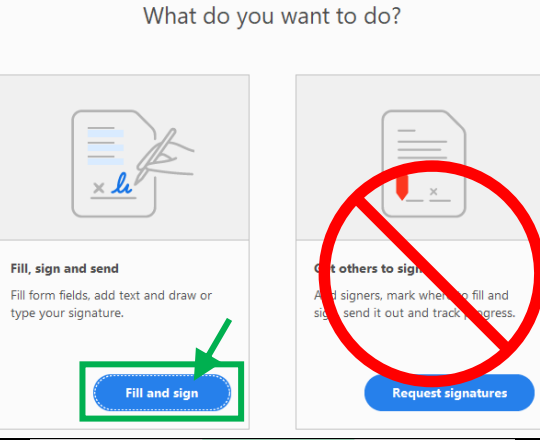

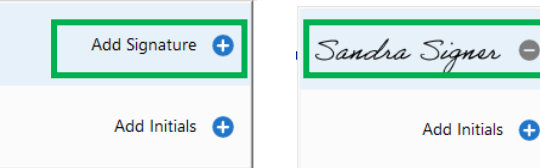

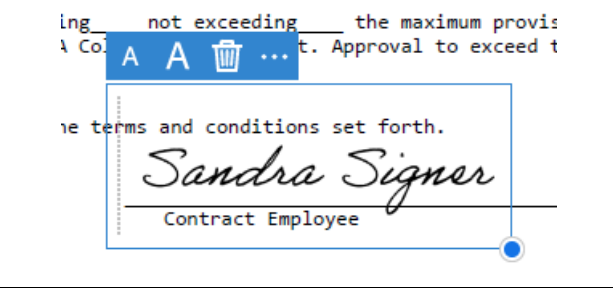

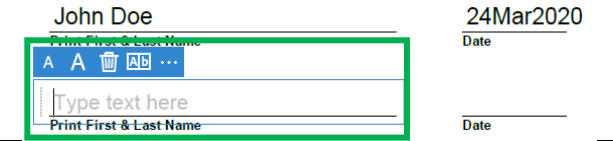
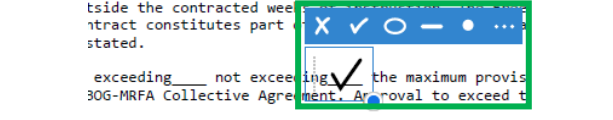
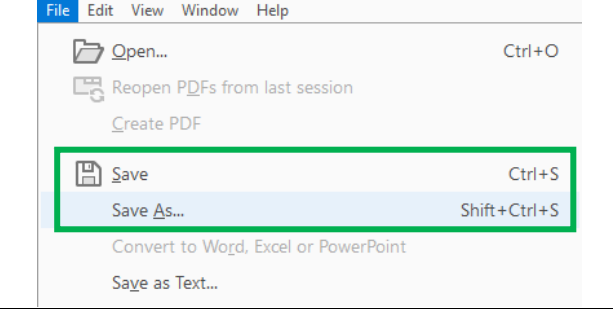


How to Use Adobe Acrobat Reader DC to sign a PDF document

Using Adobe Acrobat Reader DC to manage document approvals remotely

<p>1. Ensure you have Adobe Acrobat Reader DC installed on your computer.</p> <p>Adobe Acrobat Reader DC can be downloaded here.</p>	
<p>2. Open the PDF document with Adobe Acrobat Reader DC</p>	<p>NOTE: The tools referenced may not be available if the file is opened from within your browser window. If that is the case, save the file and then open it from Adobe Acrobat Reader DC program.</p>
<p>3. Click Fill & Sign from the right hand options</p>	
<p>4. When the pop-up box opens asking you what you want to do, select Fill & Sign.</p> <p>NOTE: The other option is only available if you have a paid account. These instructions apply while using the free Adobe Acrobat Reader DC.</p>	
<p>5. Now back at the document, click the Fountain Pen icon in the Fill & Sign menu bar at the top of your window.</p>	
<p>6. If this is your first time to do this, you will need to click Add Signature.</p> <p>If you have already added your signature, you will select it and skip to Step 7.</p>	

How to Use Adobe Acrobat Reader DC to sign a PDF Document

<p>6b. To add your signature, type your name where indicated. Or, choose Draw and sign your name with your mouse.</p> <p>By default, your signature will be saved for you to easily use it again.</p> <p>Click Apply.</p>	
<p>7. With your signature selected, find the place in the document where you need to sign.</p> <p>Click to place your signature in that spot. If you place it in the wrong spot, click on it again and delete or move it to the correct location.</p>	
<p>8. Select the text tool to enter other required information.</p>	
<p>9. Click on the document where information is required and type the information.</p>	
<p>10. You can use other tools to add necessary marks to the document. (Click the ellipsis to toggle options.)</p>	
<p>11. When you are done signing and marking the document, click File > Save OR File > Save As to save the signed document.</p>	
<p>12. Attach the signed document to an email returning it as required.</p>	